



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

- This Application Form/Checklist provides guidance on how to prepare a complete application.
- Submit this Application Form/Checklist with all fields completed, supporting documents, drawings, and the application fee.
- Incomplete applications and/or development plans that are not internally consistent will be returned and the application date will be revised to the date of a complete application. (A \$250 fee is charged to substantially incomplete applications.)

### SUBJECT PROPERTY DESCRIPTION

Street Address	PID
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Full Legal Address as shown on Title Search Print
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### VARIANCE PROPOSAL

Current Zone:	Bylaw to	<input type="checkbox"/>	<i>Town of Comox, Zoning Bylaw 1850</i>
	Be Varied:	<input type="checkbox"/>	<i>Town of Comox Subdivision and Development Servicing Bylaw, 1261</i>
		<input type="checkbox"/>	Other _____ [Insert bylaw title]

Existing Use:
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Briefly describe the proposed variance; submit accompanying information as required in the Application Checklist.
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### APPLICANT INFORMATION

Check one: **Owner**  **Authorized Agent**   
 (Complete sections below and on following page as applicable)

Name	E-mail Address
------	----------------

Mailing Address
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City/Town	Province	Postal Code
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Primary Phone No. Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/>	Alt. Phone No. Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/>
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For address: \_\_\_\_\_

If the registered owner on a title search printout indicates multiple names, a company, or strata corporation, the signatures of all registered owners or authorized company/strata signatories must be included on the application form. If there are more than two owners/signatories, submit additional copies of this page.

**If the APPLICANT is the Owner of the subject property:**

I am /we are the owner of the subject property, as registered in the Land Title Office in Victoria, BC. I am / we are applying to vary the following in respect of the subject property:

*Town of Comox, Zoning Bylaw 1850*  
 *Town of Comox Subdivision and Development Servicing Bylaw, 1261*  
 Other: \_\_\_\_\_

Signature of Owner or Corporate/Strata Signing Officer	Print Name of owner or signing officer	Date
	Print Name of corporation or strata, if applicable	
Signature of Owner or Corporate/Strata Signing Officer	Print Name of owner or signing officer	Date
	Print Name of corporation or strata, if applicable	

**If the APPLICANT is an AGENT applying on behalf of the Owner(s):**

I /we authorize \_\_\_\_\_ to act on my/our behalf in all matters pertaining to a variance to the following in respect of the subject property:

*Town of Comox, Zoning Bylaw 1850*  
 *Town of Comox Subdivision and Development Servicing Bylaw, 1261*  
 Other: \_\_\_\_\_

Signature of Owner or Corporate/Strata Signing Officer	Print Name of owner or signing officer	Date
	Print Name of corporation or strata, if applicable	
Signature of Owner or Corporate/Strata Signing Officer	Print Name of owner or signing officer	Date
	Print Name of corporation or strata, if applicable	
Signature of Authorized Agent	Print Name of Authorized Agent	Date

<b>OFFICE USE ONLY</b>		<b>Application Fee Submitted: \$ _____</b>	
<b>Submission Date</b>	<b>Completeness Check</b>	<b>Resubmit Date (if applicable)</b>	<b>Acceptance Check</b>



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- **If your development requires a variance to enable an addition or alteration to an existing single-family dwelling, typically only the items shown shaded in the checklist below are required.** For any other development, this comprehensive checklist will need to be customized by staff.
- Review the checklist with Planning staff who will customize the requirements to your specific proposal. All required items on the checklist must be satisfied in order to process the application.
- If your development requires rezoning it may be possible that a zoning bylaw regulation can be varied within the rezoning application process. Discuss this with staff.
- Check each required item on the list below confirming that it is included in the application package. A completed copy of this checklist must be submitted with the application form. (Unless a copy of an Appendix is specifically required to be submitted, it is not necessary to return the Appendices of this Application.)
- Incomplete applications and/or development plans that are not internally consistent will be returned and the application date will be revised to the date of a complete application. Substantially deficient applications will be charged a \$250 processing fee.
- This list indicates initial information required to open an application review file; further revisions to drawings or specialist reports or plans may be required.
- It is the Applicant's responsibility to be familiar with and knowledgeable of all applicable Town bylaw requirements and policies and to clearly represent how the application conforms to these requirements and policies in order for the application to be accepted.
- This information is a general guide only and is not regarded as the right to development approval if the process steps and submission requirements are followed.
- Land-use related bylaws can be viewed online at <http://comox.ca/modx/bylaws/>

CHECKLIST ITEMS	FURTHER INFORMATION
<input type="checkbox"/> 1. <b>Application Form / Checklist</b> is: <ul style="list-style-type: none"> <li><input type="checkbox"/> complete</li> <li><input type="checkbox"/> signed by registered owner(s) or authorized corporate signing officer(s); and</li> <li>any authorized agent who is to act for the owners.</li> </ul>	<p>Identify who is the "Applicant" i.e. the person with whom the Town will communicate regarding the application. Town reserves the right to communicate <u>only</u> with the Applicant designated on the application form, unless the Town is informed in writing that the Applicant is changed.</p> <p>The development proposal is stated only briefly on the application form since it is described in detail in the Written Application Rationale (see <b>item 12</b> of this checklist).</p> <p>The Variance Proposal on the first page of this DVP Application form should say:</p> <ul style="list-style-type: none"> <li>• What section of what bylaw is to be varied (number and description)               <ul style="list-style-type: none"> <li>○ whether a dimension or number or requirement is to be increased or decreased, or whether a required item is to be not required; and</li> <li>○ increased or decreased by how much.</li> </ul> </li> </ul> <p><b>For example:</b> "It is proposed that Zoning Bylaw 1850 Section 101.5 Parcel Frontage be reduced from 20.0 m to 18.0 m "</p> <p>If seeking to vary a regulation in the Subdivision and Development Servicing Bylaw, 1261, obtain assistance from staff to determine the applicable section.</p>
<input type="checkbox"/> 2. <b>Application Fee</b> is enclosed	<p>See the Fee Schedule contained in <b>Appendix 1</b> of this checklist.</p>



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<input type="checkbox"/> 3. A <b>Title Analysis</b> is submitted consisting of: <ul style="list-style-type: none"> <li><input type="checkbox"/> a recent <b>Title Search Printout</b> for each subject property</li> <li><input type="checkbox"/> <b>Copies</b> (including Land Title Office registration numbers) of <b>title restriction documents</b> such as any Statutory Rights of Way or Covenants in favor of the Town or Comox Valley Regional District.</li> <li><input type="checkbox"/> a table listing for each of the subject properties:               <ul style="list-style-type: none"> <li>o the <b>document numbers</b> of all Town or CVRD benefitting Legal Notations, SRWs, and Covenants on the Title Search Printout;</li> <li>o a <b>brief document description</b>; and</li> <li>o a <b>conformance statement</b> whether the proposed development aligns with the limitations or obligations of the document; <b>or</b></li> <li>o a <b>modification statement</b> if any changes to the document are proposed.</li> <li>o Any Property <b>Tax deferral</b> on residential properties</li> </ul> </li> </ul>	<p>If more than one legal parcel is proposed for development the Title Search Printout and Title Analysis must be submitted for each legal parcel.</p> <p>The Title analysis is to be submitted as a separate document from the written application rationale. An example of a Title Search Analysis is shown in <b>Appendix 2</b></p> <p>Current Title Search Printouts and relevant documents listed on the title printout may be obtained from BC Land Title &amp; Survey Office by mail or from a lawyer, notary, land surveyor, realtors or a Registry Agent. See <a href="http://www.ltsa.ca/cms/how-to-access-records">http://www.ltsa.ca/cms/how-to-access-records</a> for more information.</p> <p>Copies of title restrictions in of favor utilities such as Hydro; Shaw Cable, Telus are not required for the Town's review.</p>																																		
Y/N 4. Do any Development Permit Areas (DPAs) apply to the subject property?  Development Permit Area (check all that apply): <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> <p>If yes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the development proposal qualifies for an exemption from DPA Guidelines and a letter is enclosed stating how the development meets each applicable exemption criterion contained in the DPA; or</li> <li><input type="checkbox"/> a separate Development Permit application has been submitted</li> </ul>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17																		<p>Maps showing Development Permit Areas can be found online at <a href="http://comox.ca/modx/assets/maps/Bylaw%201685%20-%20OCP%20-%20MAPS%20DPA1-17%20June%202014.pdf">http://comox.ca/modx/assets/maps/Bylaw%201685%20-%20OCP%20-%20MAPS%20DPA1-17 June%202014.pdf</a></p> <p>If proposed development is close to a Development Permit Area boundary (i.e. for DPA #s 7,8, &amp; 9) that partially affects a parcel, the setback must be shown on the site plan, as established by a BCLS survey. If the development is clearly distant from the Development Permit Area, no survey is required.</p>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17																			
<input type="checkbox"/> 5. If the application is to request a variance to the number of required parking spaces, <b>printout</b> of Town of Comox <b>Parking Calculator</b> or <b>Downtown Parking Calculator</b> , is submitted as a standalone item.	<p>Available on Town's website: <a href="http://comox.ca/modx/public-planning-documents.html">http://comox.ca/modx/public-planning-documents.html</a></p> <p>Consult staff to obtain calculator spreadsheet for development area.</p>																																		
Y/N 6. Is development within a designated Flood Plain?  If yes: <ul style="list-style-type: none"> <li><input type="checkbox"/> the development will comply with Flood Plain regulations; or</li> <li><input type="checkbox"/> a Flood Plain Exemption application has been submitted.</li> <li><input type="checkbox"/> <b>Flood Plain Assessment Report</b> in accordance with Flood Plain Report Guide has been submitted</li> </ul>	<p>See <b>Appendix 3</b> for Flood Plain setbacks and Flood Levels</p> <p>Discuss with staff and, if necessary, obtain a Flood Plain Exemption Application.</p>																																		
Y/N 7. Is the property affected by Bylaw No. 1125 Consolidated Tree Management and Protection Bylaw?	<p>Discuss with staff if applicable</p>																																		



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CHECKLIST ITEMS	FURTHER INFORMATION
<p>If yes:</p> <p><input type="checkbox"/> Tree Cutting or Removal Application; and</p> <p><input type="checkbox"/> a Tree Cutting and Replacement Plan is submitted; or</p> <p><input type="checkbox"/> Application for Tree Cutting or Removal and Replacement Plan, Per Bylaw No. 1125, will be submitted at time of Building Permit.</p>	
<p><b>Y/N</b> 8. Is the property affected by Bylaw No 1066 Consolidated Tree Cutting in Hazardous Areas?</p> <p>If yes:</p> <p><input type="checkbox"/> advise P. Eng. of Bylaw No.1066 if DPA #13 also applies</p> <p><input type="checkbox"/> a Tree Cutting Permit Application is submitted; or</p> <p><input type="checkbox"/> Tree Cutting Permit Application, per Bylaw No. 1066, will be submitted at time of Building Permit.</p>	<p>Discuss with staff if applicable</p>
<p><input type="checkbox"/> 9. <b>Specialist's Reports:</b></p> <p><input type="checkbox"/> are submitted in response to a Development Approval Information (DAI) Letter;</p> <p><input type="checkbox"/> fully conform to DAI letter specifications; and</p> <p><input type="checkbox"/> are original, signed, and where applicable, sealed report.</p> <p><input type="checkbox"/> a <b>Geotechnical Report</b> is in accordance with the Geotechnical Report Guide</p>	<p>A DAI letter from the Town will outline the required content of the report and the qualifications of the report author.</p> <p>A preliminary DAI Letter may be issued at the developer's request to facilitate the submission of development applications. A DAI letter may also be issued at the Town's discretion once the full development application has been submitted to the Town for review.</p>
<p>10. If an Environmental Report is required for a Rezoning or Development Permit:</p> <p><input type="checkbox"/> the Report has been prepared in accordance with the Town of Comox Environmental Report Guide.</p>	
<p><b>Y/N</b> 11. Prior to submitting this DVP Application I have informally discussed the proposed variance with adjacent property owners.</p>	<p>Adjacent property owners are notified by the Town of Development Variance Permit Applications and are provided an opportunity to comment. It is recommended that Applicants speak to neighbours about the proposed development prior to making their application to determine if adjacent neighbours have any concerns that can be addressed.</p>
<p>For an OCP or Zoning amendment, <u>and some DVP applications</u>, if development is for:</p> <ol style="list-style-type: none"> <li>1. Commercial development involving 200 m<sup>2</sup> or more in aggregate of new or altered gross floor area or parcel area;</li> <li>2. Industrial development involving 200 m<sup>2</sup> or more in aggregate of new or altered gross floor area or parcel area;</li> <li>3. Multi-family residential; or</li> <li>4. Mixed use.</li> </ol> <p>an Applicant may be required to undertake a two-stage Pre-Application Community Consultation in accordance with the Town's procedures.</p>	<p>Discuss with staff</p>
<p><input type="checkbox"/> 12. Written Application <b>Rationale</b> is enclosed.</p>	<p>The purpose of the Witten Rationale is to enable the Applicant to</p>



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<p>Rationale, at a minimum, includes the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the present and proposed <b>land uses</b> of the site;</li> <li><input type="checkbox"/> the <b>proposed variance to the bylaw</b>;</li> <li><input type="checkbox"/> the <b>section number of the bylaw</b> that is proposed to be varied;</li> <li><input type="checkbox"/> <b>how much</b> (i.e. increase, decrease, or elimination of a requirement) <b>is the regulation proposed to be varied</b>;</li> <li><input type="checkbox"/> <b>why the variance is needed</b> (i.e. reasons why the development cannot be constructed in relation to the existing regulations);</li> <li><input type="checkbox"/> if adjacent property owners have been advised of the proposal, summary of any impact expressed by adjacent property owners and how any negative impact may have been eliminated or mitigated;</li> <li><input type="checkbox"/> any <b>benefits to the community</b> resulting from the proposed variance;</li> <li><input type="checkbox"/> any <b>sustainable development</b> features of the proposal; and</li> <li><input type="checkbox"/> where it is not possible to screen in accordance with Sec 8.9, wrapping of any utility kiosk or transformer with Town's standard evergreen image</li> <li><input type="checkbox"/> state if there is adequate public <b>infrastructure</b> (sewer, water, storm water management, sidewalks, roads, road widths, parks or greenways). If not, state how the proposal addresses infrastructure requirements.</li> </ul>	<p>provide context and the Applicant's <u>justification</u> for the DVP application.</p> <p>Wrapping a kiosk or transformer is done at the developer's cost by contacting Artcraft Display Graphics Inc. #112 – 1533 Broadway St. Port Coquitlam, BC, V3C 6P3, artcraftgraphics.com 604-552-1055, 800-994-9451.</p> <p>Security, for completion of any kiosk or transformer wrapping amenity may be a condition of a DVP</p>
<p><input type="checkbox"/> 13. Publication of site statistics includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> total <b># of dwelling units</b>; # of Adaptable units</li> <li><input type="checkbox"/> dwelling unit <b>minimum ground floor, gross floor area</b> to exterior walls in m<sup>2</sup> in relation to number of bedrooms in the unit.</li> <li><input type="checkbox"/> <b>Parcel Area</b> in m<sup>2</sup> or hectares, prior to any changes as a result of additional road dedication or subdivision.</li> <li><input type="checkbox"/> <b>Net Parcel Area</b> is the Parcel Area in m<sup>2</sup> or hectares minus the area of any road dedications and corner cut-offs.</li> <li><input type="checkbox"/> Residential <b>density</b> in units per hectare, using Net Parcel Area</li> <li><input type="checkbox"/> <b>Parcel Frontage</b> (shortest lot line abutting street)</li> <li><input type="checkbox"/> <b>Parcel Coverage</b>, expressed as % of the net Parcel Area</li> <li><input type="checkbox"/> # of stories, numbered separately from basements or cellars</li> <li><input type="checkbox"/> <b>Max. Building Height</b> measured from <b>Grade</b></li> <li><input type="checkbox"/> Max. Height of any roof access, screening, and structures</li> <li><input type="checkbox"/> <b>total # Parking Spaces</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> as required by the Zoning Bylaw</li> <li><input type="checkbox"/> as proposed</li> <li><input type="checkbox"/> number and percentage of total of any proposed parking spaces that meet small car standards</li> </ul> </li> <li><input type="checkbox"/> total area in m<sup>2</sup> of commercial space (as applicable)</li> <li><input type="checkbox"/> area of individual commercial uses in m<sup>2</sup></li> </ul>	<p>Zoning Bylaw Sec. 5.2 Min. Floor Area of Dwelling Units Residential Zones: min 70 m<sup>2</sup></p> <p><b>Gross Floor Area</b> of the dwelling ground floor means “the total floor area measured between the exterior faces of the exterior walls including stairwells and elevator shafts; does not include parking or loading areas, driveways, Class I or Class II bicycle parking spaces or cellars” For clarity, an enclosed attached garage used for parking is not included in the gross floor area calculation.</p> <p>Parcel Frontage is measured along lot lines common to a parcel and a street. Refer to Zoning Bylaw definitions of Parcel Frontage and Front Lot Line for situations where:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a front lot line has a radius of 80 m or less;</li> <li><input type="checkbox"/> a parcel does not abut a street;</li> <li><input type="checkbox"/> abuts more than one street; or</li> <li><input type="checkbox"/> is next to the sea, including where parcel is separated from the sea by a road dedication less than 7 m in width.</li> </ul> <p>See Zoning Bylaw definitions of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parcel Coverage and any zone specific regulations on Parcel Coverage; and</li> <li><input type="checkbox"/> Basements or Cellars</li> </ul>



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CHECKLIST ITEMS	FURTHER INFORMATION
<input type="checkbox"/> 14. <b>Drawings and Plans</b> that have been professionally prepared in conformance with drawing standards listed in <b>Appendix 4</b> of this checklist include: <ul style="list-style-type: none"> <li><input type="checkbox"/> two printed sets of <b>full-size</b> metrically scaled plans and drawings</li> <li><input type="checkbox"/> two sets of <b>11 x 8.5 inch</b> printouts of plans and drawings for production of Council reports</li> </ul>	<p><b>Note:</b> For Development Variance Permit applications pertaining to alteration of a single-family dwelling, discuss the requirements for development drawings with staff as often drawing requirements are limited to the alteration itself if photographs of the existing dwelling are provided.</p>
<input type="checkbox"/> 15. Electronic versions of <b>items 3, 9, 10 and 12 to 24</b> inclusive, as applicable, are submitted as PDF (not JPEG) files: <p style="margin-left: 20px;">This requirement for electronic documents is in addition to paper copies as itemized in this checklist or as requested later by staff.</p>	<p>May be on CD, USB drive, or by email, however, if by email to a maximum 5 MB aggregated size per email</p> <p>File must be labeled in the following format of "street address document title D/M/Y" for example:            2000 Comox Ave Site Plan 26/3/15            2000 Comox Ave Elevation-Bldg 1 South 26/3/15            2000 Comox Ave Floor Plan-Bldg 1 26/3/15            2000 Comox Ave Rationale 26/3/15</p> <p>When possible, please submit PDFs of plans with layers turned on.</p>
<input type="checkbox"/> 16. <b>BC Land Surveyor Sketch Plan</b> showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>property line</b> dimensions;</li> <li><input type="checkbox"/> any proposed <b>road dedications</b>;</li> <li><input type="checkbox"/> <b>area</b>, net of any additional road dedications, of all existing lots (and proposed lots if the variance is to facilitate future subdivision or lot consolidation);</li> <li><input type="checkbox"/> locations of any <b>existing buildings</b> or portions of buildings that are to be retained, measured from property line to building face or to roof support; and</li> <li><input type="checkbox"/> existing or proposed <b>SRWs or covenant areas</b> benefitting Town or Comox Valley Regional District</li> <li><input type="checkbox"/> For Watercourse Regulations / Flood Plain Exemptions – location and geodetic elevation of <b>Present Natural Boundary</b> where land abuts               <ul style="list-style-type: none"> <li><input type="checkbox"/> Brooklyn Creek</li> <li><input type="checkbox"/> Carthew Creek</li> <li><input type="checkbox"/> Golf Creek</li> <li><input type="checkbox"/> Lazo Marsh or</li> <li><input type="checkbox"/> the Sea; or</li> <li><input type="checkbox"/> a natural pond; or</li> <li><input type="checkbox"/> the Design Level of an engineered storm water retention or detention pond;</li> </ul> </li> <li><input type="checkbox"/> For DPA# 7 Riparian Areas – location and geodetic elevation of <b>Riparian Area High Water Mark</b> and dimension of <b>Riparian Assessment Area</b>.</li> </ul>	<p><b>Note:</b> BCLS information <u>may</u> also be required to fulfill <b>Item 4</b> (defining certain DP areas), <b>17</b> (determination of Grade), <b>18</b> (Phased Strata Subdivision); <b>19</b> (site sections); or <b>23</b> (retained trees) in this checklist.</p> <p>Development Permit Guidelines are located in the Town's OCP found online at  <a href="http://comox.ca/modx/assets/pdfs/bylaws/Bylaw%201685%20OCP%20Consolidated%20as%20of%207%20May%202014.pdf">http://comox.ca/modx/assets/pdfs/bylaws/Bylaw%201685%20OCP%20Consolidated%20as%20of%207%20May%202014.pdf</a></p>
<input type="checkbox"/> 17. <b>Site Plan</b> indicates: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear distinction between retained existing and proposed new construction or demolition.</li> <li><input type="checkbox"/> For all proposed buildings <math>\geq 3</math> stories, show approximate building footprint on parcels adjacent to the subject property.</li> <li><input type="checkbox"/> <b>property line</b> dimensions</li> <li><input type="checkbox"/> Note on plan citing <b>depths of any existing storm or sanitary sewer lines</b> and ability of development to be</li> </ul>	



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CHECKLIST ITEMS	FURTHER INFORMATION
<p>serviced by gravity</p> <p><input type="checkbox"/> Location and size, in area and volume, of any on-site storm water disposal / infiltration / detention or retention; and</p> <p><input type="checkbox"/> any on-site storm water system shall be accompanied by a Geotechnical Report confirming feasibility, describing any constraints, any maintenance requirements; and produced in coordination with a BC registered Landscape Architect for impact on existing and proposed vegetation.</p> <p><input type="checkbox"/> building foundation, ground level roof supports (e.g. posts or columns), and outline of projecting elements , and</p> <p><input type="checkbox"/> location of underground structures exceeding building footprints (labeled separately from projections);</p> <p><input type="checkbox"/> Any of the following setbacks that are relevant to the proposed building are dimensioned: front, rear, and side <b>building setbacks</b>, any <b>flood plain setbacks</b>, <b>Sec. 5.19 Watercourse Regulations setbacks</b> and any <b>parking setbacks</b> are dimensioned and</p> <p><input type="checkbox"/> the distance that any <b>projections</b> intrude into a setback is dimensioned from the setback line to the furthest point of a projecting element into a setback.</p> <p><input type="checkbox"/> in accordance with Zoning Bylaw Sec. 5.12(2), when decks and steps project into required setbacks plans clearly specify <u>where</u> decks and steps project and <u>how high</u> the decks and steps are above immediately adjacent finished grade.</p> <p><input type="checkbox"/> for new construction or for an increase in height of an existing building or structure, conformance with the Zoning Bylaw:</p> <p><input type="checkbox"/> Site plan shows <b>Established Ground Level</b> at extreme corners of buildings and finished grade where different from the <b>Established Ground Level</b>.</p> <p><input type="checkbox"/> For each building, <b>Grade</b> calculated from the <b>Established Ground Level</b> at the extreme corners of the building is published on the plan of the building.</p> <p>For a variance to vehicular or bicycle Parking Standards,</p> <p><input type="checkbox"/> location and type of <b>parking spaces</b> is shown;</p> <p><input type="checkbox"/> representative <b>dimensions</b> of regular and small car spaces are shown, as are dimensions of any additional width along solid structures per Zoning Bylaw Sec 6.12(6); and wheel stops are shown where necessary to protect structures or landscape;</p> <p><input type="checkbox"/> the total number of parking spaces are <b>numbered</b> consecutively on plan and all small car spaces are also labeled "SC"; i.e. SC + the space number</p> <p><input type="checkbox"/> <b>loading area</b> including vertical clearance where a structure extends over the loading area.</p> <p><input type="checkbox"/> dimension widths of <b>driveways, manoeuvring aisles, and sidewalks</b></p> <p><input type="checkbox"/> Parking spaces assigned to <b>visitors</b> labeled on plan;</p> <p><input type="checkbox"/> <b>direction of travel</b> for one-way identified on plan;</p> <p><input type="checkbox"/> <b>Accessible Parking</b> spaces for disabled on plan:</p> <p><input type="checkbox"/> as required by BC Building Code for commercial development; and</p> <p><input type="checkbox"/> for any Adaptable Housing units.</p>	<p>Before commissioning any Geotechnical Report, obtain the Town's Geotech Report Guide from staff</p> <p>Review setback requirements with staff for any parcel that has more than one zone applied to the parcel</p> <p>Note: Sec. 5.19 Watercourse Regulations also include man-made retention and detention ponds.</p> <p>As defined in the Zoning Bylaw:</p> <p><b>Height</b> means "The vertical distance <b>measured from grade to the highest point of a structure</b>, excluding chimneys, elevators, roof access stairways, water tanks and associated screening, mechanical equipment and associated screening ...[see bylaw for more excluded elements and conditions of exclusion] "</p> <p><b>Grade</b> means "The <b>average of the established ground level at the extreme corners of a structure</b> excluding localized variations in the established ground level." Where the building is not rectangular, contact staff to confirm interpretation of "extreme corners".</p> <p><b>Established Ground Level</b> means "The <u>ground level as established at the time of subdivision or in its absence, the natural ground level.</u>"</p> <p>Per Zoning Bylaw Sec. 6.9 <b>Parking Spaces for Disabled Persons</b> shall be provided in accordance with the provisions of the BC Building Code, provided that in Commercial zones where Zoning Bylaw Sec 6.14 and 6.15 requires between 10 and 50 off-street parking spaces excluding those required for dwelling units, one of the required spaces must meet the disabled parking provisions of the BC Building.</p> <p>Zoning Bylaw Sec 7.0 provides regulations for Class I (outdoor) and Class II (indoor) bicycle parking.</p> <p>Where <b>Adaptable Housing</b> units are required in multi-family or mixed-use development, or a single-family site with a coach house, the site plan shall show disabled parking space(s) in accordance with the Town's regulations as well as a level travel path from the dwelling unit to the street and parking space</p>





# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

CHECKLIST ITEMS	FURTHER INFORMATION
<p><input type="checkbox"/> Class I and II, as applicable, <b>bicycle parking</b> spaces are shown in a detail, consecutively <b>numbered</b> and <b>dimensioned</b>.</p> <p><input type="checkbox"/> <b>curbing</b> location and type (roll-over vs. vertical)</p> <p><input type="checkbox"/> locations of <b>free-standing signs</b> on plan</p> <p><input type="checkbox"/> location of BC Hydro electrical <b>transformers</b> in accordance with any "U07 Issued for Approval" drawing</p> <p><input type="checkbox"/> location of any other <b>utility kiosks</b></p> <p><input type="checkbox"/> location of heat pumps or mechanical equipment</p> <p><input type="checkbox"/> location and extent of <b>infrastructure improvements</b> as a result of development is identified on plan:</p> <p style="margin-left: 20px;"><input type="checkbox"/> location and width of <b>existing road dedications</b>;</p> <p style="margin-left: 20px;"><input type="checkbox"/> extent of any additional road dedication; and</p> <p style="margin-left: 20px;"><input type="checkbox"/> all existing Town or CVRD benefitting SRWs or covenanted areas are shown on the site plan; and if any of these items are proposed to be changed, they are shown on a duplicate site plan so the existing and the proposed location of these items can be clearly differentiated and seen in relation to the development concept.</p> <p><input type="checkbox"/> locations on plan of any additional items to be varied that are not specified in this limited list</p>	<p>assigned to the adaptable unit. However, a level path is required only from the Coach House to a disabled parking space; a level path from the Coach House to the street is optional.</p> <p>More information on plan requirements for Adaptable Housing standards on Development Permit drawings is found in <b>Item 21</b> of this checklist.</p>
<p>Y/N 18. Is the construction of the development going to be implemented in phases by way of a <b>Phased Strata Plan</b>?</p> <p>If Yes:</p> <p><input type="checkbox"/> a separate customized site plan is submitted showing phase boundaries, sequence numbers of phases, setbacks to phase boundaries, phase areas, and on a phase by phase basis and a cumulative basis show parcel coverage and density.</p>	<p>Construction of a multi-family, industrial, commercial or mixed use site is often done in phases. If phased construction of the development is contemplated it is <u>strongly</u> recommended that the phasing sequence be worked out at the time of rezoning.</p>
<p><input type="checkbox"/> 19. <b>Site Cross Sections</b></p> <p><input type="checkbox"/> representative <b>Building Cross Sections</b> showing existing and altered grades and <b>Grade</b> line</p> <p><input type="checkbox"/> details of localized grade changes &gt; 1.2 m</p>	<p>"Representative" means of sufficient number and location to accurately convey the site as it exists before development and how it will be changed as a result of the proposed development.</p>
<p><input type="checkbox"/> 20. <b>Building Elevations</b></p> <p><input type="checkbox"/> <b>all building and structure elevations</b>, including accessory buildings, are shown in black line drawings.</p> <p><input type="checkbox"/> <b>streetscape elevations</b> for any site containing multiple buildings</p> <p><input type="checkbox"/> the calculated <b>Grade</b> line is shown on one elevation of any building or structure and the <b>maximum height of the building</b> or structure is dimensioned in metres from this line.</p> <p><input type="checkbox"/> <b>Maximum Height</b> of any roof access, screening, and structures (per Zoning Bylaw definition of Height) measured from <b>Grade</b>;</p> <p><input type="checkbox"/> dimensions in relation to the <b>Grade</b> line to enable the demarcation of any "<b>basement</b>" or "<b>cellar</b>" areas as defined in Zoning Bylaw.</p>	<p>As defined in Zoning Bylaw:</p> <p><b>Height</b> means "The vertical distance <b>measured from grade to the highest point of a structure</b>, excluding chimneys, elevators, roof access stairways, water tanks and associated screening, mechanical equipment and associated screening ...[see bylaw for more excluded elements and conditions of exclusion]"</p> <p><b>Grade</b> means "The <b>average of the established ground level at the extreme corners of a structure</b> excluding localized variations in the established ground level." Where the building is not rectangular, contact staff to confirm interpretation of "extreme corners".</p> <p><b>Established Ground Level</b> means "<u>The ground level as established at the time of subdivision or in its absence, the natural ground level.</u>"</p>



