



## Schedule A: Bylaw Amendments / Rezoning

### Bylaw Amendment Process

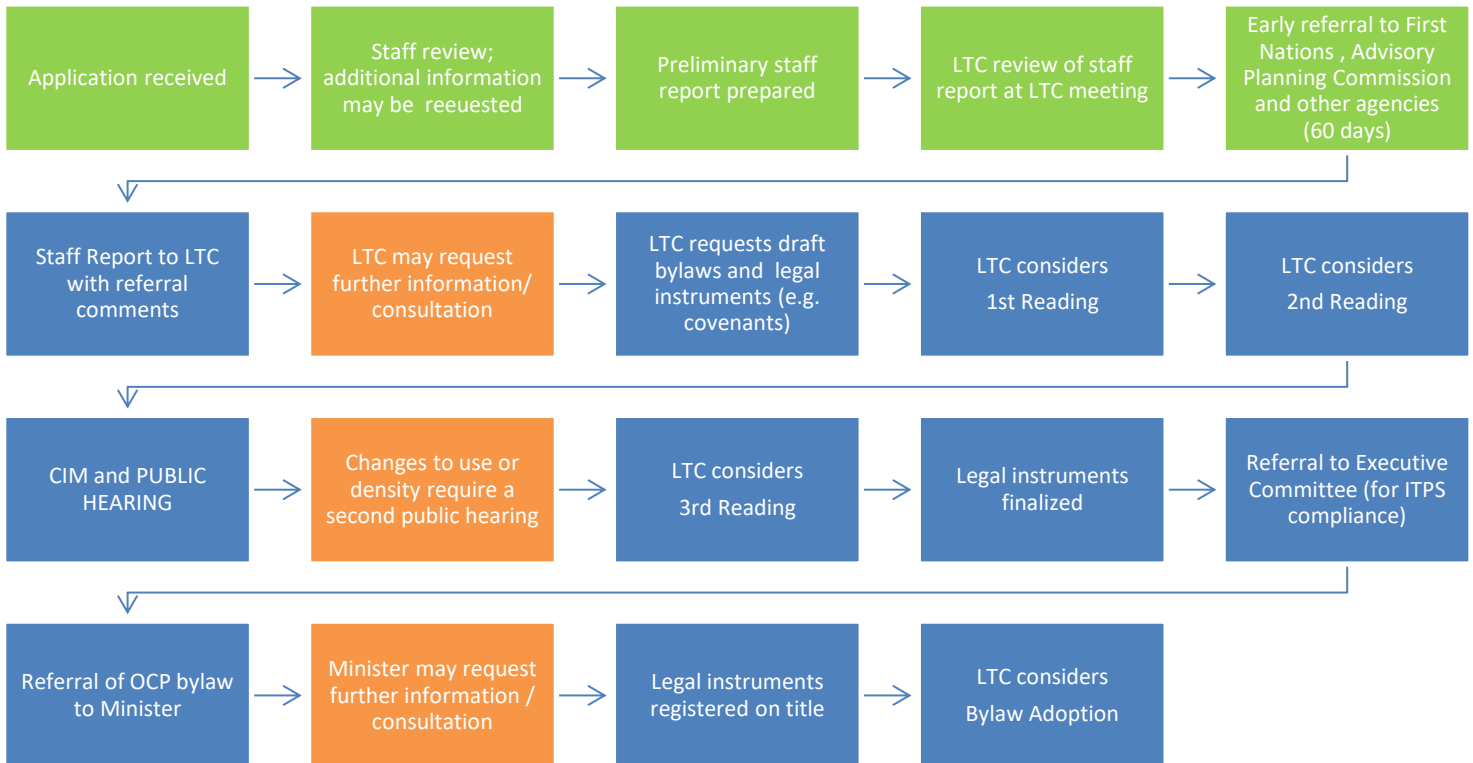
A request to the Local Trust Committee (LTC) may be warranted when a development proposal does not comply with LTC bylaws. Official Community Plan (OCP) Bylaws and Land Use Bylaws can be viewed at [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca). If a proposal is consistent with the Official Community Plan (OCP) but doesn't meet the density or use provisions within the land use bylaw, a land use bylaw amendment (rezoning) is required. If the proposal is not consistent with the OCP, an OCP amendment may also be required. An application for an OCP amendment may be made at the same time as an application to amend the land use bylaw.

### Pre-Application

- Review the Islands Trust Policy Statement, Official Community Plan and Land Use Bylaw.
- Discuss the proposal with an Islands Trust planner in order to understand the process, application requirements and potential interests and requirements of other agencies or First Nations.
- Examine your Title Certificate to see if any title charges (e.g. easements, covenants) affect the proposal.
- Confirm requirements of other government agencies.
- *(Optional)*: Consult with property owners who may be affected by the proposal, individually, or in an "open house" or "public meeting" sponsored by the proponent to gather feedback on your proposal.

### Application Process

Typical steps in the application process include the following:



# Application Requirements

Please provide the following information in addition to the completed application form, fee, title search and title charges:

- Identify:
  - a. Official Community Plan amendment requested (if applicable and be specific);
  - b. Land Use Bylaw, Zoning, Subdivision, or Rural Land Use Bylaw amendments requested (if applicable and be specific);
  - c. Land Use Contract amendments requested (if applicable and be specific);
- An 11x17 Site Plan, drawn to scale, showing the following:
  - a. All of the natural and developed features of the property, and the distances between these features and lot lines;
  - b. 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;
  - c. You may wish to include an elevation showing the side views of the proposed development;
- A written description of the:
  - a. Existing uses of the land and buildings on the subject property;
  - b. Proposed uses of the land and buildings on the subject property;
  - c. Proposed timing of the development or commencement of use;
  - d. Existing uses of the land and buildings on adjacent properties. You may be required to submit a site plan showing existing features of adjacent properties;
- Describe the reasons in support of the bylaw amendment(s). 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.

