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North Pender, South Pender,
 Galiano, Mayne, Saturna, Executive

Salt Spring

Gambier, Lasqueti, Hornby,
 Denman, Gabriola, Thetis

Bylaw Amendment Application Form

For Official Community Plan, Land Use Bylaw, Zoning Bylaw, Subdivision Bylaw.
 Rural Land Use Bylaw and Land Use Contract Amendments.

OFFICE USE ONLY

Application Fee: _____ Receipt No: _____ File No: _____

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)

(1) Name	_____	(2) Name	_____
(1) Street Address	_____	(2) Street Address	_____
Town/Prov.	_____	Postal Code	_____
Telephone	_____	Fax	_____
Email	_____	Email	_____

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Name _____ Street Address _____ Town/Prov. _____
 Postal Code _____ Telephone _____ Fax _____ Email _____

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 regarding the collection of personal information on this form.

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: Plan Designation or Zone changes:

Official Community Plan amendment requested (if applicable and be specific):

Land Use Bylaw, Zoning, Subdivision or Rural Land Use Bylaw amendments requested (if applicable and be specific):

Land Use Contract amendments requested (if applicable and be specific):

SECTION 5: Site Plans (if applicable):

Submit one (1) full-size copy and three (3) reduced (11X 17) copies of a detailed Site Plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines. Show the location of any proposed buildings, structures and land clearing showing accurate dimensions of their size and the distances between the proposed developments and existing features, including lot lines. You may be required to submit an elevation showing the side views of the proposed development.

SECTION 6: Describe the current uses of the land and buildings on the property.

SECTION 7: Describe the proposed uses of the land and buildings and the proposed timing of the development or commencement of use.

SECTION 8: Describe the current uses of land and buildings on adjacent properties. You may be required to submit a site plan showing existing features of adjacent properties.

SECTION 9: Describe the reasons in support of the bylaw amendment. Attach additional comments on a separate page. Submit any technical reports, studies or appraisals of the property and report on any community consultation you have undertaken.

SECTION 10: 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 5 of this application form
- I have included a recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application
- I have included the correct fee (contact 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 11: 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, 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:

(1) _____
Consent and Authorization Signature

(2) _____
Consent and Authorization Signature

(1) _____
Date

(2) _____
Date

Contaminated Sites Regulation

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