

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1432, 2005

**A BYLAW TO ESTABLISH DEVELOPMENT APPROVAL AND
NOTIFICATION PROCEDURES**

(consolidated for convenience only July 2011)

WHEREAS PART 26 of the *Local Government Act* provides for applications for amending an official community plan, a zoning bylaw, a land use contract, the issuance of development permits, development variance permits, and temporary use permits, the review of subdivisions, the establishment of procedures pertaining to these, and the notification of property owners;

AND WHEREAS Section 895 of the *Local Government Act* provides that where a local government has adopted an official community plan or a zoning bylaw, the local government must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issuance of a permit under Part 26 of the *Local Government Act*;

NOW THEREFORE, The Board of the Regional District of Nanaimo, in open meeting assembled, enacts the following:

Part 1 – Short Title

1. This Bylaw may be cited as “Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005.”

Part 2 – Application and Repeal

1. This bylaw applies to Electoral Areas A, C, E, F, G, and H of the Regional District of Nanaimo¹.
2. "Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1261, 2002" is hereby repealed.

Part 3 – Amendment Applications

1. An application to amend an official community plan, a land use and subdivision bylaw, or a land use contract shall be completed upon the sample form provided by the Regional District, which is attached as Schedule No. ‘2’¹.
2. The completed application shall be delivered to the Regional District together with plans and information as the Regional District may require including, but not limited to, the following:
 - a. the names, mailing addresses, telephone numbers, and fax numbers of all registered owners and their agent, if applicable;
 - b. a letter of authorization from all registered owners, if an agent is representing the registered owners;
 - c. a copy of state of title certificate(s) dated within 30 days of the date of application;
 - d. a copy of Land Reserve Commission approval, if applicable;

¹ Amendment Bylaw No. 1432.02 adopted June 28, 2011

- e. a minimum of two (2) copies of detailed site plans drawn to a scale not larger than 1:500 showing all applicable information including:¹
 - i. boundaries and dimensions of the parcel(s),
 - ii. proposed subdivision of parcel(s),
 - iii. location of existing and proposed roads,
 - iv. location and type of existing and proposed easements and covenants,
 - v. location of watercourses, environmentally sensitive areas, natural hazard areas, and their associated setbacks,¹
 - vi. size and location of all existing and proposed buildings, structures, and uses, and the number and size of all existing and proposed residential units,
 - vii. location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points,
 - viii. location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions,
 - ix. location and type of existing and proposed landscaping,
 - x. existing and proposed on-site services including type and location of each service, and
 - xi. location and type of existing and proposed signage;
 - f. a detailed plan of building profiles drawn to a scale not larger than 1:100;¹
 - g. electronic copies of all plans,¹
 - h. Riparian Areas Regulation Property Declaration Form,¹
 - i. Site Profile Form,¹
 - j. additional information as may be required by “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”¹, and
 - k. the required application fee.¹
3. For Electoral Area 'F', notice of a bylaw amendment that alters the permitted use or density of land shall be mailed, or otherwise delivered, at least 10 days prior to the Public Hearing to:
- a. owners and tenants in occupation of a parcel, or parcels, that are the subject of the bylaw amendment;
 - b. owners and tenants in occupation of parcels that are located within 50 metres of a parcel that is the subject of the bylaw amendment; and,
 - c. owners of parcels that are located within 500 metres of a parcel that is the subject of the bylaw amendment.
4. For all other Electoral Areas, except Electoral Area 'F', notice of a bylaw amendment that alters the permitted use of density of land shall be mailed, or otherwise delivered, at least 10 days prior to the Public Hearing to:
- a. owners and tenants in occupation of a parcel, or parcels, that are the subject of the bylaw amendment;
 - b. owners and tenants in occupation of parcels that are located within 50 metres of a parcel that is the subject of the bylaw amendment; and,
 - c. owners of parcels that are located within 200 metres of a parcel that is the subject of the bylaw amendment.
5. Notwithstanding Part 3(4), where a bylaw amendment that alters permitted use or density of land involves:
- a. more than 20 residential units; or
 - b. a parcel area equal to or greater than 4000 m² for the purpose of commercial or industrial development;

¹ Amendment Bylaw No. 1432.02 adopted June 28, 2011

Notice shall be mailed or otherwise delivered to:

- a. owners and tenants in occupation of a parcel, or parcels, that are the subject of the bylaw amendment;
 - b. owners and tenants in occupation of parcels that are located within 50 metres of a parcel that is the subject of the bylaw amendment; and,
 - c. owners of parcels that are located within 500 metres of a parcel that is the subject of the bylaw amendment.
- 6.¹ The applicant shall post notice a minimum of 10 days prior to an amendment application being forwarded to a scheduled Public Information Meeting or in the case where there is no requirement for a public information meeting, post a notice a minimum of 10 days prior to an amendment application being forwarded to a scheduled Electoral Area Planning Committee as set out below:
- a. The notice shall be in accordance with the specifications outlined in Schedule No. '1A' attached to and forming part of this bylaw.
 - b. A minimum of one notice per parcel being considered as part of an amendment application in a location that provides an unobstructed view from the abutting highway.
 - c. Notwithstanding subsection b. above, in the case of a parcel having more than one highway abutting the parcel, a minimum of one notice for each highway frontage in locations that provide unobstructed views from the said highways.
 - d. Notwithstanding subsections b. and c. above, where a parcel abuts intersecting highways, provided the notice is posted at the corner of the intersecting highways in such a manner as to provide an unobstructed view from the both highways, the posting of one notice will be considered sufficient.
7. Where the Board requires a covenant to be registered on title, it shall be the applicant's responsibility to prepare and file the covenant and provide proof of Land Title registration to the satisfaction of the Regional District prior to a bylaw amendment proceeding to the Board for final consideration.
8. Sections 3.3, 3.4, 3.5, and 3.6 do not apply if 10 or more parcels owned by 10 or more persons are the subject of an amendment application.

Part 4 – Temporary Use Permits

1. An application to designate a parcel or a portion of a parcel as a temporary commercial or industrial use permit shall be completed upon the sample form provided by the Regional District, which is attached as Schedule No. '2'.
2. The completed application shall be delivered to the Regional District together with plans and information as the Regional District may require including, but not limited to, the following:
 - a. the names, mailing addresses, telephone numbers, and fax numbers of all registered owners and their agent, if applicable;
 - b. a letter of authorization from all registered owners, if an agent is representing the registered owners;
 - c. a copy of state of title certificate(s) dated within 30 days of the date of application;
 - d. a copy of Land Reserve Commission approval, if applicable;
 - e. a minimum of two (2) copies of detailed site plans drawn to a scale not larger than 1:500 showing all applicable information including:
 - i. boundaries and dimensions of the parcel(s),
 - ii. proposed subdivision of the parcel(s),

¹ Amendment Bylaw No. 1432.01 adopted January 11, 2011

² Amendment Bylaw No. 1432.02 adopted June 28, 2011

- iii. location of existing and proposed roads,
 - iv. location and type of existing and proposed easements and covenants,
 - v. location of watercourses, environmentally sensitive areas, natural hazard areas, and their associated setbacks,¹
 - vi. size and location of all existing and proposed buildings, structures, and uses, and the number and size of all existing and proposed residential units,
 - vii. location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points,
 - viii. location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions,
 - ix. location and type of existing and proposed landscaping,
 - x. existing and proposed on-site services including type and location of each service, and,
 - xi. location and type of existing and proposed signage.
- f. a detailed plan of building profiles drawn to a scale not larger than 1:100;¹
 - g. electronic copies of all plans,¹
 - h. Riparian Areas Regulation Property Declaration Form,¹
 - i. Site Profile Form,¹
 - j. additional information as may be required by “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”¹, and
 - k. the required application fee.¹
3. Where the Board requires a covenant to be registered on title, it shall be the applicant's responsibility to prepare and file the covenant and provide proof of Land Title registration to the satisfaction of the Regional District.
4. A temporary commercial or industrial use permit shall generally conform to the sample form attached as Schedule No. ‘3’.

Part 5 – Development Permits

1. An application for a development permit shall be completed upon the sample form provided by the Regional District, which is attached as Schedule No. '4'.
2. The completed application shall be delivered to the Regional District together with plans and information as the Regional District may require including, but not limited to, the following:
- a. names, mailing addresses, telephone numbers, and fax numbers of all registered owners and their agent, if applicable;
 - b. a letter of authorization from all registered owners, if an agent is representing the registered owners;
 - c. a copy of state of title certificate(s) dated within 30 days of the date of application;
 - d. a copy of Land Reserve Commission approval, if applicable;
 - e. a minimum of two (2) copies of detailed site plans drawn to a scale not larger than 1:500 showing all applicable information including:¹
 - i. boundaries and dimensions of the parcel(s),
 - ii. proposed subdivision of the parcel(s),
 - iii. location of existing and future roads,
 - iv. location and type of existing and proposed easements and covenants,
 - v. location of watercourses, environmentally sensitive areas, natural hazard areas, and their associated setbacks,¹

