

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 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.</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 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"> • Completed Application Form • Agent Authorization • Application Fee (Planning Staff will calculate the fee and contact you for the payment) • Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc. • Letter of Intent/Rationale for Development Proposal • Property Title Certificate (issued within the last 30 days) • Relevant Rights of Way, Easements and/or Covenant Documents registered on Property Title • Site Disclosure Statement required by the Ministry of Environment and Climate Strategy • Site Plan prepared by a qualified BC Land Surveyor • 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 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"> • Completed Application Form • Agent Authorization • Application Fee (Planning Staff will calculate the fee and contact you for the payment) • Corporate Summary if Owner/Applicant is a Company, Business, Organization, etc. • Letter of Intent/Rationale for Development Proposal • Property Title Certificate (issued within the last 30 days) • Relevant Rights of Way, Easements and/or Covenant Documents registered on Property Title • Site Disclosure Statement required by the Ministry of Environment and Climate Strategy • Site Plan prepared by a qualified BC Land Surveyor <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	<p style="background-color: #d9ead3; text-align: center;">ADVISE PLANNING DEPARTMENT DIGITAL APPLICATION SUBMISSION COMPLETE</p> <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>

We Look Forward to Working with You on Your Proposal