## Additional Requirements

In addition to complying with LTC bylaws, applicants are responsible for meeting all other regulatory requirements applicable to land use and development in BC (e.g. *BC Building Code, Transportation Act, Water Sustainability Act, Environment Act, Public Health Act, Agricultural Land Commission Act*, etc.).

Upon submission of an amendment application, including all required information, application fee(s) and an advertising deposit (see Submission Requirements below), planning staff will review the application. It is strongly recommended that you contact Planning Staff to discuss your proposal prior to submitting an application

Where a parcel is designated within a development permit area (DPA) by an OCP and the proposed development is not exempt from the DPA guidelines, the property owner or agent is also required to apply for a development permit.

To make an application for a development permit, the required fee and a completed application form must be submitted, along with any applicable additional information as listed in the application form. The DP application may be reviewed concurrently with a bylaw amendment application.

For further information, visit the Islands Trust website at [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca) and applicable bylaws:

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**NOTE:** This information is intended to provide guidance only and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact the Islands Trust.



Victoria Office  
 200 - 1627 Fort Street  
 Victoria, BC V8R 1H8  
 (250) 405-5151  
[southinfo@islandstrust.bc.ca](mailto:southinfo@islandstrust.bc.ca)

Galiano, Mayne, North Pender,  
 Saturna, South Pender Islands

Salt Spring Office  
 1 – 500 Lower Ganges Road  
 Salt Spring Island, BC V8K 2N8  
 (250) 537-9144  
[ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)

Salt Spring Island

Northern Office  
 700 North Road  
 Gabriola Island, BC V0R 1X3  
 (250) 247-2063  
[northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

Denman, Gabriola, Gambier, Hornby,  
 Lasqueti, Thetis, Ballenas-  
 Winchelsea Islands

# Land Use Application

**Application Type:** *Check all that apply*

*See Associated Schedules for Information and Application Requirements*

<input type="checkbox"/> Bylaw Amendment	<input type="checkbox"/> OCP <input type="checkbox"/> Land Use / Rezoning <input type="checkbox"/> Land Use Contract	Schedule A
<input type="checkbox"/> Development Permit	<input type="checkbox"/> Renewal or Amendment	Schedule B
<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Renewal	Schedule C
<input type="checkbox"/> Heritage Alteration Permit		Schedule D
<input type="checkbox"/> LCRB License	<input type="checkbox"/> Liquor <input type="checkbox"/> Temporary Change <input type="checkbox"/> Cannabis Retail	Schedule E
<input type="checkbox"/> Order - Board of Variance		Schedule F
<input type="checkbox"/> Siting & Use Permit		Schedule G
<input type="checkbox"/> Soil Deposit / Removal	<input type="checkbox"/> Registration <input type="checkbox"/> Permit	Schedule H
<input type="checkbox"/> Strata Conversion		Schedule I
<input type="checkbox"/> Subdivision Review		Schedule J
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Renewal	Schedule K

**Description of Subject Property:**

Civic Address	PID
Legal Description	

**Purpose of Application:** *Provide a brief description (attached additional pages if needed)*

**Applicant:**

<i>Name</i>	<i>Company</i>
<i>Mailing Address</i>	
<i>Phone</i>	<i>Email</i>

**Declaration:**

*As the owner or agent authorized to act on behalf of the owner(s) of the subject property, I declare the information submitted in support of this application is true and correct in all respects.*

Signature

**Office Use Only:**

Date Received	Fees Paid	Receipt No.	TAPIS No.
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## Owner Authorization:

As the registered owner(s) of the subject property, I/we declare that the information submitted in support of this application is true and correct in all respects. I/we hereby authorize Islands Trust staff or their contractors to conduct site inspections of the subject property for the purpose of processing this application, and hereby authorize and appoint:

Print Name (Complete if applicant is not the owner(s))

... to serve as the agent for this application, and communicate with Islands Trust staff and Islands Trust bodies on our behalf.

## All registered owners on title must be listed on and sign the application. Corporations must include a list of directors.

Name/Company Name	Signature
Mailing Address	
Phone	Print Name
Email	Date

Name/Company Name	Signature
Mailing Address	
Phone	Print Name
Email	Date

Name/Company Name	Signature
Mailing Address	
Phone	Print Name
Email	Date

## Application Checklist The following materials must accompany the application:

- Completed application form
- Current title search (issued within 30 days)
- Copies of all title charges (restrictive covenants, rights-of-way, etc.)
- Application fee (see applicable Local Trust Committee Fees Bylaw for current fees)
- If applicable, QEP Report registered in Province of BC Riparian Areas Regulation (RAR) Notification System
- Required plans, drawings, reports and other information as noted on the applicable schedules and DAI Bylaws**

**NOTE** A complete application and fee must be received before the application will be processed. Fees may be paid using cash, cheque or interac e-transfer (contact Islands Trust for e-transfer procedure). Applicants are advised that processing times may depend on applications volumes and timing of local trust committee meetings. Applicants are encouraged to apply for permission well in advance of scheduled development.

**NOTE:** Pursuant to section 4(4) of the Contaminated Sites Regulation, BC Reg. 375/96, a site profile is not required and will not be accepted by the Islands Trust.

## Freedom of Information

The collection of personal information, for the purpose of processing this application, is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection and Privacy Act. Enquiries may be directed to a Deputy Secretary at any of the Islands Trust Offices, as noted on page 1 of this form. A request for information, under the Freedom of Information and Protection of Privacy Act may be made to: FOI Coordinator, Islands Trust, 200-1627 Fort Street, Victoria, BC V8R 1H8, Tel. (250) 405-5151, Fax (250) 405-5155.