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

CHECKLIST ITEMS	FURTHER INFORMATION
<p><input type="checkbox"/> <b>exterior building materials</b> and colours are identified in a representative list.</p> <p><input type="checkbox"/> <b>conceptual signage</b> areas on elevations and/or locations of free-standing signs on site plans is shown.</p>	<p>Signage will be required to conform to Comox's Sign Bylaw No. 1197</p>
<p><input type="checkbox"/> 21. Other Plans</p> <p><input type="checkbox"/> <b>Floor Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> showing windows and doors</li> <li><input type="checkbox"/> For Adaptable units of multi-family housing or Coach House dwelling units only, show, in accordance with Sec 5.20 Adaptable Housing standards:               <ul style="list-style-type: none"> <li><input type="checkbox"/> turning radius in a bathroom and bedroom</li> <li><input type="checkbox"/> door swing and manoeuvring distance;</li> <li><input type="checkbox"/> level entry;</li> <li><input type="checkbox"/> operable window height noted</li> <li><input type="checkbox"/> corridors and doorway widths; and,</li> <li><input type="checkbox"/> for two or more story dwellings such as townhouses or two-story Coach Houses, space for the potential installation of a residential elevator if future need arises.</li> </ul> </li> <li><input type="checkbox"/> <b>Roof Plans</b> showing location of any roof-mounted mechanical equipment; and               <ul style="list-style-type: none"> <li><input type="checkbox"/> Screening detail(s) for roof mechanical equipment</li> </ul> </li> <li><input type="checkbox"/> <b>Parking Plan-</b> when surface parking exceeds what can be shown on a site plan, show all parking on a <b>standalone Parking Plan with Parking Statistics.</b></li> </ul>	<p>The Town's Adaptable Housing standards are intended to increase the inventory of dwellings that will either meet the needs of residents with different abilities or that can be readily changed in a manner that avoids costly structural retrofits in the future.</p> <p>For Multi-family developments, detailed plan checking of any required Adaptable Housing units complying with the Town's Adaptable Housing standards is done at time of Building Permit review. Failure of building plans to comply may delay Building Permit issuance and in some cases may require amendment of an approved multi-family Development Permit. Therefore, key Adaptable Housing standards needs to be shown at time of Development Permit review.</p> <p>Note: Roof-top screening structures must be shown on all elevations, perspectives, massing studies and renderings.</p> <p>Where the location of rooftop mechanical devices have the potential to affect established views, analysis of alternative locations (such as side yard, rear yard, under building) in relation to compatibility with the surrounding neighbourhood's residential uses.</p>
<p><input type="checkbox"/> 22. <b>Details</b> that are to scale and/or fully dimensioned, and with materials labeled, show:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Privacy screens</b> between dwelling units</li> <li><input type="checkbox"/> <b>Fences, trellises, arbours, retaining walls</b></li> <li><input type="checkbox"/> <b>Garbage/Recycling</b> enclosures</li> </ul>	<p>Details for <b>Item 22</b> may be shown on Architectural or Landscape plans.</p> <p>See Zoning Bylaw Sec. 8.7 Screening Garbage Compounds</p>
<p><input type="checkbox"/> 23. Landscape Plans conforming to drawing standards listed in <b>Appendix 4</b> of this checklist include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Existing Tree BCLS Survey Plan</b> (for sites with existing trees &gt; 20 cm at breast height)</li> <li><input type="checkbox"/> <b>Tree Retention and Tree Removal Plan</b> (as applicable)               <ul style="list-style-type: none"> <li><input type="checkbox"/> note on plan confirms that all proposed Retained Trees have been marked using a small metal imbedded tag.</li> </ul> </li> <li><input type="checkbox"/> <b>Landscape Planting Plan</b> showing:               <ul style="list-style-type: none"> <li><input type="checkbox"/> site organization consistent with Site Plan;</li> <li><input type="checkbox"/> planting beds and landscape features or treatments;</li> <li><input type="checkbox"/> accurate location and spacing of plants;</li> <li><input type="checkbox"/> In accordance with Zoning Bylaw Sec. 8 <b>Screening</b> of any:                   <ul style="list-style-type: none"> <li><input type="checkbox"/> outside storage areas</li> <li><input type="checkbox"/> garbage compounds</li> <li><input type="checkbox"/> off-street parking and loading areas</li> <li><input type="checkbox"/> utility kiosks and electrical transformers</li> <li><input type="checkbox"/> parcels abutting:</li> </ul> </li> </ul> </li> </ul>	<p>A <b>Tree Retention and Tree Removal Plan</b> incorporates the footprint of proposed structures (building, parking, driveway etc.) and shows all trees of a minimum 20 cm caliper at breast height located and described by species and:</p> <ul style="list-style-type: none"> <li>o Trees proposed to be retained are to be labeled "Retained" and/or coded "RT" , identified by species, DBH, and numbered sequentially to facilitate verification and communication of tree information to Council and the public.</li> <li>o Trees to be removed are to be labeled "removed" and/or coded "RM" , identified by species, DBH, and numbered sequentially, <u>separately</u> from retained trees to facilitate communication to Council and the public.</li> </ul> <p>Note: Discuss plan requirements for sites where large areas of trees are to be retained with staff.</p> <p>A <b>Landscape Planting Plan</b>, in addition to other plants or features, must show New Trees and Retained Trees clearly labeled and tabulated in these categories in the plant lists included in the plans. Retained Trees shall have their RT# from any "Tree</p>



