



**Islands Trust**

Preserving *Island* communities, culture and environment

**Victoria Office**

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**Northern Office**

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Denman, Gabriola, Gambier,  
Hornby, Lasqueti, Thetis

www.islandstrust.bc.ca

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

# Siting and Use Permit Application Form

**Office Use Only**

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ File No.: \_\_\_\_\_

Have previous Siting and Use Permits been issued for the property subject to this application?  Yes  No

If "yes", please list the permit numbers: \_\_\_\_\_

**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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

City \_\_\_\_\_ Region \_\_\_\_\_

City \_\_\_\_\_ Region \_\_\_\_\_

Postal/Zip Code \_\_\_\_\_

Postal/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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.

**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 4:** Describe the present use of the property, including a description of any home occupation:

**SECTION 5:** Describe any existing building(s) on the property and their present use:

**SECTION 6:** Describe the proposed use of the property including a description of any home occupations:

**SECTION 7:** Describe the type, number and height of all proposed buildings and structures:

**SECTION 8:** Provide three copies of a site plan (8.5 x 11) with this application, drawn to a suitable scale, showing lot dimensions as shown on the Land Title Office Plan including the following:

- the location, dimensions, floor area and uses of existing buildings and structures
- existing uses of the land and buildings
- proposed uses of land and proposed buildings
- height of proposed buildings
- the location of any existing and proposed septic tanks and fields, and of any existing and proposed wells and water lines on *both* the subject property and all neighbouring properties (if applicable)
- the locations, dimensions and uses of the proposed buildings
- the locations of all watercourses, ponds, lakes and wetlands
- the minimum setback distances from each existing and proposed building or structure to any wells, disposal fields, property lines and natural features such as a cliff edge or the natural boundary of the sea, lake, creek etc.
- setback of all existing and proposed septic field from the natural boundaries of lakes, watercourses, and the sea, where applicable, and from the edge of any cliffs on the property
- setback of privy from property lines (where applicable)
- setbacks of all existing and proposed buildings from any park boundary (where applicable)
- setbacks of agricultural uses from the natural boundaries of lakes, watercourses, the sea, and from all property lines (where applicable)
- existing and proposed driveways, off street parking, loading and outdoor storage areas

### SECTION 9: 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 10: 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

\_\_\_\_\_  
Consent and Authorization Signature

\_\_\_\_\_  
Date

#### Second Consent and Authorization

\_\_\_\_\_  
Consent and Authorization Signature

\_\_\_\_\_  
Date

### COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO:

**Northern Office**  
700 North Road  
Gabriola Island, BC V0R 1X3  
Telephone: **250.247.2063**  
Fax: 250.247.7514  
[northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)  
*Denman, Gabriola, Gambier,  
Hornby, Lasqueti, Thetis*

#### 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.