¹ Amendment Bylaw No. 1432.02 adopted June 28, 2011

- vi. size and location of all existing and proposed buildings, structures, and uses, and number and size of all existing and proposed residential units,
 - vii. location of existing and proposed vehicular, cycling, and pedestrian accesses,
 - viii. location of existing and proposed off-street parking, loading spaces, garbage and recycling provisions,
 - ix. location and type existing and proposed landscaping,
 - x. location of existing and proposed on-site services proposed including type and location of each service, and
 - xi. existing and proposed signage;
- f. a detailed plan of building profiles drawn to a scale not larger than 1:100;¹
 - g. electronic copies of all plans,¹
 - h. Riparian Areas Regulation Property Declaration Form,¹
 - i. Site Profile Form,¹
 - j. additional information as may be required by “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”¹, and
 - k. the required application fee.¹
3. Where the Board requires a covenant to be registered on title, it shall be the applicant's responsibility to prepare and file the covenant and provide proof of Land Title registration to the satisfaction of the Regional District.
 4. A development permit shall generally conform to the sample form attached as Schedule No. ‘5’.
 5. Where a development permit application requests a variance to a land use bylaw, notice of that variance shall be mailed or otherwise delivered, at least 10 days prior to the adoption of the Board Resolution to issue the permit, to the owners and tenants in occupation of a parcel, or parcels, that are the subject of the permit and any parcels located within 50 metres of a parcel that is the subject of the permit.

Part 6 – Development Variance Permits

1. An application for a development variance permit shall be completed upon the sample form provided by the Regional District, which is attached as Schedule No. ‘6’.
2. The completed application shall be delivered to the Regional District together with plans and information as the Regional District may require including, but not limited to, the following:
 - a. names, mailing addresses, telephone numbers, and fax numbers of all registered owners and their agent if applicable;
 - b. a letter of authorization from all registered owners, if an agent is representing the registered owners;
 - c. a copy of state of title certificate(s) dated within 30 days of the date of application;
 - d. a copy of Land Reserve Commission approval, if applicable;
 - e. a minimum of two (2) copies of detailed site plans drawn to a scale not larger than 1:500 showing all applicable information including:
 - i. boundaries and dimensions of the parcel(s),
 - ii. existing and proposed easements and covenants,
 - iii. existing and proposed accesses,
 - iv. existing and proposed locations of wells and/or septic disposal systems,
 - v. size and location of all existing and proposed buildings, structures, and uses specifying variance requested,¹
 - vi. proposed subdivision of parcel(s) specifying variance requested,

¹ Amendment Bylaw No. 1432.02 adopted June 28, 2011

- vii. location of watercourses, environmentally sensitive areas, natural hazard areas, their associated setbacks and any proposed variance to these setbacks, and,¹
 - viii. existing and proposed signage specifying variance requested;
 - f. a detailed plan of building profiles drawn to a scale not larger than 1:100¹,
 - g. electronic copies of all plans¹,
 - h. Riparian Areas Regulation Property Declaration Form,¹
 - i. additional information as may be required by “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”¹, and
 - j. the required application fee¹.
3. Notice of the Regional District's intention to issue a development variance permit shall be mailed or otherwise delivered, at least 10 days prior to the adoption of the Board Resolution to issue the permit, to the owners and tenants in occupation of a parcel, or parcels, that are the subject of the permit and any parcels located within 50 metres of a parcel that is the subject of the permit.
4. A development variance permit shall generally conform to the sample form attached hereto as Schedule No. ‘7’.

Part 7 – Subdivision Applications

1. An application for a fee simple or bare land strata subdivision shall be completed upon the sample form provided by the Regional District which is attached as Schedule No. '8'¹.
2. An application for a building strata conversion shall be completed upon the sample form provided by the Regional District which is attached as Schedule No. '8'.
3. The completed application shall be delivered to the Regional District together with plans and information as the Regional District may require including, but not limited to, the following:
- a. names, mailing addresses, telephone numbers, and fax numbers of all registered owners and their agent if applicable;
 - b. a letter of authorization from all registered owners, if an agent is representing the registered owners;
 - c. a copy of state of title certificate(s) dated within 30 days of the date of application;
 - d. a copy of Land Reserve Commission approval, if applicable;
 - e. a minimum of two (2) copies of detailed site plans drawn to a scale not larger than 1:500 showing all applicable information including¹:
 - i. boundaries and dimensions of the parent parcel(s),
 - ii. proposed type and subdivision of the parcel(s),
 - iii. location of existing and future roads,
 - iv. location of existing and proposed easements and covenants,
 - v. location of watercourses, environmentally sensitive areas, natural hazard areas, and their associated setbacks¹,
 - vi. size, location, and setbacks of all existing buildings, structures, and uses, and
 - vii. location of existing and proposed on-site services proposed including type and location of each service
 - f. electronic copies of all plans¹,
 - g. Riparian Areas Regulation Property Declaration Form¹,
 - h. Site Profile Form¹,
 - i. additional information as may be required by “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”¹, and
 - j. the required application fee¹.

¹ Amendment Bylaw No. 1432.02 adopted June 28, 2011

Part 8 – Public Information Meetings

1. Where a public information meeting is to be held as part of an amendment application, a development permit application or a temporary commercial or industrial use permit application, a notice of the meeting shall be placed in a minimum of one (1) edition of a local newspaper and shall be mailed at least 10 days prior to the public information meeting as follows:
 - a. For an amendment application or a temporary commercial or industrial use permit for a parcel or a portion of a located within Electoral Area 'F', to owners of any part of a parcel that is:
 - i. the subject of the application or permit; and
 - ii. located within 500 metres of any parcel, or portion of a parcel or an area proposed to be rezoned or issued a temporary commercial or industrial use.
 - b. For an amendment application or a temporary commercial or industrial use permit for a parcel located within any other electoral area other than Electoral Area 'F', to owners of any part of a parcel that is:
 - i. the subject of the application or permit;
 - ii. located within 200 metres of any parcel, or portion of a parcel or an area under consideration.
 - c. For a development permit application, to the owners of any part of a parcel which is the subject of the permit and within 50 metres of that part of the area that is subject to the permit.

Introduced and read three times this 26th day of April, 2005.

Adopted this 26th day of April, 2005

Chairperson

Deputy Administrator

Schedule No. '1A'(page 1 of 2) attached to and forming part of Bylaw No. 1432, 2005

DEVELOPMENT APPLICATION NOTICE

Line

1
2
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DEVELOPMENT APPLICATION

AN APPLICATION HAS BEEN SUBMITTED TO THE REGIONAL DISTRICT OF NANAIMO
TO (REZONE/REDESIGNATE) THIS PROPERTY FROM _____ TO _____

Location Map
Civic Address/Legal Description

FOR FURTHER INFORMATION CONTACT:

APPLICANT:
NAME:
ADDRESS:
PHONE:

A PUBLIC HEARING WILL BE HELD

DATE:
TIME:
LOCATION:
ADDRESS:

REGIONAL DISTRICT OF NANAIMO
DEVELOPMENT SERVICES DEPARTMENT
6300 HAMMOND BAY ROAD
NANAIMO, BC V9T 6N2
PHONE: 390-6510 or 954-3798
planning@rdn.bc.ca

DEVELOPMENT APPLICATION NOTICE DETAIL

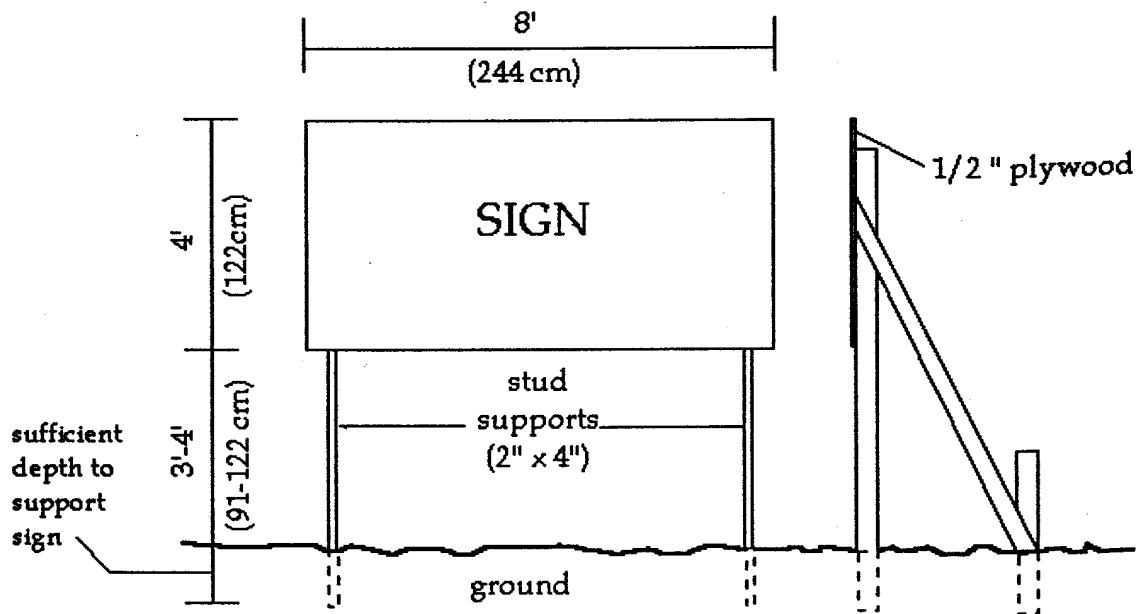
Lettering:

White Background / Royal Blue Lettering
Royal Blue Border Around Sign

Lettering in **BLOCK HELVETICA CAPITALS** with the following minimum height sizes for each Notice:

Line 1	12.4 cm (5")
Line 2	7.5 cm (3")
Line 3	7.5 cm (3")
Line 4	7.5 cm (3")
Line 5	4.0 cm (1.5")
Line 6	4.0 cm (1.5")
Line 7	4.0 cm (1.5")
Line 8	4.0 cm (1.5")
Line 9	4.0 cm (1.5")
Line 10	4.0 cm (1.5")
Line 11	4.0 cm (1.5")
Line 12	4.0 cm (1.5")
Line 13	4.0 cm (1.5")

Notice Installation:



Schedule No. '2' to accompany "Regional District of Nanaimo Development Approval Procedures and Notification Amendment Bylaw No. 1432.02, 2011"

Chairperson

Sr. Mgr., Corporate Administration



Development Services Department

6300 Hammond Bay Road Nanaimo, BC V9T 6N2
(250) 390-6510 (Nanaimo) (250) 954-3798 (District 69)
1-877-607-4111 (within BC) Fax:(250) 390-7511

Amendment Application Form

REZONING TEMPORARY USE LAND USE CONTRACT

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 (P I D) _____

SECTION 2: OWNER INFORMATION
(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

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

SECTION 3: AGENT INFORMATION
(TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER)

Name _____ Mailing Address _____ Town/Province _____

Postal Code _____ Telephone/ Cell _____ Fax _____ Email _____

*NOTE: IF THE APPLICANT IS NOT THE REGISTERED OWNER A LETTER OF AUTHORIZATION WILL BE REQUIRED

SECTION 4: DESCRIPTION OF PROPOSAL

I/we, the registered owner(s) of the property legally described on this application, hereby make application as follows:
*NOTE: Please attach letter if more space is required.

Amendment Requested: _____

Purpose of Requested Amendment: _____

SECTION 5: APPLICATION COMPLETION CHECKLIST:
ALL MEASUREMENTS TO BE IN METRIC

- A copy of Certificate of Indefeasible Title (dated within past 30 days)
- A letter outlining the details of the Application
- Application fee as required by Bylaw No. 1259, 2002
- Two (2) survey plans certified by a BC Land Surveyor to a maximum scale of 1:500, showing: location of existing and proposed buildings and structures and parts thereof, address, legal description, name of applicant, date, property lines, scale, north arrow, all easements and right of ways, restrictive covenant areas, location of all watercourses and associated setbacks, and building setbacks as per Zoning and Floodplain Bylaws
- Electronic copies of all plans
- Riparian Areas Regulation Property Declaration Form
- Site Profile Form

Additional information may be required, such as:

- Two (2) building elevation plans to a maximum scale of 1:100
- Two (2) survey plans certified by a BC Land Surveyor including topographical information
- Professional Engineer's Report
- RDN Sustainable Development Checklist (Temp use only): Commercial
- A letter of authorization (To be completed if the applicant is not the registered owner)
- Environmental Assessment
- Archaeological Assessment
- Arborist Report
- Landscape Plan
- Riparian Area Assessment
- Other _____

SECTION 6: Applicant Signature

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

Applicant Signature

Date

Applicant Name (Please Print)

I would prefer all correspondence via: email regular mail fax

In order to process your application, please provide all necessary documentation with your application. Please retain a copy of the submitted application for your records. Contact the RDN Planning Department for assistance.

Submit the completed application form, required fee, plans, and supporting material to the Regional District of Nanaimo. The fee is payable to the "Regional District of Nanaimo".

Schedule No. '3' attached to and forming part of Bylaw No. 1432, 2005



REGIONAL
DISTRICT
OF NANAIMO

Development Services Department
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
(250) 390-6510 or (250) 954-3798 (District 69)
1-877-607-4111 (within BC)
FAX: (250) 390-7511

Temporary Use Permit No.

