



## CITY OF COURTENAY

### Planning Services

830 Cliffe Avenue

Courtenay, BC, V9N 2J7

Tel: 250-334-4441 Fax: 250-334-4241

Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# OCP & ZONING AMENDMENTS APPLICATION

For detailed requirements and process  
See *Schedule 1 of Development Application Procedure*  
Bylaw No. 2790, 2014

### BEFORE SUBMITTING YOUR APPLICATION IT IS IMPORTANT TO NOTE THE FOLLOWING:

1. Incomplete applications will be returned to the applicant;
2. It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted;
3. The coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the coordinating professional with no further review;
4. Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.

APPLICANT INFORMATION	DESCRIPTION OF PROPERTY
Name(s): Coel Palmer Address: Box 433 2602 Ulverston Ave City: Cumberland Postal Code: V0R 1S0 Phone: (250)891-7452 Fax: _____ E-mail: coel@facetbuilders.com	Civic address: _____ 1544 Dingwall Road  Legal Description: _____ LT B SEC 17 CMX PL EPP72243

### If applicant is NOT the owner of property:

Owner's Name(s): Stacey Lee Campbell	Owner's phone/e-mail: stacecamp11@gmail.com
Owner's Address: 215 31st St, Unit 16, Courtenay, BC	

☐ **Written Strata Council Approval (if applicable) to be included with application.**

OFFICIAL COMMUNITY PLAN AMENDMENT	ZONING AMENDMENT
Current OCP Designation: Suburban Residential	Current Zoning: RR-1
Proposed Designation: N/A	Proposed Zoning: R-1S

### BRIEF PROJECT DESCRIPTION

Add full height, 8 foot basement to a house that is moved onto the property (Nickel Bros). Encorporate a legal secondary suite into the new basement area (approximately 861 sq ft).		
Staff and Council encourage applicants to work with the Comox Valley Conservation Partnership ( <a href="mailto:referrals@cvlandtrust.ca">referrals@cvlandtrust.ca</a> ) early in the design stages of a project to obtain valuable feedback on design options that could help mitigate, improve or adapt to environmental conditions of the development site. Please indicate if you have contacted them.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

## SITE & BUILDING INFORMATION

	Existing:	Proposed:		Existing:	Proposed:
Front setback:	13.64 m	N/A	Parking Spaces:	4	4
Rear setback:	9.16 m	N/A	Loading Spaces:	N/A	N/A
Side setback:	6.36 m	N/A	Landscaped Area:	Apprx 1000 sq m	Apprx 1000 sq m
Side flanking street:	N/A	N/A	Useable Open Space:	Approx 500 sq m	Approx 500 sq m
Building height:	6.86 m	N/A	Fence height:	N/A	1.25 m
Landscape setbacks:	N/A	N/A			
Proposed Gross Floor Area: <b>218 sq meters</b>			Lot Coverage (including building coverage): <b>8.3 %</b>		

## APPLICANT/AGENT AUTHORIZATION

**Complete ONE of the following:**

### 1. If the owners is applying personally:

- a. I am the owner of the real property, legally described as: \_\_\_\_\_ and that I am registered as such in the Land Registry Office in Victoria, BC; and that
- b. I hereby agree to indemnify and save harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**\*If multiple owners are listed or the property(ies) are owned by a company, the signatures of all owners or required company signatories must be included.**

**Please Initial here that all required signatures are shown on this form.** \_\_\_\_\_

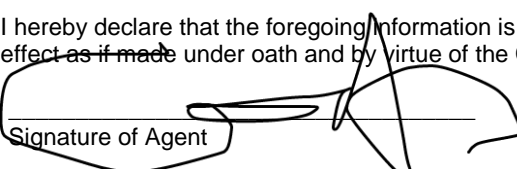
### 2. If an agent is applying on behalf of the owner:

- a. I am the authorized agent of **Stacey Campbell** who is the registered owner of the real property, legally described as: **LT B SEC 17 CMX PL EPP72243**

- b. I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application;

It is understood that until the City of Courtenay is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City of Courtenay shall deal exclusively with me with respect to all matters pertaining to the proposed application;

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

  
Signature of Agent

**July 6th 2021**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date