



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

Victoria Office
200 - 1627 Fort Street
Victoria, BC V8R 1H8
Ph: (250) 405-5151
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Salt Spring Island, Ballenas-
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Salt Spring Office
4 - 121 McPhillips Avenue
Salt Spring Island, BC V8K 2T6
Ph: (250) 537-9144
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Denman, Gabriola, Gambier,
Hornby, Lasqueti, Thetis

Northern Office
700 North Road
Gabriola Island, BC V0R 1X3
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Preliminary Plan Review Process

Before submitting your documents, please review the relevant Local Trust Committee bylaws:

- **Land Use Bylaw**
 - Confirm that the zoning of the property permits the proposed use and density
 - Ensure that the proposed uses, buildings, and structures comply with siting, size, and dimension requirements
- **Official Community Plan**
 - Determine whether your proposed development is located within a Development Permit Area; if so, an application for a Development Permit may be required; contact Islands Trust to confirm

For further information, visit the Islands Trust website at www.islandstrust.bc.ca

Review Process:

- An Islands Trust Planner will review your completed submission
- Supplementary information or clarifications may be requested
- If the submission does not comply with Local Trust Committee bylaws, a planner will contact you to discuss next steps (e.g., amending the submission, obtaining additional permits, or terminating the review)
- The submission and response will be forwarded to the applicant with a copy sent to the Regional District
- Processing time may take up to 10 business days. Please wait at least 10 days before following up
- Preliminary Plan Reviews remain valid for up to six months

Preliminary Plan Review Requirements

Submit the following materials online via the [Islands Trust Portal](#) (incomplete applications will not be accepted):

- A Completed **Preliminary Plan Review Application form** (attached)
- Current title search** (issued within the last 30 days)
- Copies of all relevant **title charges** (restrictive covenants, easements, rights-of-ways, etc.)
- A Site Plan*** - with metric measurements, showing the following:
 - a. North arrow and date of drawing
 - b. All lot lines with dimensions and parcel area from the registered subdivision plan
 - c. The legal description and civic address of the parcel
 - d. The location and dimensions of all statutory rights of way, easements, covenant areas, development permit areas and setback requirements
 - e. The location, dimensions and setbacks of all existing and proposed buildings or structures (including retaining walls and septic fields)
 - f. Setbacks to the present natural boundary of the sea, and any lake, pond, wetland, or watercourse (determined by a BCLS)
 - g. The location, dimension and gradient of parking and driveway access
- *Information Note:** a Building Location Survey completed by a registered BC Land Surveyor (BCLS) may be required for siting of structures, determining natural boundaries, or identifying Development Permit Areas, covenant areas, or easements.
- Floorplan drawings** showing dimensions, total floor area calculations where required, and uses of all areas
- Elevation drawings** of all sides of the structure showing building height and grade as defined in the applicable bylaw
- Salt Spring Island Full Time Rental Cottages** with a floor area greater than 56m²: plans for a rainwater harvesting system certified by an ASSE-certified designer, professional engineer or geoscientist to comply with the bylaw

NOTE: This information is intended to provide guidance 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 Islands Trust. Islands Trust staff cannot offer legal advice on the interpretation of statutes or bylaws, or answer for other agencies that may be affected by your inquiry. Persons requiring such advice should seek professional legal counsel and/or consult with other agencies where applicable.



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Preliminary Plan Review Application Form

PROPOSED DEVELOPMENT *(check all that apply):*

1 <input type="checkbox"/> New Construction <input type="checkbox"/> Alter/Repair <input type="checkbox"/> Replace <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy	2 <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two-Family Dwelling <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Full-Time Rental Cottage (SSI) <input type="checkbox"/> Seasonal Cottage	<input type="checkbox"/> Accessory Building (carport, garage, outbuilding, studio, etc.) <input type="checkbox"/> Commercial <input type="checkbox"/> Farm Building <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other:
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PROPOSED USE(S): _____

SUBJECT PROPERTY DETAILS:

Parcel Identifier Number (PID): _____ Civic Address: _____

OWNER DETAILS:

Owner Name(s): _____
 Mailing Address: _____
 Contact Details: Phone: _____ Email: _____

AGENT AUTHORIZATION FOR APPLICANT *(if different from owner):*

As a registered owner of the subject property, I hereby appoint the "applicant" to serve as the agent for this application, and communicate with Islands Trust staff and Islands Trust bodies on our behalf.

SIGNATURE

Owner Name: _____

Applicant Name: _____
 Mailing Address: _____
 Contact Details: Phone: _____ Email: _____

DECLARATION:

BY SIGNING BELOW, I CERTIFY ALL INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

As an 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

Print Name: _____

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 foi@islandstrust.bc.ca