To: (Permittee)

Mailing Address:

1. Except as varied or supplemented by this Permit, this Permit is issued subject to compliance with all applicable Bylaws and Provincial and Federal Statutes and Regulations.
2. This Temporary Use Permit applies only to those lands within the Regional District described below, and all buildings, structures and other development thereon:

Legal Description: **** (the "Lands")

Civic Address:

PID:

3. The Lands shall be developed strictly in accordance with the following terms and conditions and provisions of the Permit and any plans and specifications attached hereto which shall form a part thereof.
4. Securities required and the amount that forfeits to the Regional District in the event of default, and the provisions of Section 925 of the *Local Government Act*, which apply to the development are as follows.
5. The permittee as a condition of issuance of this Permit agrees to comply with the requirements and conditions of Schedules *****.
6. The permittee agrees to restore the land to the condition as described by the following date: **
7. Where the permittee fails to comply with the requirements as specified in Sections 5 and 6 of this Permit, the Regional District is hereby authorized to use any securities held on behalf of the applicant in order to satisfy the terms and conditions of this Permit.
8. This Permit shall lapse on the following date: **
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Notice of this Permit shall be filed in the Land Title Office at Victoria under Section 927(1) of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
11. This Permit is not a building permit.

Authorizing Resolution passed by the Board this * day of *****, 20**.

Issued this * day of *****, 20**.

Chairperson

General Manager, Corporate Services

Schedule No. '4' to accompany "Regional District of Nanaimo
Development Approval Procedures and Notification Amendment Bylaw
No. 1432.02, 2011"

Chairperson

Sr. Mgr., Corporate Administration



Development Services Department

6300 Hammond Bay Road Nanaimo, BC V9T 6N2
(250) 390-6510 (Nanaimo) (250) 954-3798 (District 69)
1-877-607-4111 (within BC) Fax:(250) 390-7511

Development 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 (P I D) _____

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 _____
Telephone/ Cell _____	Telephone/ Cell _____
Fax _____	Fax _____
Email _____	Email _____

SECTION 3: AGENT INFORMATION (TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER)

Name _____ Mailing Address _____ Town/Province _____
Postal Code _____ Telephone/ Cell _____ Fax _____ Email _____

*NOTE: IF THE APPLICANT IS NOT THE REGISTERED OWNER A LETTER OF AUTHORIZATION WILL BE REQUIRED

SECTION 4: DESCRIPTION OF PROPOSAL

I/we, the registered owner(s) of the property legally described on this application, hereby make application under
Section 22 of the Local Government Act to: _____ *NOTE: Please attach letter if more space is required.

- subdivide the land within a Development Permit Area
 - construct a building or structure, or addition thereto within a Development Permit Area
 - alter the land, or alter a building or structure on the land within a Development Permit Area
- for the purpose of: _____

SECTION 5: APPLICATION COMPLETION CHECKLIST:
ALL MEASUREMENTS TO BE IN METRIC

- A copy of Certificate of Indefeasible Title (dated within past 30 days)
- A letter outlining the details of the Application
- Application fee as required by Bylaw No. 1259, 2002
- Two (2) survey plans certified by a BC Land Surveyor to a maximum scale of 1:500, showing: location of existing and proposed buildings and structures and parts thereof, address, legal description, name of applicant, date, property lines, scale, north arrow, all easements and right of ways, restrictive covenant areas, location of all watercourses and associated setbacks, and building setbacks as per Zoning and Floodplain Bylaws
- Electronic copies of all plans
- Riparian Areas Regulation Property Declaration Form
- Site Profile Form

Additional information may be required, such as:

- Two (2) building elevation plans to a maximum scale of 1:100
- Two (2) survey plans certified by a BC Land Surveyor including topographical information
- Professional Engineer's Report
- RDN Sustainable Development Checklist: Residential Commercial
- A letter of authorization (To be completed if the applicant is not the registered owner)
- Environmental Assessment
- Landscape Plan
- Riparian Area Assessment
- Other _____
- _____

SECTION 6: Applicant Signature

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

Applicant Signature

Date

Applicant Name (Please Print)

I would prefer all correspondence via: email regular mail fax

In order to process your application, please provide all necessary documentation with your application. Please retain a copy of the submitted application for your records. Contact the RDN Planning Department for assistance.

Submit the completed application form, required fee, plans, and supporting material to the Regional District of Nanaimo. The fee is payable to the "Regional District of Nanaimo".

