



# qathet REGIONAL DISTRICT

## **DEVELOPMENT SERVICES PROCEDURES BYLAW NO. 477, 2013**

Adopted March 28, 2013

Consolidated for Convenience Only May 14, 2025

**This bylaw may not be current due to pending updates or revisions and SHOULD NOT BE RELIED UPON FOR LEGAL PURPOSES. Please contact the Manager of Administrative Services at the qathet Regional District for the most current version.**

**The following is a consolidated version of Development Services Procedures Bylaw No. 477, 2013, and includes the following amendment bylaws:**

<b>Amendment Bylaw No.</b>	<b>Adoption Date</b>	<b>Purpose</b>
477.1, 2013	June 17, 2013	To update Section 5 of the application forms in Schedule B, C and D to improve clarity of application information requirements.
477.2, 2019	February 28, 2019	To update the Regional District name to ‘qathet,’ correct references to the <i>Local Government Act</i> , and clarify procedures.
477.3, 2025	April 8, 2025	To bring Bylaw 477 into compliance with recent amendments to the <i>Local Government Act</i> by clarifying when a public hearing is required or prohibited and updating notice requirements for when a public hearing is not held.

**qathet REGIONAL DISTRICT**

**DEVELOPMENT SERVICES PROCEDURES BYLAW NO. 477, 2013**

---

**A bylaw to establish procedures to amend an official community plan or a zoning bylaw, and issue permits under Part 14 of the *Local Government Act*.**

---

**WHEREAS** the qathet Regional District must under Section 460 of the *Local Government Act*, by bylaw, define procedures under which an owner of land may apply to amend an Official Community Plan, zoning bylaw, or to issue a permit under Part 14 of the *Local Government Act*;

**AND WHEREAS** the qathet Regional District may under Section 462 of the *Local Government Act*, by bylaw, impose fees for an application to amend an official community plan or zoning bylaw; to issue a permit under Part 14 of the *Local Government Act*; and to cover other additional costs of administering and inspecting works and services under Part 14 of the *Local Government Act*;

**AND WHEREAS** the qathet Regional District must under Sections 466, 467, 468 and 494 of the *Local Government Act* give notice of a public hearing, the waiving of a public hearing, or an application for a Temporary Use Permit, and may, by bylaw, specify distances for giving notice and make requirements for the posting of development signs on properties that are subject to a proposed bylaw amendment;

**AND WHEREAS** the qathet Regional District may under Sections 502 of the *Local Government Act*, require that an applicant applying for a permit under Part 14 of the *Local Government Act* provide security in an amount stated in the permit in the form of an unconditional irrevocable letter of credit, bank draft, or cash drawn on a chartered bank in Canada.

**NOW THEREFORE** in open meeting assembled, the Regional Board of the qathet Regional District hereby enacts the following:

**1.0 TITLE**

This bylaw may be cited as the “qathet Regional District Development Services Procedures Bylaw No. 477, 2013”.

**2.0 DEFINITIONS**

In this bylaw:

**“Additional Information Requirements”** refers to the additional information that the Regional District may require to properly evaluate an application.

**“Amendment Application”** refers to an application to amend an OCP, a zoning bylaw, or both simultaneously.

**“Board of Variance”** refers to those persons appointed pursuant to Bylaw No. 475 and Section 536 of the *Local Government Act* as the board of variance for qathet Regional District, acting in assembled meetings thereof.

**“Chief Administrative Officer”** or **“CAO”** refers to the person appointed by the Regional Board as CAO and any person who, from time to time, is the deputy CAO or is appointed by the Regional Board to act in the capacity of the CAO in the CAO's absence.

**“Manager of Administrative Services”** refers to a person appointed under Section 236 of the *Local Government Act* to perform corporate administrative duties for the qathet Regional District.

**“Manager of Planning Services”** refers to a person who holds the position of Manager of Planning Services for qathet Regional District.

**“OCP”** refers to an Official Community Plan adopted by qathet Regional District.

**“Planning Committee”** refers to those persons appointed by the Regional Board as the Planning Committee for qathet Regional District, acting in assembled meetings thereof.

**“Regional Board”** refers to the elected and appointed directors of qathet Regional District acting as the Regional Board in assembled meetings thereof.

**“Regional District”** refers to the corporation of qathet Regional District, in the Province of British Columbia, and where the context so requires also means the land included in the boundaries of qathet Regional District.

**“Request for Reconsideration”** is a request to the Regional Board to reconsider the additional information an applicant has been required to provide to evaluate a particular amendment or permit application.

