



CITY OF COURTENAY

Planning Services

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DEVELOPMENT VARIANCE PERMIT APPLICATION

For detailed requirements and process
See Schedule 5 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): 0953484 B.C. Ltd Northridge Properties	Civic address: 3300 Mission Road COURTENAY, BC V9N 8L5
Address: 101-1930 Island Diesel Way	
City: Nanaimo Postal Code: V9S 5W8	Legal Description: Lots 4, 6, 31, 32, 33, 34
Phone: 250-951-6659 Fax:	DISTRICT LOT 236
E-mail: Josh@milestonecontracting.com	COMOX DISTRICT PLAN EPP102825

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

Owners Name:	Owner's phone/e-mail:
Owner's Address:	

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

BRIEF PROJECT DESCRIPTION

Northridge Properties has applied to the City of Courtenay for a Development Variance on 6 lots within the development of District Lot 236. The original application (approved) involved the rezoning of the property to Residential One D (R-1S) to allow for secondary suites within a proposed 33 lot subdivision. Please see table below with each lot and variances requested, along with site plans.

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

☐

NO

☐

SITE & BUILDING INFORMATION

Current OCP Designation: Urban Residential	Current Zoning: R-1S
Proposed Gross Floor Area:	Lot Coverage (including building coverage):

SITE INFORMATION

Site Coverage:	<u>Required: see attached</u>	<u>Proposed: see attached</u>	Landscaped Area:	<u>Required: N/A</u>	<u>Proposed: N/A</u>
Parking Spaces:	<u>N/A</u>	<u>N/A</u>	Useable Open Space:	<u>N/A</u>	<u>N/A</u>
Loading Spaces:	<u>N/A</u>	<u>N/A</u>	Fence Height:	<u>N/A</u>	<u>N/A</u>

VARIANCE INFORMATION

Bylaw & Section	Requirement	Proposed	Difference
Zoning No. 2500, 2007 Section 8.1.61 Setbacks 2810	see attached	see attached	see attached & sketches

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:

District Lot 236 Comox District Plan EPP102825 Lots 4, 6, 31, 32, 33, 34 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

September 14th 2021

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 _____ who is the registered owner of the real property, legally described as: _____

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

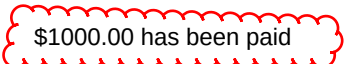
Date

Signature of Registered Owner

Date

This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings or your application will not be processed. Please note that further submission materials may be required during application processing.

REQUIRED SUBMISSIONS

- ☒ Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable)
- ☒ Certificate of Title * dated no more than 5 business days prior to the date of the application
*** Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).**
- ☒ Application Fee  \$1000.00 has been paid
- ☒ BC Land Surveyors sketch plan in **metric** showing proposed variances, including any existing buildings on the property in relation to legal property boundaries
- ☒ Site Disclosure Statement for Contaminated Sites
- ☒ Written statement on conformance to *Sustainability Evaluation Checklist*
- NA Written statement on conformance to the *Affordable Housing Policy*
- ☒ Written summary, including description of proposed development and reasons/rationale for the proposal. The written summary must explain how the proposal complies with the applicable development permit guidelines. When an element of the proposal does not comply with a guideline a justification stating the divergence and the reason shall be included
- ☒ Electronic submissions of all drawings to be provided with all applications (must be in PDF format)

ARCHITECTURAL SUBMISSIONS

See Schedule 8 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

- ☐ Three copies of professionally drawn Architectural Submissions (one set to be color and one reduced 11 x 17 color copy) and must include the following:
 - ☐ Location Map
 - ☐ Site plan, including any existing buildings on the property in relation to legal property boundaries
 - ☐ Elevations, sections, floor plans (and roof plans where requested)
 - ☐ North arrow and drawing scales
 - ☐ Dimensions, in **metric** or metric conversions, for all elevations and site plans
 - ☐ Geodetic elevation
 - ☐ Comprehensive building site layout
 - ☐ Exterior building materials and colours
 - ☐ Zoning bylaw compliance
 - ☐ Parking lot layout in accordance with City standards, including bicycle parking
 - ☐ Waste and recycling storage and pickup areas, for commercial, institutional, industrial and multi-residential
 - ☐ Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services
 - ☐ Road widening
 - ☐ Fire hydrant locations
 - ☐ Open space
 - ☐ All watercourses and riparian areas, trees to be retained and any other sensitive environmental features including required setback areas
 - ☐ For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm DBH shall also be included

LANDSCAPE SUBMISSIONS

These requirements will vary depending on the nature of the application. Please discuss these requirements with Planning staff prior to submission.

See Schedule 9 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

- ☐ Three copies of professionally drawn Landscape Submissions (one set to be in colour and one reduced 11 x 17 colour copy) and must include the following:
 - ☐ Location of existing trees 20 cm calliper and greater and proposed methods of preservation for trees to be retained
 - ☐ Indication of all plant material and landscaping, features at installed sizes, accurate location and spacing and dimensions of planting areas in **metric**
 - ☐ All watercourses, riparian areas and all sensitive environmental features including required setback areas
 - ☐ Property lines, surrounding streets, limit of contract lines, setbacks, easements
 - ☐ Existing site features, retention/preservation areas
 - ☐ Vehicular and pedestrian paving, planting, fencing and landscape structures
 - ☐ Location of all engineering services (overhead, underground, light standards, etc) which may affect landscaping
 - ☐ Adjacent landscape/development features, where applicable
 - ☐ Indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in **metric**
 - ☐ Underground irrigation system plan showing water source, type and details of system
 - ☐ Plant list naming all recommended plant material and size specification, location, spacing and dimensions
 - ☐ Area of site to be landscaped in **metric**
 - ☐ Include references to the most recent BCSLA/BCNTA landscape standard for all landscape construction
 - ☐ Minimum soil depths for planting
 - ☐ Detailed Landscape and maintenance specifications
- Underground irrigation system plan showing water source, type of system, details of system
- ☐ Detailed landscaping cost estimate itemizing quantities, areas, sizes, equipment and labour costs, including supervision, monitoring and approvals, required for the total cost of the construction of the plan, including fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate which indicates the area and work to be undertaken for each phase must be provided

ADDITIONAL STUDIES

The following studies may be required to support your application. Please contact Planning and or Engineering staff prior to submission.

See Part 6 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

☐ Environmental Impact Assessment including Environmentally Sensitive Features	☐ Acoustical Impact Study
☐ Construction and Environmental Management Plan	☐ Hydrological Study including Groundwater Management Assessment
☐ Tree Assessment Study including Wind Study	☐ Stormwater Management and Drainage Study
☐ Geotechnical Study	☐ Soil Agrology Study
☐ Transportation and Traffic Impact Study	☐ Greenhouse Gas emission profile
☐ Site Access and Servicing including Municipal Infrastructure Impacts	☐ Wildfire Hazard Assessment
☐ Demand for Local Community Service Study	☐ Archaeological Assessment
☐ Visual Impact Study	☐ Other Studies as Deemed Necessary