



CITY OF COURTENAY
Planning Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-334-4441 Fax: 250-334-4241
Email: planning@courtenay.ca

DEVELOPMENT PERMIT APPLICATION

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
Business Name: Noort Investments		Civic Address: 743-28th St
Contact Name: Jason Hendricks		
Address: 2399 Cienar Dr		
City: Nanaimo BC	Postal: V9T 3L6	Legal Description: Lot A, Section 67, Comox District, Plan 35007
Tel: 250 714 5912	Fax:	
Email: jhendricks@noorthomes.com		

IF APPLICANT IS NOT THE OWNER OF THE PROPERTY

Owner's Name(s): Normar Developements Ltd	Tel: 1 604 526 3604
Address: #101-403 6th St, New Westmentster BC	Email: dnoort@noorthomes.com

DEVELOPMENT PERMIT REQUIRED FOR (SELECT APPLICABLE FROM THE FOLLOWING)

<input type="checkbox"/> DOWNTOWN	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> DUPLEX/CARRIAGE/SECONDARY
<input type="checkbox"/> ENVIRONMENTAL	<input checked="" type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> INTENSIVE RESIDENTIAL
<input type="checkbox"/> MULTI RESIDENTIAL	<input type="checkbox"/> OLD ORCHARD & AREA	<input type="checkbox"/> SOUTH COURTENAY
<input type="checkbox"/> SHOPPING CENTRE	<input type="checkbox"/> AMENDMENT TO DP	<input type="checkbox"/> EXTEND EXISTING DP

BRIEF PROJECT DESCRIPTION

Add parking, landscaping, new garbage enclosure and new storefronts to allow for a multi tenanted building. Paint the East and South faces of the building.

Staff and Council encourage applicants to work with the Comox Valley Conservation Partnership (referrals@cvlandtrust.ca) 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 type="checkbox"/>	NO <input checked="" type="checkbox"/>
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SITE & BUILDING INFORMATION

CURRENT OCP DESIGNATION:	CURRENT ZONING: I2
PROPOSED GROSS FLOOR AREA: existing 2399 m2	LOT COVERAGE (INCLUDING BUILDING COVERAGE): 20%

SITE INFORMATION					
	REQUIRED	PROPOSED		REQUIRED	PROPOSED
FRONT SETBACK	7.5m	13.08M e	PARKING SPACES	43	44
REAR SETBACK	4.5m	37.39m	LOADING SPACES		
SIDE SETBACK	6m	15.87m	LANDSCAPED AREA		
SIDE FLANKING STREET			USABLE OPEN SPACE		
BUILDING HEIGHT	<15M		FENCE HEIGHT	1.8m	existing
LANDSCAPE SETBACKS	3m	existing			

PROPOSED VARIANCES (IF REQUIRED)			
<input type="checkbox"/> Zoning <input type="checkbox"/> Sign <input type="checkbox"/> Other			
BYLAW & SECTION	REQUIREMENT	PROPOSED	DIFFERENCE

APPLICANT/AGENT AUTHORIZATION	
Complete ONE of the following:	
IF THE OWNER 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 AN AGENT IS APPLYING ON BEHALF OF THE OWNER:	
a. I am the authorized agent of <u>Normar Dev Ltd</u> who is the registered owner of the real property, legally described as: <u>Lot A, Section 67, Comox District, Plan 35007</u> 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:	Date:
Signature of Registered Owner:	Date:
Signature of Registered Owner:	Date: