

TYPE OF APPLICATION

Rezoning/Bylaw Text Amendment	Development Permit Amendment
OCP Amendment	Development Variance Permit
Temporary Use Permit	Development Permit

DESCRIPTION OF PROPERTY

Civic Address: _____

PID: _____ Folio No: _____

Legal Description: Lot _____ Section _____ Range _____ District _____ Plan _____

Current Zoning: _____ Proposed Zoning: _____ Property Size: _____

Existing Use: _____

APPLICANT/BUSINESS CONTACT INFORMATION

Company: _____

Name (Print Name): _____ Signature: _____

Address: _____ City: _____ Postal Code: _____

Email: _____ Phone: _____ Cell: _____ Fax: _____

If Applicant has provided personal information or if Applicant is the owner (Owner-Applicant): Do you consent to the release of your personal contact information (address, phone number, and email) for the purposes of processing this application, including public viewing, posting to North Cowichan's website and sign postings?
(see www.northcowichan.ca)

Yes No N/A - This is Business Contact Information

The undersigned owner or authorized agent of the owner makes this application and declares that the information submitted in support of the application is true in all respects.

Applicant (Print Name): _____ Signature: _____

Date: _____

OWNER (See note below)

Name (Print Name): _____ Signature: _____

Address: _____ City: _____ Postal Code: _____

Email: _____ Phone: _____ Cell: _____ Fax: _____

Note: If the applicant is NOT the owner, or there are multiple owners on Title, complete the "Owner's Authorization" form and include a corporate summary if necessary.

Personal information is collected by North Cowichan under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing this application. Please direct any questions about this to North Cowichan's Privacy Officer, 250-746-3116, 7030 Trans Canada Highway, Duncan, BC, V9L 6A1.

Required Information

When providing Application Forms to the applicant, Municipal staff shall indicate which of the following attachments are required for this application through a pre-application meeting. Additional information may also be required at a later date. All documents and plans to be submitted as a hardcopy and PDF. PDF drawings to be submitted via memory storage device. Incomplete applications will not be accepted.

	Required	Received	Details
Basic Requirements	✓		Complete Application Form - Corporate Summary Document (if ownership is company)
	✓		Payment of applicable fees
	✓		Current State of Title (issued within last 30 days)
	✓		Copy of all charges to State of Title (rights-of-ways, easements, covenants)
	✓		Development rationale letter
Site Plan -Survey by BC Land Surveyor may be required	✓		Site plan (including north arrow and scale)
	✓		Location of existing and proposed driveways, pathways and patios
	✓		Location and dimensions of proposed buildings and setbacks to existing lot lines, rights-of-ways, easements and covenants
			Location of all water features, including streams, wetlands, ponds, ditches, ocean, lakes on or adjacent to the property
			Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drains
			Location, dimensions of all vehicle and bicycle parking, disability parking, vehicle stops and loading
			Stormwater management infrastructure and impermeable surfaces
			Above ground services, equipment and exterior lighting details
			Existing natural grade and finished grades of site including contour lines (including buildings and retaining walls)
			Other:
Elevation Drawings			All four elevations (front, rear, and two sides)
			Height measurements (height survey may be required)
			Exterior finishes and materials
			Cross sections
Additional Information -Supporting plans and reports to be prepared by Qualified Professional (P.Eng., BCLSA, QEP, etc.)			Archaeological Assessment
			Environmental Assessment
			Erosion and sediment control plan
			Geotechnical report
			Parcel and impervious site coverage plan
			Landscaping plan by a qualified professional
			Stormwater management plan
			Traffic impact assessment
			Riparian area assessment report
		Other:	