**“Security Deposit”** refers to cash or an irrevocable letter of credit effective for the term of the permit.

**“Zoning Bylaw”** refers to a Zoning Bylaw or Land Use Bylaw adopted by the qathet Regional District.

### **3.0 SCOPE**

This bylaw applies to the following:

- 3.1 An application to amend an official community plan (OCP), a zoning bylaw, or both simultaneously.
- 3.2 An application for a Development Variance Permit.
- 3.3 An application for a Development Permit, a Temporary Use Permit, or an amendment to either.

### **4.0 SUBMITTING AN APPLICATION**

#### **4.1 Application Forms**

- 4.1.1 An application made pursuant to this bylaw will be made by the owner of the land that is subject to the application, or by a person authorized by the owner, and submitted to the Manager of Planning Services of qathet Regional District.
- 4.1.2 If a numbered company holds the property, a corporate search shall accompany the application illustrating the company directors. The signatory on the application form shall be a company director.
- 4.1.3 In the case of an application for an amendment or permit in respect of land that is common property in a strata plan, the strata corporation may make the application.
- 4.1.4 Applications will be submitted on the appropriate application form as prescribed by the Manager of Planning Services attached to this bylaw as Schedules “B” through “D”.

#### **4.2 Application Requirements**

- 4.2.1 An application made pursuant to this bylaw will include a completed application form together with the requirements stipulated on the applicable application form.
- 4.2.2 Depending on the scale and complexity of the application, at the discretion of the Manager of Planning Services, additional information may be required to properly evaluate a proposal.

- 4.2.3 An applicant who is required to submit additional information may appeal to the Regional Board for a request for reconsideration, without charge, by:
- a. Submitting a written request to the Regional District within thirty (30) days of the applicant receiving a written request made pursuant to Section 4.2.2;
  - b. Stating the nature of the proposed development and its location;
  - c. Stating the reasons why the additional information requested by the Manager of Planning Services, or their designate, may not be relevant to their application; and
  - d. Submitting any alternative sources of information for the Regional Board's consideration.

A request for reconsideration will be considered by the Regional Board within sixty (60) days of the qathet Regional District receiving written notice. At that time the Regional Board will make a final decision about the additional information that is required for that particular application.

#### **4.3 Application Process**

- 4.3.1 Every application made pursuant to this bylaw and submitted to the qathet Regional District will be processed by the Manager of Planning Services, or their designate, and a staff report will be submitted to the Planning Committee for their consideration.
- 4.3.2 The staff report will state the purpose of the application, contain a recommendation on whether the application should be supported in principle or denied with sufficient rationale, state the proposed amount of the security deposit to be posted by the applicant if applicable, contain maps locating the subject property, and provide any additional relevant information.
- 4.3.3 The Planning Committee will make a recommendation to the Regional Board.
- 4.3.4 Once the Regional Board minutes have been prepared, the applicant will be notified in writing of the outcome.

#### **4.4 Application Refusal**

- 4.4.1 Where an application has been refused by the Regional Board, the Manager of Planning Services, or their designate, shall notify the applicant in writing within thirty (30) days immediately following the date of refusal.

#### **4.5 Re-Application**

- 4.5.1 Unless an exception is made pursuant to section 4.5.2, an applicant who has been denied a bylaw amendment or a permit pursuant to this bylaw may re-apply, except that the application will not be considered by the Regional Board until six (6) months immediately following the date of decision.
- 4.5.2 The time limit may be varied in relation to a specific reapplication by an affirmative vote of at least two-thirds (2/3) by the Regional Board.

#### **4.6 Lapse of Application**

- 4.6.1 Upon receiving an application, if qathet Regional District staff determines that an application is incomplete, the applicant will be requested to provide the required information. If the required information is not received within three (3) months of the request, the application will be considered incomplete and abandoned and the applicable refund, as stipulated in Section 4.8, will be returned to the applicant.
- 4.6.2 Once the application has been given an initial evaluation by the Manager of the Planning, or their designate, if there is additional information required to properly evaluate the proposal, the applicant will provide this information within six (6) months of the request. If it is not received by the qathet Regional District within this time, the proposal will be considered incomplete and abandoned and the applicable refund, as stipulated in Section 4.8, will be returned to the applicant.
- 4.6.3 Upon written request by the applicant prior to the lapse of the application, the Regional Board may extend the deadline for a period of six (6) months by passing a resolution to that affect.
- 4.6.4 In order for an application that has lapsed under sub-sections 4.6.1 and 4.6.2 to proceed, a new application (including fee), will be required.

#### **4.7 Application Fees**

- 4.7.1 At the time of an application the applicant shall pay to the qathet Regional District an application fee in the amount prescribed in Schedule “A” of this bylaw.
- 4.7.2 Any costs associated with the postponement of a public hearing, either at the request of the applicant, or due to the failure of the applicant to comply with the requirements of this bylaw, shall be paid by the applicant.
- 4.7.3 Where a public information meeting is required by the Regional Board, the applicant shall pay all costs associated with the public information meeting.
- 4.7.4 The fees prescribed in Schedule “A” attached to this bylaw apply to each parcel of land for which the application is made, as follows:
  - a. If an application involves two or more contiguous parcels of land, they shall be treated as one proposal;
  - b. If an application involves two or more parcels of land that are not contiguous, they will be treated as separate applications and the fee prescribed in Schedule “A” attached to this bylaw applies to each parcel of land for which the application is made.

#### **4.8 Refund of Application Fees**

- 4.8.1 Where an application to amend an OCP or zoning bylaw is withdrawn by the applicant prior to the amendment being considered by the Regional Board for first reading, the qathet Regional District shall pay to the applicant a refund in the amount of 50% of the application fee.
- 4.8.2 Where an application to amend an OCP or zoning bylaw is refused by the Regional Board or withdrawn by the applicant prior to notification of a public hearing, the qathet Regional District shall pay to the applicant a refund in the amount of 25% of the application fee.
- 4.8.3 Where the Regional Board proceeds with a public hearing or a notification for an application to amend an OCP or zoning bylaw pursuant to Section 467 of the *Local Government Act*, the qathet Regional District shall not provide a refund of any portion of the application fee to the applicant.



- 4.8.4 Where a Development Permit application is withdrawn by the applicant, the qathet Regional District shall not provide a refund of any portion of the application fee to the applicant.
- 4.8.5 Where a Temporary Use Permit or a Development Variance Permit is withdrawn by the applicant prior to being considered by the Regional Board, the qathet Regional District shall pay to the applicant a refund in the amount of 50% of the application fee.
- 4.8.6 If an application is incomplete or withdrawn prior to formal assessment by staff, 80% of the application fee shall be refunded.

#### **4.9 Security Deposit**

- 4.9.1 Security required by permits shall be in the form of cash or an irrevocable letter of credit effective for the term of the permit. Such irrevocable letter of credit shall be clean and unconditional, automatically renewing and redeemable at a local bank.
- 4.9.2 Where a Security Deposit is a condition of a permit:
  - a. In the case of a condition in a permit respecting landscaping, the amount shall be 115% of the cost of the landscaping works, payable before the permit will be issued;
  - b. In the case of an unsafe condition that might result from a contravention of a permit condition, the amount of security shall reflect the nature of the permit condition, the nature of the unsafe condition, and the cost to the Regional District of entering on the land, undertaking work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the unsafe condition or that may have occurred in connection with the repair work; and,
  - c. In the case of damage to the natural environment that might result from a contravention of a permit condition, the amount shall reflect the nature of the permit condition, the nature of the damage, and the cost to the Regional District of entering on the land, correcting the damage to the environment and restoring or enhancing the natural environment to compensate for the damage that has been caused by the contravention of the permit condition.

- 4.9.3 In accordance with Section 502 of the *Local Government Act*, the amount required as a Security Deposit as stipulated under Sections 4.9.2 (b) or (c) shall be determined by the CAO using the following guidelines:
- a. The amount of security may be calculated using such methodologies as the CAO may prescribe from time to time; or
  - b. An estimate or quote provided at the applicant's expense by a professional qualified to undertake or supervise the works for which the securities are required. An estimate or quote under this subsection may be obtained by the applicant and submitted with the application.

## **5.0 PUBLIC CONSULTATION**

### **5.1 Public Information Meetings**

- 5.1.1 The Regional Board may require that a public information meeting be held prior to consideration of an application to amend an OCP or zoning bylaw, or an application for a Temporary Use Permit if it considers the proposal to be of a significant scale or nature warranting an additional opportunity for the public to access information and inquire about the proposal beyond that available through the regular application referral and/or public hearing process except where prohibited by the *Local Government Act*.
- 5.1.2 If a public information meeting is required, it is the applicant's responsibility, to the satisfaction of the qathet Regional District, to arrange and conduct the meeting.
- 5.1.3 To ensure that the public and persons who may be affected by the applications listed in Section 5.1.1 have adequate notice of a public information meeting, an advertisement for the public information meeting is to be placed in a local newspaper at least one week and not more than two weeks prior to the meeting that includes the following information:
- Time, date and place;
  - Purpose of the meeting;
  - Description of the subject property, including a legal description;
  - Civic address and location map; and
  - Applicant name and telephone number.

