



Islands Trust

Preserving *Island* communities, culture and environment

Victoria Office

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Salt Spring

Northern Office

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Fax: 250.247.7514
northinfo@islandstrust.bc.ca
Denman, Gabriola, Gambier,
Hornby, Lasqueti, Thetis

Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

Development Permit Application Form

Office Use Only

Fee Paid: _____ Receipt No.: _____ File No.: _____

Please choose one of the following: Development Permit Development Permit Amendment

SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____
Range _____ Other Description _____
Street Address or General Location _____
Jurisdiction and Folio Number _____ (From Property Assessment/Tax Notice)
Parcel Identifier (PID) _____ (From State of Title Certificate)

SECTION 2: OWNER INFORMATION

(ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

First Owner Information

Second Owner Information

Name _____

Street Address _____
City _____ Region _____
Postal/Zip Code _____
Telephone _____
Fax _____
E-mail _____

Name _____

Street Address _____
City _____ Region _____
Postal/Zip Code _____
Telephone _____
Fax _____
E-mail _____

SECTION 3: APPLICANT INFORMATION

(IF DIFFERENT FROM OWNER)

Name _____ Street Address _____
City _____ Region _____ Postal/Zip Code _____
Telephone _____ Fax _____ E-mail _____

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices if you have any questions

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

SECTION 4: Provide one full-scale, and three (3) reduced (11 x 17) copies of a detailed site plan and other drawings that must include information in or more of the following lists (If you are unsure which type of development permit area applies to your application, contact planning staff at one of the offices listed on the first page of the application form).

If you are applying for a “Form and Character” development permit, include the following on your site plan (includes development permit areas established to guide the form and character or multi-family, commercial, industrial or intensive residential developments).

- existing and proposed uses on parcel
- uses of existing and proposed buildings
- dimensions and/or floor areas (each floor) of all existing and any proposed buildings on the property
- height of existing and proposed buildings/additions
- setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- setbacks of all existing and proposed septic tanks and field and wells on the property, from natural boundaries of the sea, wetlands and watercourses
- parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- locations and dimensions of all legal easements, covenant areas, and utility corridors on the property
- location of all wetlands, drainage areas, ponds and topography on the property
- landscaping showing existing and proposed landscaping. Also, include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required for the development. (Alternatively, the above can be included in the site plan).
- elevation plan
- proposed building materials, colour scheme and other architectural details
- existing and proposed signs, including locations, dimensions, proposed construction materials and colour scheme

If you are applying for a “Protection Area” development permit, provide the following on your site plan (includes development permit established for the protection of the natural environment and protection of development from hazardous conditions):

- existing and proposed uses on parcel
- height of existing and proposed building or building additions
- setbacks for all existing and proposed buildings to property lines, natural boundary of sea, watercourses and cliffs
- setbacks of all existing and proposed septic tanks and field and wells on the property, from natural boundaries of the sea, wetlands and watercourses and any well that are on or within 50 metres of the property
- locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Excel, Text or a separate PDF Document.

SECTION 5: Describe the current use(s) of the land and building(s) on the property.

SECTION 6: Describe the proposed development.

SECTION 7: If you are requesting a variance, provide reasons for varying bylaw requirement(s). On a site plan prepared by a B.C. Land Surveyor, show the existing bylaw requirement and your proposed variance with accurate dimensions.

SECTION 8: APPLICATION COMPLETION CHECKLIST

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against this title
- All owners listed on the title have signed the application
- I have included the correct fee (Contact Islands Trust staff for current fees)

IMPORTANT: Your application will not be considered complete unless it contains all of the information above.

A Note about Obtaining State of Title Certificate and Covenants: State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

SECTION 9: OWNER'S CONSENT AND AUTHORIZATION

(Signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Islands Trust Planners in the review and evaluation of my application, by signing below, I authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

First Consent and Authorization

Second Consent and Authorization

Consent and Authorization Signature

Consent and Authorization Signature

Date

Date

Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, site profile is not required and will not be accepted by the Islands Trust. If you have any questions, please contact the Islands Trust office.