
TYPE OF APPLICATION – please select from the drop-down menu.

If you are applying for more than one type of application, fill out below:

DESCRIPTION OF SUBJECT PROPERTY – A property title issued within the last 30 days is required.

Civic Address:

Legal Description (include Parcel Identifier Number):

Note: If there is more than one property related to this application, a list of the additional properties including all details above and current property titles (issued within the last 30 days) are also required.

DEVELOPMENT PROPOSAL - Please provide a brief description of your development proposal. For example:

- What are you proposing to construct?
- If the application is for a Zoning Bylaw amendment, include the current zoning and the proposed zoning.
- If the application is for an Official Community Plan Amendment, include the proposed amendment to the OCP.
- If you are requesting a Variance, please provide in detail the variance requested.



APPLICANT/OWNER INFORMATION

If you are an agent applying on behalf of the property owner, fill out the applicant and property owner sections. If you are the property owner and the applicant, only fill out the applicant section. The property owner must match the current Title.

Name of Applicant(s) or Agent: _____

Company Name (if applicable): _____

Mailing Address: _____

Phone Numbers: Main: _____ Cell: _____ Fax: _____

Email: _____

Name of Registered Owner: _____

Company Name (if applicable): _____

Mailing Address: _____

Phone Numbers: Main: _____ Cell: _____ Fax: _____

Email: _____

AUTHORIZATION

Please read the following authorization information fully, and complete to signify your authorization.

I/We declare that all of the statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER(s)** acknowledging this application and the agency of the applicant.

Applicant/Agent's Signature:

Date:

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?

☐ **YES** ☐ **NO**

As Registered Owner(s) of the Subject Property or Properties listed above, I/we hereby authorize the Applicant/Agent listed above to act on our behalf regarding this application. I/we acknowledge that North Cowichan will maintain communication only with the Applicant/Agent and I/we understand that any decisions by municipal staff or Council will be based on information provided by the Applicant/Agent. We agree to be bound by all decisions of the Applicant/Agent in this matter. **All owners registered on title must sign below to authorize this application.** If the property is owned by a corporation, a designated person with signing authority for the company must sign the form.

Owner Name (Print)

Signature

Date

Owner Name (Print)

Signature

Date



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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.

APPLICATION FEE(S)

An application fee(s) as set out in the [Fees and Charges Bylaw No. 3874](#) is required for a complete application. Planning Staff will contact you for the application fee payment after they have completed the preliminary review of your application submission. The following payment options are available once you have been provided with a Fee Slip for the application fee amount:

- Mail a cheque with your Fee Slip to the attention of the Planning Department.
- Drop off a cheque in the mail-slot with your Fee Slip at the North Cowichan Municipal Hall (to the left off the main entrance door) to the attention of the Planning Department.
- In-Person by cheque, debit, credit card or cash with your Fee Slip at the Municipal Office Planning Department. **Please note:** When paying with a credit card, a 2.75% fee will be added to the amount paid.
- Online Banking – Please use "North Cowichan – A/R" as the payee, using the application number you will be provided as your account to identify what you are paying. You will have to set up a new payee for each individual folder. For each payment, we request that you email a copy of your Fee Slip to finance@northcowichan.ca when payment has been made and copy the email to planning@northcowichan.ca. In some cases, Applicants may need to contact their financial institution for vendor account formatting.

CONTAMINATED SITES REGULATION

The Municipality of North Cowichan is required under the [Environmental Management Act](#) to request Applicants complete and provide a [Site Disclosure Statement](#) when submitting development applications on a property or properties with a [Schedule 2](#) use of the [Contaminated Sites Regulation](#). This Schedule 2 Contaminated Sites Regulation provides a comprehensive list of commercial and industrial purposes and activities which have the potential to cause contamination.

Once your application submission has been received, Municipal Staff will review the Site Disclosure Statement to identify if the property or properties could be contaminated. If the site identifies with a Schedule 2 use, the Municipality is required to follow the Ministry of Environment and Climate Change Strategy's process and submit the Site Disclosure Statement to the Ministry for its review and final approval.

Applications submitted **without** the mandatory Site Disclosure Statement are incomplete and will delay your application process.



APPLICATION SUBMISSION CHECKLIST

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 applying. Planning Staff are here to guide you through the process and to advise if a Pre-Application Meeting is necessary prior to your submission. Incomplete applications will not be accepted.

✓ Required Application Documents for Submission

The following checklist outlines the basic required documentation for a Land Development application submission. Please ensure you have included all the required documentation to avoid any delays with the processing of your application. Please note that Planning Staff may request further documentation during the application process.

You can submit your application in-person at the Planning Department, by regular mail, courier or hand-delivered to the attention of the Planning Department or the preferred method, electronically. If you wish to submit your application electronically, please contact us by email to request a File Share Access Link.