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

CHECKLIST ITEMS	FURTHER INFORMATION
<ul style="list-style-type: none"> <li><input type="checkbox"/> Residential zones</li> <li><input type="checkbox"/> Multi-family zones</li> <li><input type="checkbox"/> Agricultural land reserve</li> <li><input checked="" type="checkbox"/> Coach houses abutting Residential zones</li> <li><input type="checkbox"/> plant lists:               <ul style="list-style-type: none"> <li><input type="checkbox"/> categorized by trees (Retained Trees if applicable and New Trees), shrubs, and ground cover;</li> <li><input type="checkbox"/> descriptions using botanical and common plant names; and</li> <li><input type="checkbox"/> indicating plant material at installed sizes.</li> </ul> </li> <li><input type="checkbox"/> <b>Site Lighting</b> for non-enclosed common parking;</li> <li><input type="checkbox"/> Typical detail shown for all free-standing or wall mounted site lighting (excluding balcony and entrance lighting);</li> <li><input type="checkbox"/> Location and surface details of any <b>bio-retention facilities</b> (such as rain gardens or rock gardens)</li> <li><input type="checkbox"/> Indication of <b>hard surface treatments</b> (asphalt, concrete)</li> <li><input type="checkbox"/> Location and design detail of any permeable pavement; and</li> <li><input type="checkbox"/> maintenance schedule for any permeable pavement</li> <li><input type="checkbox"/> <b>Irrigation Plan</b></li> <li><input type="checkbox"/> Location of all engineering services (underground, transformers or utility kiosks at grade, or overhead) which may affect landscaping;</li> <li><input type="checkbox"/> Location of disconnected roof leaders and splash pads</li> <li><input type="checkbox"/> Location of <b>any off-site planting</b> (such as boulevard trees, tabulated separately from on-site)</li> </ul>	<p>Retention and Tree Removal Plan<sup>®</sup> tabulated, along with DBH, tree species, and any relevant descriptive comments as to tree health, need for monitoring, and if applicable any modification to nature tree features.</p> <p>The Landscape Plan must clearly communicate the landscape using black and white line work.</p>
<p><input type="checkbox"/> 24. Landscape Budget in accordance with the Form contained in <b>Appendix 5</b> of this checklist.</p>	<p>Typically, landscape security is documented at time of Development Variance Permit review and required to be paid at time of Building Permit issuance, or where no Building Permit is required, is payable prior to Development Variance Permit issuance.</p> <p>When landscape works are completed, the Applicant must apply in writing (may be done by email) to the Municipal Planner requesting the return of security. The written request shall state the Development Permit file number; the amount requested, and what the funds were used for (i.e. landscape and which phase if applicable).</p>
<p><input checked="" type="checkbox"/> 25. <b>Application Declaration</b> below is signed by the Applicant</p>	



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

### Notes: Time limit for provision of additional information or resolution of Outstanding Items

- **If additional information has not been provided 90 days after requested**, the Town will notify Applicant that **the application has been deemed to have been abandoned**.
- If a bylaw in relation to the application has been given 3<sup>rd</sup> reading but not adopted or if a permit, flood plain exemption, strata conversion, modification or discharge of a covenant, or highway frontage exemption is conditionally issued, and either **the bylaw, permit, exemption, strata conversion or modification/discharge of a covenant are subject to completion of outstanding items which have not been resolved within 90 days** (unless otherwise specified), **the application is deemed to have been abandoned**.
- Application fees for abandoned applications will not be refunded.
- If applicant requires more than 90 days to provide the additional information or resolve the outstanding items, **an extension may be requested in accordance with Section 14(5) of Comox Planning Procedures Bylaw 1780**.
- **In addition, suspension of application processing may be requested in writing by an Applicant for a period of up to 240 days provided** that Council has not yet given first reading to any bylaws in relation to the application and no decision has been made regarding Development Permit or Development Variance Permit issuance, an Application to modify or discharge a *Land Title Act* Section 219 Covenant, or an Application for a highway frontage exemption . Only one processing suspension will be granted.

**Information Available to the Public** - The personal information collected on this form is collected for the purpose of an operating program or activity of the Town of Comox as authorized by the *Freedom of Information and Protection of Privacy Act*. All information collected with this form shall be disclosed to the public upon request. Copies of drawings submitted with this application become part of the local government's records and therefore subject to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact Shelly Russwurm, Deputy Corporate Administrator, Town of Comox, 1809 Beaufort Avenue, Comox, V9M 1R9 (ph 250-339-2202) [russwurm@comox.ca](mailto:russwurm@comox.ca)

**Archaeological Implications** – Pursuant to the *BC Heritage Conservation Act*, it is the owner/developer's responsibility to comply with provincial statutes regarding archaeological sites. The Town of Comox has not assumed responsibility for the implementation, monitoring or administration of Provincial Ministry objectives, policies, regulations, or programs.

**Contaminated Sites** – While the Town has opted out of participating in the Provincial Contaminated Sites program, this does not release the Applicant from fully complying with the Province of British Columbia's requirements.



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

### Application Declaration

As the Applicant coordinating the submission of this application, I confirm that I and/or members of our professional team providing components of this application are aware of our responsibility to be knowledgeable of all relevant Town of Comox bylaws and policies and I confirm that this application is, to the best of my/our ability, in conformance with Town of Comox bylaws and policies, and, where any part of the application is not in conformance, a rationale for the proposed non-conformance is contained in the submitted written Application Rationale.

I have attached to this application the required plans, drawings, specifications, and reports for the proposed development in accordance with the application checklist.

I accept responsibility for:

- processing delays caused by incorrect or insufficient submission materials or information;
- anticipating the implications of the BC Building Code and I will be responsible for any processing delays caused by the need to comply with the BC Building Code; and
- ensuring compliance with the *Town of Comox Subdivision and Development Servicing Bylaw No. 1261* at the time of Building Permit application. (**Note:** By early 2016, the Town will have a revised Development Servicing bylaw, an Erosion and Sedimentation Control bylaw; and a Storm Water Control bylaw. All developments will need to comply with these new bylaws once they are in effect.)

Applicant Signature \_\_\_\_\_ Dated: \_\_\_\_\_

Applicant Name (printed) \_\_\_\_\_



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

### SCHEDULE "A" of Bylaw 1780

### APPENDIX 1a

**Note: Fee rebate applies to qualified applications in the Downtown Area shown on Map contained in APPENDIX 1b. See Planning Procedures Bylaw 1780, Sec 7(3) and discuss with staff.**