## **5.2 Public Notification**

- 5.2.1 In accordance with the *Local Government Act*, the qathet Regional District shall mail or otherwise deliver individual notices to all owners and tenants of the subject property for which an application is being made, and all owners and tenants of all other properties within a distance of not less than 100 metres measured from the boundaries of any subject property to which the application pertains, advising of:
- a. A scheduled public hearing for an amendment to an OCP or a zoning bylaw; or,
  - b. A scheduled Regional Board meeting considering an amendment to a zoning bylaw where the Board has chosen not to hold a public hearing or is prohibited from holding one; or
  - c. A scheduled Regional Board meeting considering a Temporary Use Permit; or
  - d. A scheduled opportunity to be heard for a Development Variance Permit.
- 5.2.2 In circumstances requiring the delivery of notice under Section 5.2.1, the applicant, at their cost, must within seven (7) days of making the application, post a “Notice of Development” sign on the land that is the subject of the application, and notify the Manager of Planning Services that the sign has been posted.
- 5.2.3 The notification sign must conform to requirements outlined in Schedule “E” of this bylaw.
- 5.2.4 The applicant must keep the notification sign posted and in good repair until the application has been approved or refused by the Regional Board.
- 5.2.5 Notification signs must be placed in a conspicuous location, be clearly legible from adjoining highways, and not be obstructed by vegetation or structures on the land.
- 5.2.6 Multiple signs are required for subject properties that are not contiguous to each other.

5.2.7 Failure to install the sign(s) according to these requirements will result in the postponement of assessment and/or consideration of the application. Any costs incurred by the qathet Regional District as a result of a postponement will be paid by the applicant.

5.2.8 A notification sign is not required if the Manager of Planning Services determines that the development that is the subject of the application is so minor as to have minimal impact on adjoining lands.

## **6.0 GENERAL PROVISIONS**

### **6.1 Severability**

6.1.1 If any word, section, subsection, sentence, phrase, or schedule of this bylaw is for any reason held invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

### **6.2 Interpretation**

6.2.1 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the qathet Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

### **6.3 Repeal**

6.3.1 Development Services Procedures Bylaw No. 212, 1992, cited as “Powell River Regional District Development Services Procedures Bylaw No. 212, 1992” is hereby repealed.

6.3.2 The processing of any application made prior to the date of adoption of this bylaw shall be continued and dealt with by the staff and Regional Board in accordance with the provisions of the bylaw.

READ A FIRST AND SECOND TIME	the 28 <sup>th</sup> day of March, 2013.
READ A THIRD TIME	the 28 <sup>th</sup> day of March, 2013.
RECONSIDERED AND ADOPTED	the 28 <sup>th</sup> day of March, 2013.

---

Chair

---

Corporate Officer

I hereby certify that this is a true and correct copy of the “Development Services Procedures Bylaw No. 477, 2013” as RECONSIDERED AND ADOPTED by the Board of Directors of the Powell River Regional District the 28<sup>th</sup> day of March, 2013.

---

Corporate Officer

Dated at Powell River, B.C. this 2<sup>nd</sup> day of April, 2013.



## **APPLICATION FEES**

1.	Official Community Plan Bylaw Amendment	\$1000
2.	Zoning Bylaw Amendment	\$1000
3.	Simultaneous Official Community Plan and Zoning Bylaw Amendment	\$1500
4.	Development Variance Permit	\$350
5.	Development Permit	\$250
6.	Temporary Use Permit	\$800

*The fee is payable to "qathet Regional District".*

**qathet Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Phone: 604-485-2260 Fax: 604-485-2216**  
**Email: [planning@qathet.ca](mailto:planning@qathet.ca)**  
**[www.qathet.ca](http://www.qathet.ca)**



## AMENDMENT APPLICATION FORM

☐ OCP Amendment ☐ Zoning Amendment ☐ Simultaneous OCP and Zoning Amendment

### OFFICE USE ONLY

Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ File No.: \_\_\_\_\_

### SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description \_\_\_\_\_

Civic Address \_\_\_\_\_

Electoral Area \_\_\_\_\_ Parcel Identifier (PID) \_\_\_\_\_

### SECTION 2: OWNER INFORMATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1) _____	2) _____
Name _____	Name _____
Mailing Address _____	Mailing Address _____
Town/Province _____	Town/Province _____
Postal Code _____	Postal Code _____
Phone _____	Phone _____
Fax _____	Fax _____
Email _____	Email _____

I would prefer all correspondence via: ☐ email ☐ regular mail ☐ fax

### SECTION 3: AGENT INFORMATION

Name _____	Mailing Address _____	Town/Province _____
Postal Code _____	Phone _____	Fax _____
		Email _____

I would prefer all correspondence via: ☐ email ☐ regular mail ☐ fax

### SECTION 4: DESCRIPTION OF PROPOSAL

(USE SEPARATE SHEET IF NECESSARY)

I/We, the registered owner(s) of the above noted property, hereby make an application as follows:

Amendment(s) Requested: \_\_\_\_\_

\_\_\_\_\_

Purpose of Amendment(s): \_\_\_\_\_

\_\_\_\_\_

## SECTION 5: REQUIRED DOCUMENTATION

An application shall include the following:

- ☐ If an agent is representing the registered owners, a Letter of Authorization attached as Schedule “F” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- ☐ A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;
- ☐ A written explanation of the proposal;
- ☐ A scaled survey plan, drawn to the satisfaction of qathet Regional District’s Manager of Planning that shows the subject property and includes:
  - The scale and a North arrow;
  - The legal description and civic address of the site;
  - Parcel(s) boundaries, dimensions, and area(s);
  - Proposed subdivision of parcel(s) if applicable;
  - Location of all existing and proposed roads;
  - Location of all site access and egress points;
  - Location and type of all existing and proposed easements and covenants;
  - Location of any registered utility rights-of-way (including Plan number);
  - Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
  - Size and location of all existing and proposed buildings, structures, and their uses; and,
  - Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.
- ☐ A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule “G” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- ☐ Electronic copies of all plans; and,
- ☐ The required application fee as stipulated in Schedule “A” of qathet Regional District Development Services Procedures Bylaw No. 477, 2013.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

## SECTION 6: REGISTERED OWNER’S AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above statements and information contained in this application and supporting documents are true and correct.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Planning Services at qathet Regional District if you require assistance. Submit the completed application form, required fee, plans, and supporting material to qathet Regional District. The fee is payable to “qathet Regional District”.

**qathet Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Phone: 604-485-2260 Fax: 604-485-2216**  
**Email: [planning@qathet.ca](mailto:planning@qathet.ca)**  
**[www.qathet.ca](http://www.qathet.ca)**





## DEVELOPMENT VARIANCE PERMIT APPLICATION FORM

### OFFICE USE ONLY

Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ File No.: \_\_\_\_\_

#### SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description \_\_\_\_\_

Civic Address \_\_\_\_\_

Electoral Area \_\_\_\_\_ Parcel Identifier (PID) \_\_\_\_\_

#### SECTION 2: OWNER INFORMATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1) _____	2) _____
Name	Name
_____	_____
Mailing Address	Mailing Address
_____	_____
Town/Province	Town/Province
_____	_____
Postal Code	Postal Code
_____	_____
Phone	Phone
_____	_____
Fax	Fax
_____	_____
Email	Email
_____	_____

I would prefer all correspondence via: ☐ email ☐ regular mail ☐ fax

#### SECTION 3: AGENT INFORMATION

_____	_____	_____
Name	Mailing Address	Town/Province
_____	_____	_____
Postal Code	Phone	Fax
_____	_____	_____
_____	_____	Email

I would prefer all correspondence via: ☐ email ☐ regular mail ☐ fax

#### SECTION 4: DESCRIPTION OF PROPOSAL

(USE SEPARATE SHEET IF NECESSARY)

I/We, the registered owner(s) of the above noted property, hereby make an application as follows:

Land Use Bylaw to be varied: \_\_\_\_\_

Reason for application: \_\_\_\_\_

## SECTION 5: REQUIRED DOCUMENTATION

An application for a development variance permit shall include the following:

- ☐ If an agent is representing the registered owners, a Letter of Authorization attached as Schedule “F” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- ☐ A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;
- ☐ A written explanation of the development including variance rational;
- ☐ A scaled survey plan, drawn to the satisfaction of qathet Regional District’s Manager of Planning that shows the subject property and includes:
  - The scale and a North arrow;
  - The legal description and civic address of the site;
  - Parcel(s) boundaries, dimensions, and area(s);
  - Proposed subdivision of parcel(s) if applicable;
  - Location of all existing and proposed roads;
  - Location of all site access and egress points;
  - Location and type of all existing and proposed easements and covenants;
  - Location of any registered utility rights-of-way (including Plan number);
  - Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
  - Size and location of all existing and proposed buildings, structures, and their uses; and,
  - Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.
- ☐ A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule “G” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- ☐ Electronic copies of all plans; and,
- ☐ The required application fee as stipulated in Schedule “A” of the qathet Regional District Development Services Procedures Bylaw No. 477, 2013.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

## SECTION 6: REGISTERED OWNER’S AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above statements and information contained in this application and supporting documents are true and correct.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Planning Services at qathet Regional District if you require assistance. Submit the completed application form, required fee, plans, and supporting material to qathet Regional District. The fee is payable to “qathet Regional District”.

**qathet Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Phone: 604-485-2260 Fax: 604-485-2216**  
**Email: [planning@qathet.ca](mailto:planning@qathet.ca)**  
**[www.qathet.ca](http://www.qathet.ca)**



## PERMIT APPLICATION FORM

☐ Development Permit ☐ Temporary Use Permit ☐ Amendment to a Permit

### OFFICE USE ONLY

Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ File No.: \_\_\_\_\_

### SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description \_\_\_\_\_

Civic Address \_\_\_\_\_

Electoral Area \_\_\_\_\_ Parcel Identifier (PID) \_\_\_\_\_

### SECTION 2: OWNER INFORMATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1) _____	2) _____
Name _____	Name _____
Mailing Address _____	Mailing Address _____
Town/Province _____	Town/Province _____
Postal Code _____	Postal Code _____
Phone _____	Phone _____
Fax _____	Fax _____
Email _____	Email _____

I would prefer all correspondence via: ☐ email ☐ regular mail ☐ fax

### SECTION 3: AGENT INFORMATION

Name _____	Mailing Address _____	Town/Province _____
Postal Code _____	Phone _____	Fax _____
Email _____		

I would prefer all correspondence via: ☐ email ☐ regular mail ☐ fax

### SECTION 4: DESCRIPTION OF PROPOSAL

I/We, the registered owner(s) of the above noted property, hereby make an application to:

- ☐ subdivide the land affected by a Development Permit Area
- ☐ construct a building or structure, or addition affected by a Development Permit Area
- ☐ alter the land affected by a Development Permit Area for the purpose of: \_\_\_\_\_
- ☐ issue a temporary use permit for the purpose of: \_\_\_\_\_

## SECTION 5: REQUIRED DOCUMENTATION

An application for Development Permit or Temporary Use Permit shall include the following:

- ☐ If an agent is representing the registered owners, a Letter of Authorization attached as Schedule “F” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- ☐ A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;
- ☐ A written explanation of the proposal;
  - ☐ A scaled survey plan, drawn to the satisfaction of qathet Regional District’s Manager of Planning that shows the subject property and includes:
    - The scale and a North arrow;
    - The legal description and civic address of the site;
    - Parcel(s) boundaries, dimensions, and area(s);
    - Proposed subdivision of parcel(s) if applicable;
    - Location of all existing and proposed roads;
    - Location of all site access and egress points;
    - Location and type of all existing and proposed easements and covenants;
    - Location of any registered utility rights-of-way (including Plan number);
    - Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
    - Size and location of all existing and proposed buildings, structures, and their uses; and,
    - Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.
- ☐ A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule “G” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- ☐ Electronic copies of all plans; and,
- ☐ The required application fee as stipulated in Schedule “A” of qathet Regional District Development Services Procedures Bylaw No. 477, 2013.

Additionally, for Temporary Use Permit applications, the following information is also required:

- Location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points;
- Location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions;
- Location and type of existing and proposed landscaping;
- Existing and proposed on-site services including type and location of each service; and,
- Location and type of existing and proposed signage.

For Development Permit applications, the following information may also be required:

- ☐ If the proposed development is within a Development Permit Area designated as a Natural Hazard Area by any Regional District bylaw, a geotechnical assessment report, including a site plan, prepared by a Qualified Professional, which assesses the suitability of lands to be developed for the use intended; and,
- ☐ If the proposed development is within a Development Permit Area designated as a Riparian Area by any Regional District bylaw, or if the proposed development is located within a riparian assessment area as defined by the *Riparian Area Regulation*, a Riparian Area Assessment as stipulated in Section 4 of the Riparian Area Regulation.

If a development is proposed in an area that is designated as a Development Permit Area by any Regional District bylaw but is not in the proximity of a Riparian Assessment Area or a Natural Hazard Area, then at the discretion of the Manager of Planning Services, some of the requirements listed above may be waived. In these cases, applicants will still be required to apply for a Development Permit. Furthermore, an initial site visit and subsequent monitoring may be required as a condition of the Development Permit.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

### **SECTION 6: REGISTERED OWNER'S AUTHORIZATION**

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above statements and information contained in this application and supporting documents are true and correct.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Planning Services at qathet Regional District if you require assistance. Submit the completed application form, required fee, plans, and supporting material to qathet Regional District. The fee is payable to "qathet Regional District".

**qathet Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Phone: 604-485-2260 Fax: 604-485-2216**  
**Email: [planning@qathet.ca](mailto:planning@qathet.ca)**  
**[www.qathet.ca](http://www.qathet.ca)**

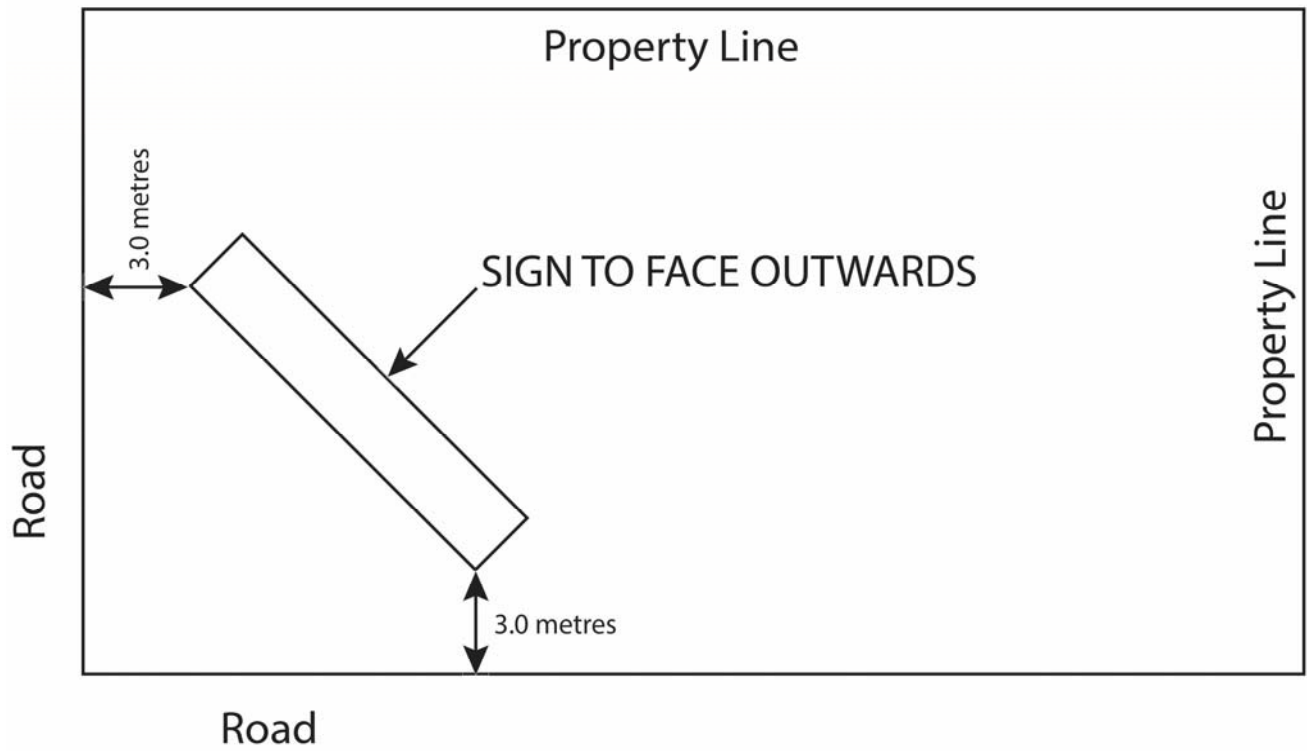


## NOTICE OF DEVELOPMENT SIGN FORMAT SHEET

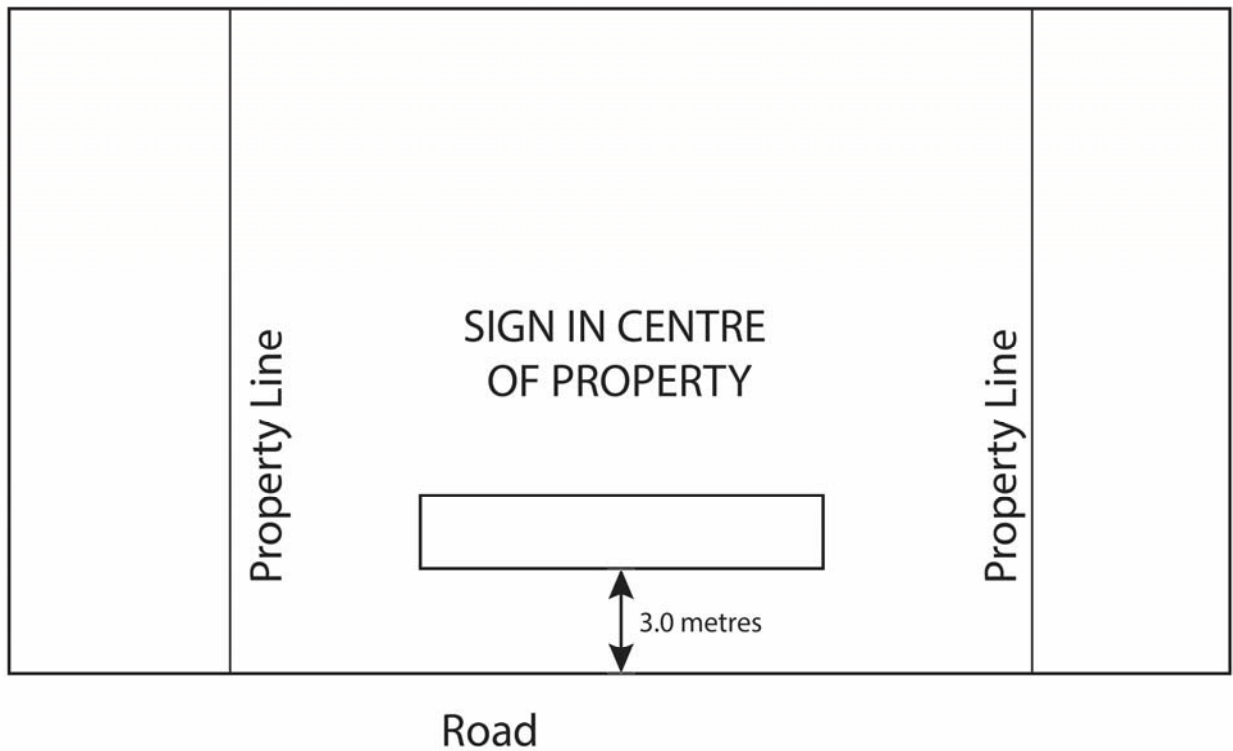
7.5 cm (3") (black)	←	<b>NOTICE OF DEVELOPMENT</b>
5.0 cm (2") (black)	←	SUBJECT PROPERTY: _____ (Legal and Civic)
5.0 cm (2") (black)	←	DEVELOPMENT PROPOSAL: _____ (Application Type ie Amendment of Zoning Bylaw...)
5.0 cm (2") (black)	←	FROM: _____ (Current Designation / Zone)
5.0 cm (2") (black)	←	TO: _____ (Proposed Designation / Zone)
5.0 cm (2") (black)	←	IN ORDER TO DEVELOP: _____ (Text Describing Development)
2.5 cm (1") (black)	←	FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING DEPARTMENT AT qathet REGIONAL DISTRICT 604-485-2260 planning@qathet.ca