Schedule No. '5' attached to and forming part of Bylaw No. 1432, 2005



Development Services Department
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
390-6510 (Nanaimo) 954-3798 (District 69)
1-877-607-4111 (within BC)
Fax: (250) 390-7511

DEVELOPMENT PERMIT NO. ****

To: (Permittee)

Mailing Address:

1. Except as varied or supplemented by this Permit, the Development Permit is issued subject to compliance with all applicable Bylaws and Provincial and Federal Statutes and Regulations.
2. This Development Permit applies only to those lands within the Regional District described below, and all buildings, structures and other development thereon:

Legal Description: **** (the "Lands")

Civic Address: P.I.D.:
3. The Lands shall be developed strictly in accordance with the following terms and conditions and provisions of the Permit and any plans and specifications attached hereto which shall form a part thereof.
4. With respect to the Lands, there are (variances/no variances) to Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 or Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002, associated with this Permit.
5. With respect to the Lands, there are (variances/no variances) to Regional District of Nanaimo Sign Bylaw No. 993, 1995, associated with this Permit.
6. The permittee as a condition of issuance of this Permit agrees to comply with the requirements and conditions of Schedules ****.
7. Subject to the terms of the Permit, if the holder of the permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the Permit shall lapse in accordance with Section 926 of the *Local Government Act*.
8. Provisions of Section 925(1) of the *Local Government Act*, to provide security for landscaping, (apply/do not apply) to this development.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. Notice of this Permit shall be filed in the Land Title Office at Victoria under Section 927(1) of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
11. This Permit is not a building permit.

Authorizing Resolution passed by the Board this * day of *****, 20**.
Issued this * day of *****, 20**.

Chairperson

General Manager, Corporate Services

or

This Permit is issued by the authority of the General Manager of Development Services pursuant to "Regional District of Nanaimo Delegation of Authority Bylaw No. 1166, 1999".

Issued this * day of *****, 20**.

General Manager of Development Services

Schedule No. '6' to accompany "Regional District of Nanaimo
Development Approval Procedures and Notification Amendment Bylaw
No. 1432.02, 2011"

Chairperson _____

Sr. Mgr., Corporate Administration _____

Development Services Department

6300 Hammond Bay Road Nanaimo, BC V9T 6N2
(250) 390-6510 (Nanaimo) (250) 954-3798 (District 69)
1-877-807-4111 (within BC) Fax:(250) 390-7511



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 _____
Telephone/ Cell _____	Telephone/ Cell _____
Fax _____	Fax _____
Email _____	Email _____

SECTION 3: AGENT INFORMATION (TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER)

Name _____ Mailing Address _____ Town/Province _____
Postal Code _____ Telephone/ Cell _____ Fax _____ Email _____

*NOTE: IF THE APPLICANT IS NOT THE REGISTERED OWNER A LETTER OF AUTHORIZATION WILL BE REQUIRED

SECTION 4: DESCRIPTION OF PROPOSAL (PLEASE ATTACHE LETTER IF MORE SPACE IS REQUIRED)

Proposed variances requested: _____

Purpose of proposed variance: _____

SECTION 5: APPLICATION COMPLETION CHECKLIST:
ALL MEASUREMENTS TO BE IN METRIC

- A copy of Certificate of Indefeasible Title (dated within past 30 days)
- A letter outlining the details of the Application including variance rational
- Application fee as required by Bylaw No. 1259, 2002
- Two (2) survey plans certified by a BC Land Surveyor to a maximum scale of 1:500, showing: location of existing and proposed buildings and structures and parts thereof, address, legal description, name of applicant, date, property lines, scale, north arrow, all easements and right of ways, restrictive covenant areas, location of all watercourses and associated setbacks, and building setbacks as per Zoning and Floodplain Bylaws
- Electronic copies of all plans
- Riparian Areas Regulation Property Declaration Form
- Site Profile Form

Additional information may be required, such as:

- Two (2) building elevation plans to a maximum scale of 1:100
- Two (2) survey plans certified by a BC Land Surveyor including topographical information
- Professional Engineer's Report
- RDN Sustainable Development Checklist: Residential Commercial
- A letter of authorization (To be completed if the applicant is not the registered owner)
- Riparian Area Assessment
- Other _____
- _____

SECTION 6: Applicant Signature

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

Applicant Signature

Date

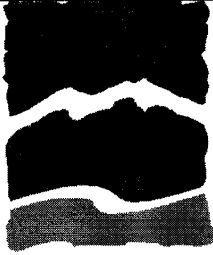
Applicant Name (Please Print)

I would prefer all correspondence via: email regular mail fax

In order to process your application, please provide all necessary documentation with your application. Please retain a copy of the submitted application for your records. Contact the RDN Planning Department for assistance.

Submit the completed application form, required fee, plans, and supporting material to the Regional District of Nanaimo. The fee is payable to the "Regional District of Nanaimo".

Schedule No. '7' attached to and forming part of Bylaw No. 1432, 2005

 <p>REGIONAL DISTRICT OF NANAIMO</p>	<p>Development Services Department 6300 Hammond Bay Road Nanaimo, BC V9T 6N2 390-6510 (Nanaimo) 954-3798 (District 69) 1-877-607-4111 (within BC) Fax: (250) 390-7511</p> <p>DEVELOPMENT VARIANCE PERMIT NO. ****</p>
<p>To: (Permittee)</p> <p>Mailing Address:</p> <ol style="list-style-type: none">1. Except as varied or supplemented by this Permit, the Development Variance Permit is issued subject to compliance with all applicable Bylaws and Provincial and Federal Statutes and Regulations.2. This Development Variance Permit applies only to those lands within the Regional District described below, and all buildings, structures and other development thereon: Legal Description: **** (the "Lands") Civic Address: P.I.D.:3. The Lands shall be developed strictly in accordance with the following terms and conditions and provisions of the Permit and any plans and specifications attached hereto which shall form a part thereof.4. With respect to the Lands, Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987 or Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002 is hereby varied as follows:5. Subject to the terms of the Permit, if the holder of the permit does not substantially start any construction with respect to which the Permit was issued within 2 years after the date it is issued, the permit shall lapse in accordance with Section 926 of the <i>Local Government Act</i>.6. Provisions of Section 925(1) of the <i>Local Government Act</i>, to provide security for landscaping, (apply/do not apply) to this development.7. This Permit prevails over the provisions of the Bylaw in the event of conflict.8. Notice of this Permit shall be filed in the Land Title Office at Victoria under Section 927(1) of the <i>Local Government Act</i>, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.9. This Permit is not a building permit. <p>Authorizing Resolution passed by the Board this * day of *****, 20**. Issued this * day of *****, 20**.</p> <p>_____ Chairperson</p> <p>_____ General Manager, Corporate Services</p>	

Schedule No. '8' to accompany "Regional District of Nanaimo Development Approval Procedures and Notification Amendment Bylaw No. 1432.02, 2011"

Chairperson

Sr. Mgr., Corporate Administration

Development Services Department

6300 Hammond Bay Road Nanaimo, BC V9T 6N2
(250) 390-8510 (Nanaimo) (250) 954-3798 (District 69)
1-877-607-4111 (within BC) Fax:(250) 390-7511



Subdivision 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 (P I D) _____

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 _____
Telephone/ Cell _____	Telephone/ Cell _____
Fax _____	Fax _____
Email _____	Email _____

SECTION 3: AGENT INFORMATION (TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER)

Name _____ Mailing Address _____ Town/Province _____
Postal Code _____ Telephone/ Cell _____ Fax _____ Email _____

*NOTE: IF THE APPLICANT IS NOT THE REGISTERED OWNER A LETTER OF AUTHORIZATION WILL BE REQUIRED

SECTION 4: DESCRIPTION OF PROPOSAL

The proposed subdivision will create _____ parcels (including remainders) and the intended use of the land and/or buildings and structures is _____

Is this property within a Development Permit Area? Yes No

Has a development permit, development variance permit or Board of Variance decision been made on this property? Yes No
If yes indicate File # _____

For each lot created by the subdivision, the required minimum frontage onto a public roadway must be greater than 1/10th of each lots perimeter. Will you require a relaxation? Yes No

The property currently occupies a total area of _____ hectares.

SECTION 5: APPLICATION COMPLETION CHECKLIST:
ALL MEASUREMENTS TO BE IN METRIC

- A copy of Certificate of Indefeasible Title (dated within past 30 days)
- Application fee as required by Bylaw No. 1259, 2002
- Two (2) survey plans certified by a BC Land Surveyor to a maximum scale of 1:500, showing: location of existing and proposed buildings and structures and parts thereof, address, legal description, name of applicant, date, property lines, scale, north arrow, all easements and right of ways, restrictive covenant areas, location of all watercourses and associated setbacks, and building setbacks as per Zoning and Floodplain Bylaws
- Electronic copies of all plans
- A copy of the Provincial Land Reserve Commission approval (ALR) if applicable
- Riparian Areas Regulation Property Declaration Form
- A copy of development permit, development variance permit or Board of Variance decision (if applicable)

Additional information may be required, such as:

- Two (2) survey plans certified by a BC Land Surveyor including topographical information
- Professional Engineer's Report
- A letter of authorization
- Riparian Area Assessment
- Other _____
- _____

SECTION 6: Applicant Signature

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

Applicant Signature

Date

Applicant Name (Please Print)

I would prefer all correspondence via: email regular mail fax

In order to process your application, please provide all necessary documentation with your application. Please retain a copy of the submitted application for your records. Contact the RDN Planning Department for assistance.

Submit the completed application form, required fee, plans, and supporting material to the Regional District of Nanaimo. The fee is payable to the "Regional District of Nanaimo".