

Please complete the following steps to submit your application online. When submitting an application online, a hardcopy submission is not required.

<p>STEP 1</p>	<p>PRE-APPLICATION MEETING</p> <p>As every property and development proposal is unique, and application requirements can vary, please contact Planning Staff by phone: 250-746-3119 or by email: planning@northcowichan.ca to discuss your project and application requirements prior to submitting an application. Planning Staff are here to guide you through the process and to advise if a Pre-Application Meeting is necessary prior to your submission.</p> <ul style="list-style-type: none"> • If a Pre-Application meeting has been completed, please proceed to Steps 2 and 3. • If a Pre-Application is not required, please proceed to Steps 2 and 4.
<p>STEP 2</p>	<p>REQUEST FILE UPLOAD ACCESS LINK TO SUBMIT DIGITAL APPLICATION</p> <p>Please submit an email to planning@northcowichan.ca requesting an Access Link to our file sharing site. Please include the following details within your email:</p> <ul style="list-style-type: none"> • Civic address or Legal Description of the subject property • Applicant(s) Name(s) • Registered Owner's Name(s) if different from Applicant(s) • Agent's Name, if applicable • Application Type • If a Pre-Application Meeting was conducted with Planning Staff (date & staff member)
<p>STEP 3</p>	<p>DIGITAL APPLICATION SUBMISSION (Pre-Application Meeting Completed)</p> <p>Once staff receive your request, an Access Link will be created and you will receive an email from planning@northcowichan.ca with the link. Click the link to open the site and upload the following required documents for your application:</p> <ul style="list-style-type: none"> • A Completed Application Form • Payment of Applications Fees (please mail or drop off at the Municipal Hall) • A Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc. • Property Title or Statement of Certificate (issued within the last 30 days) • Copies of all Rights of Ways, Easements, Covenants on Property Title • Letter of Rationale for Development Proposal • Site Plan • Additional Documentation requested by Planning Staff <p>Please note that before requesting an Access Link, it is your responsibility to ensure that all the basic requirements have been met. Incomplete applications will not be processed.</p>

STEP 4	DIGITAL APPLICATION SUBMISSION (Pre-Application Meeting Not Required)
	<p>Once staff receive your request, an Access Link will be created and you will receive an email from planning@northcowichan.ca with the link. Click the link to open the site and upload the following required documents for your application:</p> <ul style="list-style-type: none"> • A Completed Application Form • Payment of Applications Fees (please mail or drop off at the Municipal Hall) • A Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc. • Property Title or Statement of Certificate (issued within the last 30 days) • Copies of all Rights of Ways, Easements, Covenants on Property Title • Letter of Rationale for Development Proposal • Site Plan <p>Please note that before requesting an Access Link, it is your responsibility to ensure that all the basic requirements have been met. Incomplete applications will not be processed.</p>
STEP 5	ADVISE PLANNING DEPARTMENT DIGITAL APPLICATION SUBMISSION COMPLETE
	<p>To assist in processing your application, please send an email to planning@northcowichan.ca advising that you have completed your online application submission.</p>
WHAT HAPPENS NEXT ...	
STEP 1	APPLICATION REVIEW
	<p>An initial review of your application will be completed by the Development Planning Coordinator or designated Planning Staff within 3 business days. Once established that the application submission is complete and no additional information is required at that time, you will receive confirmation by an Acknowledgement Letter. You will also be assigned a File Manager to which you will work directly with on your proposal.</p> <p>Applications missing any required documents will be put on hold and the missing information will be requested by email.</p>
STEP 2	ADDITIONAL INFORMATION
	<p>The File Manager will then conduct a comprehensive review of your application. The outcome of this review will determine if you will be required to provide additional information/documentation for staff to complete the application review.</p>
STEP 3	STAFF REPORT
	<p>The File Manager will prepare a Staff Report with a recommendation to Council or the Director of Planning for consideration depending on the application type.</p>
STEP 4	PROCESS & DECISION
	<p>The File Manager will correspond with the Applicant regarding the application process and approval.</p>

We Look Forward to Working With You on Your Proposal