1.2 m (4')		<b>Notice of Development Sign Specifications</b>	
		Sign Material:	1.3 cm (1/2") plywood or 1.3 cm (1/2") durable material
		Sign Size:	122 cm (4') x 122 cm (4')
		Sign Lettering:	Black enamel paint or Black vinyl block lettering (e.g., Arial, Helvetica, or Myriad Pro)

## CORNER LOT



## INTERIOR LOT





## LETTER OF AUTHORIZATION

As the registered owner(s) of the following property:

Legal Description \_\_\_\_\_

Civic Address \_\_\_\_\_

Electoral Area \_\_\_\_\_ Parcel Identifier (PID) \_\_\_\_\_

I / We hereby authorize the following person to act as agent on my / our behalf in all matters pertaining to the application for development on the above noted property and by doing so will be deemed to know of and to understand the contents of the applications and associated documents. I / We acknowledge the authority of the agent to bind me/us in all matters relating to the work to be performed under the following applications (please check all applicable):

- ☐ Zoning Bylaw Amendment  
☐ OCP Bylaw Amendment

- ☐ Development Permit  
☐ Development Variance Permit  
☐ Temporary Use Permit

\_\_\_\_\_  
Owner Name (please print)

\_\_\_\_\_  
Owner Name (please print)

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Signature of Registered Owner

### AUTHORIZED AGENT INFORMATION

\_\_\_\_\_  
Agent's Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**qathet Regional District**  
**#202 – 4675 Marine Avenue**  
**Powell River, BC V8A 2L2**  
**Phone: 604-485-2260 Fax: 604-485-2216**  
**Email: [planning@qathet.ca](mailto:planning@qathet.ca)**  
**[www.qathet.ca](http://www.qathet.ca)**





## RIPARIAN AREAS REGULATIONS PROPERTY DECLARATION FORM

Legal Description \_\_\_\_\_

Civic Address \_\_\_\_\_

I / We acknowledge that the province of British Columbia enacted the **Riparian Areas Regulation** to protect the critical features, functions, and conditions required to sustain fish habitat. Furthermore, this legislation prohibits qathet Regional District from approving, or allowing a development to proceed adjacent to a stream until it has received notice that a report prepared by a Qualified Environmental Professional has been received by the Ministry of Environment.

I/We understand that a stream includes any of the following:

1. a watercourse, whether it usually contains water or not;
2. a pond, lake, river, creek or brook; and/or
3. a ditch, culvert, spring or wetland.

I/We declare that (*please check one*):

- ☐ that there are no streams located on the subject property, or
- ☐ there are streams located on the subject property.

I/We declare that all proposed development including land alteration, vegetation removal, construction and/or building (*please check one*):

- ☐ is greater than 30.0 metres measured from the high water mark of a stream, or
- ☐ is less than 30.0 metres measured from the high water mark of a stream.

I/We acknowledge that I/we are familiar with the property and area, and have inspected the property and immediate area for the existence of any streams prior to signing this form.

\_\_\_\_\_  
Property Owner or Authorized Agent signature

\_\_\_\_\_  
Property Owner or Authorized Agent signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date