Item	Application Type	Fee <sup>1</sup>
<b>1</b>	<b>Official Community Plan (OCP) Bylaw</b>	
1.1	OCP Bylaw Amendment	\$2,020
1.2	Combined OPC and Zoning Bylaw Amendments	Rezoning application fee + \$870
<b>2</b>	<b>Major Rezoning</b>	
2.1	Major Zoning Bylaw Amendment	\$5,270
<b>3</b>	<b>Minor Rezoning</b>	
3.1	Zoning Bylaw Amendment to permit the creation of 4 or fewer additional residential units	\$2,520
3.2	Zoning Bylaw Amendment to permit a Coach House	\$270
3.3	Zoning Bylaw Amendment to permit a Bed and Breakfast Accommodation and Secondary Suite or Coach House	\$1020
3.4	Zoning Bylaw Text Amendment to add one permitted use in a commercial or industrial zone.	\$1,020
3.5	Zoning Bylaw Text Amendment to add one home occupation	\$520
<b>4</b>	<b>Development Permits</b>	
4.1	Development Permit Area #7 Riparian Area not combined with any other Development Permit Area	\$270
4.2	All other Development Permit Areas	\$870
4.3	Each amendment to a Development Permit for which the development that is the subject of the amendment has not commenced <sup>2</sup>	\$620
4.4	Each amendment to a Development Permit for which the development that is the subject of the amendment has been partially or wholly completed.	\$2,020
<b>5</b>	<b>Development Variance Permits</b>	
5.1	Development Variance Permit for one parcel pertaining to one Single-Family (with or without a Secondary Suite or Coach House) or one Two-Family Dwelling	\$520
5.2	All other Development Variance Permit applications	\$1,095



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

<b>6</b>		<b>Flood Plain Exemption</b>	
6.1		Flood Plain Exemption –pertaining to Single or Two Family Dwellings	\$1,020
6.2		Flood Plain Exemption – all other applications	\$1,620
<b>7</b>		<b>Miscellaneous</b>	
7.1		Board of Variance - All Application	\$320
7.2		Strata Conversion	\$845
7.3		Minimum highway frontage exemption	\$520
7.4		Modification or Discharge of Restrictive Covenant where a public hearing is required	\$1,020
7.5		Heritage Designation Repeal Bylaw	1,770
7.6		Heritage Alteration Permit – Single or Two-Family Dwellings	\$520
7.7		Heritage Alteration Permit – all other applications	\$1,095
<b>8</b>		<b>Liquor or Cannabis Licence Review</b>	
8.1		New Liquor Primary Licence	\$2,520
8.2		Amendment to an existing Liquor Primary Licence	\$2,020
8.3		Food Primary: Patron Participation Entertainment Licence; Liquor Service Past Midnight Licence; or Amendment to existing Food Primary Licence	\$2,020
8.4		New Winery Endorsement Licence	\$2,520
8.5		Amendment to existing Winery Licence Endorsement Licence	\$2,020
8.6		A Liquor Licence Review Application in conjunction with a Zoning Bylaw Amendment Application	Rezoning application fee +\$845
8.7		Issuance, Renewal, Amendment or Transfer of a Cannabis Sales Licence	\$2,520
<b>9</b>		<b>Subdivision</b>	
9.1		Subdivision- Preliminary Layout Review Issuance	\$825
9.2		Subdivision Approval – per additional parcel created	\$165
9.3		Subdivision - Phased Strata Plan Declaration	\$825

1. All fees include GST.
2. Does not apply where the amendment is to a permit issued for Development Permit Area #7, which is not combined with any other development permit area.



# APPLICATION FORM / CHECKLIST DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

APPENDIX 1b

## Downtown Comox Vitalization Area







# APPLICATION FORM / CHECKLIST DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

APPENDIX 2

## TITLE SEARCH PRINTOUT ANALYSIS EXAMPLE

**Subject Property:**           <Insert Street Address>          

Document Number of Legal Notation or Charge on Title benefitting the Town of Comox of Comox Valley Regional District	Document Description	Conformance or Modification Statement
EK12345	Notice of Development Permit issued by Town  DP 08-17 for the form and character of a building that has been demolished.	This notation should be removed from Title and be replaced by new DP Notice on Title if the proposed new Development Permit is issued.
ED90151	Statutory Right of Way in favour of Town of Comox for a waterfront walkway	No change.



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

APPENDIX 3

Town of Comox Flood Plain Designation Bylaw No. 1474 FLOOD PLAIN SETBACKS and FLOOD LEVELS			
Brooklyn Creek along and North of Cedar Avenue:		Carthew (Indian) Creek:	
<input type="checkbox"/>	Flood Level	1.5m	above Natural Boundary
<input type="checkbox"/>	Flood Setback	15m	from Natural Boundary
Brooklyn Creek South of Cedar Avenue:		The Sea:	
<input type="checkbox"/>	Flood Level	3.0m	above Natural Boundary
<input type="checkbox"/>	Flood Setback	30m	from Natural Boundary
Golf Creek:		Lake, Marsh, or a natural Pond:	
<input type="checkbox"/>	Flood Level	1.5m	above Natural Boundary
<input type="checkbox"/>	Flood Setback	15m	from Natural Boundary
<input type="checkbox"/>	Flood Level	1.5m	above Natural Boundary
<input type="checkbox"/>	Flood Setback	7.5m	from Natural Boundary

### Summary of Comox Flood Plain Designation Bylaw No. 1474<sup>1</sup>

Unless an exemption from *Town of Comox Flood Plain Designation Bylaw No. 1474* has been granted by the Town, Bylaw No. 1474 requires that:

- *the underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for*
  - *dwelling purposes,*
  - *business, or*
  - *the storage of goods which are susceptible to damage by floodwater must be above the applicable flood level specified by the bylaw;*
- *furnaces, major electrical switchgear, or other fixed equipment susceptible to damage by floodwater are prohibited below the flood level; and*
- *any landfill required to support a floor system or pad must not extend within any applicable flood setback specified by the bylaw.*

**Exceptions:**

The following developments are automatically exempt from both flood level and flood setback requirements:

- renovations to an existing building or structure not involving an addition;
- loading and unloading facilities associated with water-oriented industry provided that the main electrical switchgear is located above the flood level specified in Bylaw No. 1474 section 6; and
- vehicle parking areas which are not located in a building, structure or portion thereof used as a garage or carport; and

the following developments are only automatically exempt from the flood level requirements:

- that portion of a building or structure used as a carport, garage, porch or entrance foyer;
- greenhouses as accessory buildings to a dwelling;
- farm buildings, other than dwelling units and closed-sided livestock housing;
- closed sided livestock housing if the underside of any floor system or the top of any concrete floor slab is not lower than 1.0 metres above the Natural Ground Elevation; and
- underground vehicle parking areas if unobstructed means of pedestrian ingress and egress are provided above the designated flood level and signs legible to drivers entering the parking area are posted at all points of entry notifying users that the underground parking area is not protected from inundation by floodwaters.

**Natural Boundary:** means the visible high water mark as established by a British Columbia Land Surveyor of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the body of water a character distinct from that of its banks, in vegetation as well as in the nature of the soil itself. The survey establishes the location on plan and the geodetic elevation of the Natural Boundary.

<sup>1</sup> This summary provided for convenience purposes should not be used for legal or interpretive purposes without reference to the original bylaw and amending bylaws.



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

APPENDIX 4

### DEVELOPMENT DRAWING STANDARDS

All plans must:

1. be in black and white;
2. utilize text and line weights sufficient to be easily readable when copied or scanned;
3. utilize solid black font lettering and for hard copies, lettering must not be less than 2.0 mm in height;
4. be in metric scale, showing bar scale and statement of metric units, and show all dimensions in metric;
5. be in the smallest scale that will permit all required detail and information to be shown on the plan without congestion and ensuring the information presented is clearly legible;
6. conform to the following scale and sheet size specifications:
  - a. Scale - 1:100, 1:125, 1:200, 1:250, 1:400, 1:500, or multiples of such scales by an integral power of 10.
  - b. The Site Plan, Landscape Plan, and any Site Servicing plan must be prepared on the same scale.
  - c. Sheet Sizes -
    - A size – 216 mm x 280 mm (8.5 x 11 in)
    - B size – 280 mm x 432 mm (11 x 17 in)
    - C size – 432 mm x 560 mm (17 x 22 in)
    - D size – 560 mm x 864 mm (22 x 34 in)
7. be appropriately titled, which includes the street address(es) of the property or legal address if no street address has been assigned;
8. show a north arrow, be orientated so that the top of the plan, if practical, is north and text is arranged that it may be easily read when facing the top of the plan.
9. provide the street names of streets adjacent to the subject property;
10. provide the names of bodies of water; and
11. provide the design professionals (architect, plan designer's, landscape architect etc.) contact information including phone number and email.

Any shading must

1. utilize shading patterns on plan that are distinct from one another at both full scale and when reduced to A (letter) size format; and
2. be identified by label, legend, or plan/drawing title.

Altitude elevations must be in geodetic and labeled as such.

Contour intervals must

1. be appropriate to convey slope information with a minimum of 0.5 m; and
2. be labeled on the plan including if they are existing or proposed as of the date submission.

Submission of a revised plan must be accompanied by

1. one copy showing revisions within a bubble/cloud indicating the area that has been changed and
2. one copy with all revision bubbles/clouds highlighted with yellow highlighter.

Subject properties with existing structures – plans must clearly distinguish between what buildings and structures are to be removed in whole or in part and proposed new construction.

Lot lines must be labeled and dimensioned

Landscape plans must also note that all landscape works must conform to the most recent BC Society of Landscape Architect / BC Nursery Trades Association Landscape Standard.



# APPLICATION FORM / CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

For address: \_\_\_\_\_

APPENDIX 5

### LANDSCAPE BUDGET REQUIREMENTS

Submission of a Landscape Budget is a requirement of certain development applications.

The Landscape Budget is reviewed in conjunction with the development's Landscape Plan and detailed Plant List.

The attached template for a Landscape Budget shows a number of categories of information which may apply to a subject property depending on what is proposed to be built in a landscape scheme.

The completed budget must contain all of the required information. This may be done as one budget for everything or as separate budgets using this budget format for site preparation, plant material, soil amendment, irrigation, and on-site lighting.

Please attach all supporting documentation including quotes from contractors and subcontractors. Use the budget template below. (An MSWord or Excel version of this template is available from Planning staff.)

Subject Property Address: \_\_\_\_\_

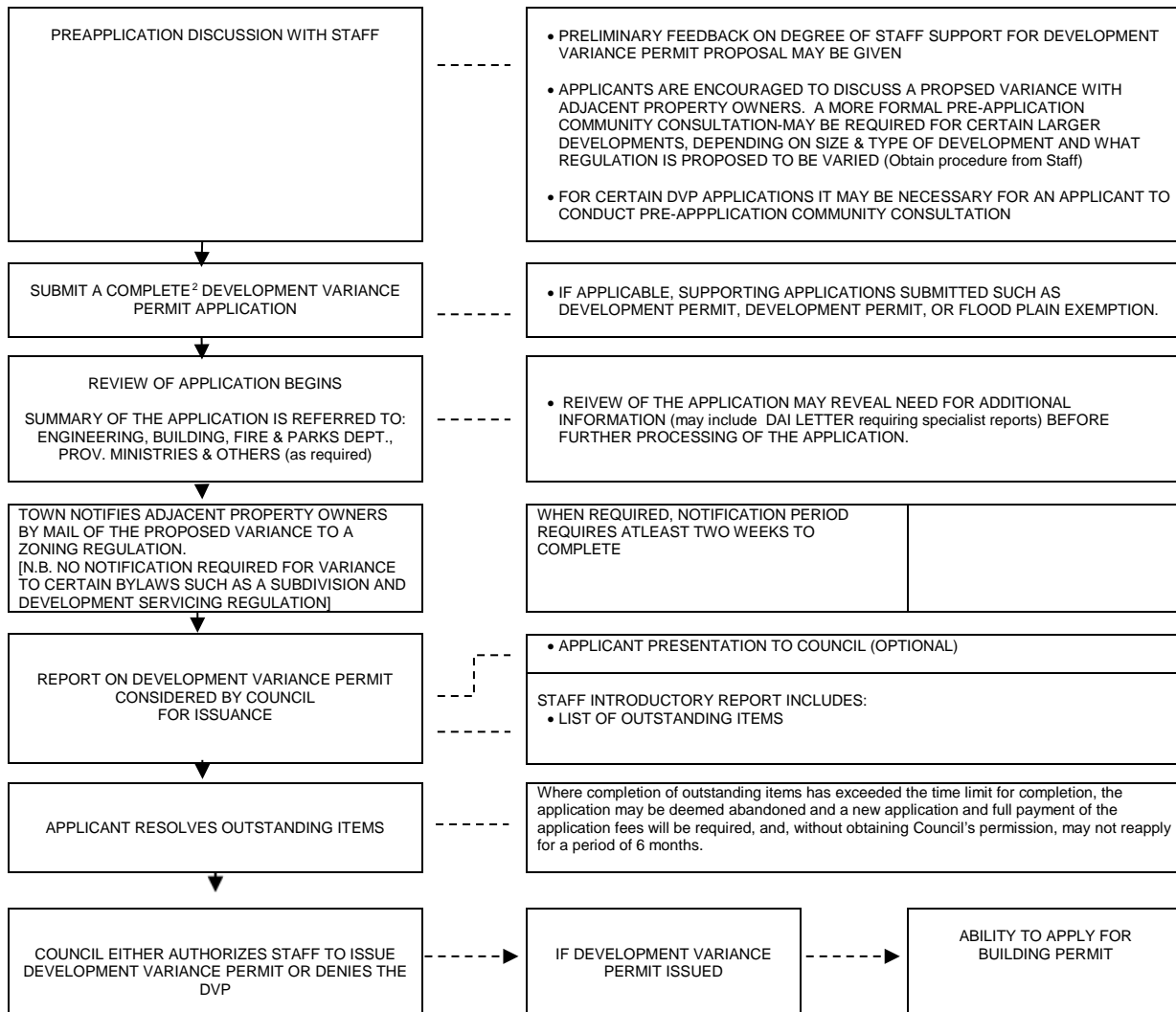
Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

PLANT MATERIAL	NUMBER / QUANTITY	SPECIES	COST	
			MATERIALS	LABOUR
trees		< INSERT ROWS AS NEEDED IN THIS DOCUMENT >		
Shrubs(size in gallons)				
ground cover				
Specify grass seed/ hydro-seed/ turf per square metre				
other				
<b>Brief Description</b> (Type or materials)				
<b>SITE PREPARATION</b>				
<b>SOIL AMENDMENT</b>				
Specify other landscape features i.e.; fountains or water features; etc.				
<b>IRRIGATION</b>				
<b>LIGHTING</b>				
<b>LABOUR</b>				
<b>TAX</b>				
<b>10% CONTINGENCY</b>				
<b>TOTAL</b>				



# DEVELOPMENT VARIANCE PERMIT FLOW CHART

Note: this chart is for a standalone DVP Application



<sup>2</sup> "Complete" means complete information required for initial review. Additional information may be required upon review of the application.