✓ Required Documentation
<input type="checkbox"/> Completed Land Development Application Form
<input type="checkbox"/> Agent Authorization
<input type="checkbox"/> Application Fee(s)
<input type="checkbox"/> Company or Corporate Summary if Registered Owner/Applicant is a Company, Business, Organization
<input type="checkbox"/> Letter of Intent/Rationale for Development Proposal
<input type="checkbox"/> Property Title Certificate (issued within 30 days of application date)
<input type="checkbox"/> Relevant Rights of Way, Easement, and/or Covenant Documents registered on the Property Title
<input type="checkbox"/> Site Disclosure Statement required by the Ministry of Environment and Climate Change Strategy
<input type="checkbox"/> Site Plan prepared by BC Land Surveyor

Application Checklist Glossary

Application Form

A completed and signed application form at time of submission. An incomplete and unsigned application will delay your application process. [Fillable Application Form](#) [Non-Fillable Application Form](#)

Agent Authorization

This section of the Application Form **is required** to be completed when the Registered Owner(s) of the Subject Property is not the Applicant(s). This allows a Representative to act on behalf of the Registered Property Owner(s) commonly referred to as an Agent.

An [Agent Authorization Form](#) is also available as supplementary documentation. Please note if the Agent changes during the application process, a new application form will need to be completed.

Application Fee(s)

An application fee(s) as set out in the [Fees and Charges Bylaw No. 3874](#) is required for a complete application. Planning Staff will contact you for the application fee payment after they have completed the preliminary review of your application submission. Fees are calculated based on the type of application and proposed development.

Company or Corporate Summary

A Company or Corporate Summary is necessary if the Registered Property Owner and/or Applicant is a Company, Business or Organization. This information provides details about the Signing Officers with authority to appoint Agents.

Letter of Intent/Rationale for Development Proposal

A written explanation outlining the specifics, rationale, and relevant justification for the development proposal.

Property Title and Relevant Documents

A Property Title Certificate issued within 30 days of the application date is required to provide proof of ownership. Relevant Rights of Way, Easements and Covenants registered on the Property Title are also required. You can order property titles and any relevant documents from the [Land Title Office](#) or a Professional Search Company.

Site Disclosure Statement


The Municipality of North Cowichan is required under the [Environmental Management Act](#) to request Applicants complete and provide a [Site Disclosure Statement](#) when submitting development applications on a property or properties with a [Schedule 2](#) use of the [Contaminated Sites Regulation](#). This Schedule 2 Contaminated Sites Regulation provides a comprehensive list of commercial and industrial purposes and activities which have the potential to cause contamination.

Once your application submission has been received, Municipal Staff will review the Site Disclosure Statement to identify if the property or properties could be contaminated. If the site identifies with a Schedule 2 use, the Municipality is required to follow the Ministry of Environment and Climate Change Strategy's process and submit the Site Disclosure Statement to the Ministry for its review and final approval.

Applications submitted **without** the mandatory Site Disclosure Statement are incomplete and will delay your application process.

Site Plan

Site Plan showing north arrow, scale, and date of plan. 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-way, easements, and covenants.



✓ **Additional Application Documents for Submission – this section is completed by Planning Staff**

The following checklist will be used by Planning Staff at a Pre-Application Meeting and/or throughout the application process to indicate which additional information is required for a complete application and to support your proposal.

Site Plan prepared by BC Land Surveyor including:	Required	Submitted
Location of all water features, including streams, wetlands, ponds, ditches, ocean, lakes on or adjacent to the subject property.	<input type="checkbox"/>	<input type="checkbox"/>
Location of all water features, including streams, wetlands, ponds, ditches, ocean, lakes on or adjacent to the subject property.	<input type="checkbox"/>	<input type="checkbox"/>
Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drains.	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water management and infrastructure and impermeable surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
Above ground services, equipment and exterior lighting details.	<input type="checkbox"/>	<input type="checkbox"/>
Existing natural grade and finished grades of site including contour lines including building and retaining walls).	<input type="checkbox"/>	<input type="checkbox"/>
Location, dimensions of all vehicle and bicycle parking, disability parking, vehicle stops and loading.	<input type="checkbox"/>	<input type="checkbox"/>
Building Elevations including:	Required	Submitted
All four elevations (Front, Rear, 2 Sides)	<input type="checkbox"/>	<input type="checkbox"/>
Height Measurements (height survey may be required)	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Finishes and Materials	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans including:	Required	Submitted
Layout of each Floor	<input type="checkbox"/>	<input type="checkbox"/>
Number of Units	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plan Overlay prepared by a qualified Landscape Architect including:	Required	Submitted
Outline of existing accessory and proposed Buildings and Structures	<input type="checkbox"/>	<input type="checkbox"/>
Parking Layout and Surface Material	<input type="checkbox"/>	<input type="checkbox"/>
List of Soft Landscaping (trees, shrubs, hedges, planting beds, vines, lawn, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
List of Hard Landscaping (pre-cast pavers, brick, concrete, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
List of Landscaping Structures (trellises, arbours, lighting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Reports & Plans prepared by a qualified Professional (P.Eng, QEP, BCLSA, etc.):	Required	Submitted
Site Servicing Plans Overlay	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Riparian Area Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Plan Overlay	<input type="checkbox"/>	<input type="checkbox"/>
Parcel and Impervious Site Coverage Plan Overlay	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan Overlay	<input type="checkbox"/>	<input type="checkbox"/>

Additional Supporting Documents:

