



Land Development Application Form

*Applicants are advised to consult with Planning Staff before applying.

Please fill out the following information and provide as much detail as possible.

APPLICATION FOR (check ALL that apply):	
<input type="checkbox"/> BOARD OF VARIANCE	<input type="checkbox"/> COVENANT/AGREEMENT AMENDMENT
<input type="checkbox"/> DEVELOPMENT VARIANCE PERMIT	<input type="checkbox"/> OCP AMENDMENT
<input type="checkbox"/> DEVELOPMENT PERMIT	<input type="checkbox"/> OCP TEXT AMENDMENT
<input type="checkbox"/> DEVELOPMENT PERMIT AMENDMENT	<input type="checkbox"/> ZONING BYLAW AMENDMENT
<input type="checkbox"/> TEMPORARY USE PERMIT	<input type="checkbox"/> ZONING BYLAW TEXT AMENDMENT
1. Subject Property	
Civic Address:	
Legal Description:	
Property Size:	
Proposed Development:	
2. Legal Property Owner	3. Applicant (if different from Property Owner)
Name:	Name:
Mailing Address:	Mailing Address:
Daytime Phone Number:	Daytime Phone Number:
Fax Number:	Fax Number:



Email Address:	Email Address:
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4. Property Details	
Current Zoning	
Current OCP Designation	
Adjacent Land Uses	
Within 30m of a watercourse?	
Within an identified steep slope?	
Applicable Development Permit Area(s)	
Proposed Road Access	
Proposed Water Supply Method	
Proposed Sewage Disposal Method	
Proposed Storm Drainage Method	
Approximate Commencement Date of Proposed Project	

5. Application Checklist – List of Required Items for all Applications
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<p>1. Completed Application Form</p> <p><input type="checkbox"/> Title Search / Corporate Registry Document</p> <p><input type="checkbox"/> Provision of current (within 30 days) Certificate of Title (along with Corporate Registry Document if the owner is a registered company) as well as copies of all non-financial charges registered on Title.</p> <p>2. Development Rationale Letter (addresses relevance to OCP, Zoning Bylaw, or any other relevant policies, plans or bylaws).</p> <p>3. Payment of the Applicable Fees</p> <p>4. Concept Plan</p> <p>5. Site Plan</p> <p><input type="checkbox"/> Referenced to a current survey plan prepared by a BC Land Surveyor</p> <p><input type="checkbox"/> One (1) copy drawn to scale (metric), one (1) reduced 11 x 17</p> <p><input type="checkbox"/> One (1) digital copy</p> <p><input type="checkbox"/> Civic address and legal description</p> <p><input type="checkbox"/> Location and dimensions of all existing and proposed buildings showing setbacks to existing lot lines, rights-of-ways, easements, and covenants.</p> <p><input type="checkbox"/> Location of Present Natural Boundary (PNB) or top of bank of watercourses and riparian areas (if applicable) or location of SPEA if Riparian Areas Assessment has been completed.</p> <p><input type="checkbox"/> Location of all watercourses, steep slopes, and statutory right-of-ways</p> <p><input type="checkbox"/> Flood Construction Level, if applicable</p> <p><input type="checkbox"/> Location of all roads and access locations</p> <p><input type="checkbox"/> Scale bar (1:200) and North arrow</p>
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6. Application Checklist – Required Additional Information for: Development Permits or Amendments Applications
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<p>1. Site Plan to also include location of sidewalks, pathways, curbs, boulevards, edge of pavement and transit stops.</p> <p>2. Rendering(s) of proposed development</p>
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3. Designer/architect name
4. Total Floor area, if applicable
5. Development Data:
 - Density and dwelling units
 - Lot coverage
6. Location and dimensions of all vehicles and bicycle parking and loading bays
7. Location of all existing and proposed water lines, gas lines, wells, septic fields, sanitary sewer and storm drain facilities.
8. Colour Elevation Plan showing:
 - Exterior finishing materials and colours
 - Average, existing and finished grade
 - Height from finished grade (provide average grade calculations)
 - Building sections
 - Recession Plane, if applicable
 - One set of coloured rendering(s) of proposed development.
9. Landscape Plan from a Registered Landscape Architect showing:
 - Soft and hard landscaping (i.e. species, size, quantity and location of vegetation, irrigation systems, fencing, site lighting, retaining walls, furnishing, bicycle racks)
 - Estimate of costs for completion of the landscape plan (materials and installation)

7. Application Checklist – Additional Application Requirements

Required Received	Details
	Floor plans with uses of spaces and dimensions for all levels
	Stormwater Management Plan
	Arborist Report
	Environmental Impact Assessment
	Geotechnical Assessment
	Hazard Risk Assessment (i.e., Wildfire, Flood)
	Riparian Area Assessment Report
	Archaeology Assessment
	Tree Protection Plan
	Other reports or information as required

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Town of Port McNeill
Box 728
1775 Furney Place
Port McNeill, BC, V0N 2R0



8. Signature for Land Use Development Application

I/WE hereby declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.

DATE

APPLICANT'S SIGNATURE

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

DATE

REGISTERED OWNER

DATE

REGISTERED OWNER

WASTE MANAGEMENT ACT: I, the applicant and/or owner, represent and warrant to the Town of Port McNeill, knowing that the Town of Port McNeill relies on this representation and warranty, that the property covered by this application has never, to the best of my knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the British Columbia *Waste Management Act* and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the British Columbia *Waste Management Act*.

I have read and agree to the above paragraph _____ (initial)

WAIVER AND INDEMNITY: I, the applicant and/or owner, assume all risks incidental to this application and agree to release, save harmless and indemnify the Town of Port McNeill and its officials, agents, servants, and representatives, from and against all claims, actions, costs, expenses and demands with respect to the death, injury, loss or damage to persons or property arising out of or in connection with this application. I agree to conform to all applicable bylaws.

I understand that no warranty is implied for the approval of this application and that this waiver and indemnity is binding on me, my heirs, executors, and assigns.

I have read and agree to the above paragraph _____ (initial)

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FREEDOM OF INFORMATION NOTICE: Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing this application and for municipal statistics. Enquiries about the collection or use of information on this form may be directed to the Corporate Officer.