



Victoria Office  
200 - 1627 Fort Street  
Victoria, BC V8R 1H8  
Ph: (250) 405-5151  
[information@islandstrust.bc.ca](mailto:information@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  
Ph: (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  
Ph: (250) 247-2063  
[northinfo@islandstrust.bc.ca](mailto:northinfo@islandstrust.bc.ca)

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

## Schedule G: Siting & Use Permits

### Information about Siting and Use Permits

A Siting and Use Permit is required prior to undertaking construction on Denman Island and on Hornby Island. A Siting and Use Permit is intended to ensure that new construction, siting and use comply with the Land Use Bylaw. Siting and Use Permits are used by the Denman and Hornby Island Local Trust Committees because the Comox Valley Regional District does not provide building inspection services to the islands.

### Before you apply:

Before applying for a Siting and Use Permit, it is important to review the applicable Official Community Plan (OCP) and Land Use Bylaw. Land Use Bylaw requirements are expressed in both General Regulations that apply to all land and Specific Regulations that apply to individual zones. A permit can only be issued if all aspects of the proposal comply with the applicable land use regulations.

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

### Notes:

1. A Siting and Use Permit is valid for two years or as specified in the permit; if construction is not irrevocably commenced within two years of the date of permit issuance, the permit lapses. Irrevocably commenced means:
  - in the case of a building or structure whose height is regulated by the Denman or Hornby Island Land Use Bylaw, completion of the foundation and the framing and structural roof elements such that the height may be ascertained;
  - in the case of a building or structure with a permanent foundation and no roof, completion of construction of the foundation such that it is capable of supporting the building or structure without further modification; and
  - in the case of a building or structure with neither a roof nor a permanent foundation, assembly at the construction site of all required building materials and prior issuance of all necessary approvals.
2. If the proposed development is located within a Development Permit Area, as identified in the Official Community Plan, a Development Permit may also be required. If it is not possible to comply with all bylaw requirements, the application will need to be modified, or an application will need to be made for a bylaw amendment or one or more variances.
3. All new construction of buildings and structures or alterations to existing buildings and structures are legally required to comply with the BC Building Code, even in areas where no building inspection services are provided. Responsibility for BC Building Code compliance rests entirely with the property owner.
4. In accordance with the Home Owner Protection Act and Regulation, anyone building a new home in BC is required to obtain a builder licence from BC Housing, unless exempt because they are acting as a general contractor to build their own home and have an Owner Builder Authorization from BC Housing. These requirements apply regardless of whether or not building permits are required.
5. The applicant is solely responsible for determining the safety of construction/siting and the existence of any potential hazard to development, including the stability of the land on which the building or structure is to be located.
6. The applicant should also ensure that the planned construction/siting and use(s) comply with all other relevant provincial regulations including, but not limited to: road access requirements, potable water and sewage disposal requirements, and provincial water licensing requirements.
7. Only Authorized Persons as defined by the BC Sewerage System Regulation may construct or maintain a sewerage system, or supervise an owner constructing or maintaining a sewerage system on his/her own land.
8. Other provincial regulations may apply and it is the responsibility of the applicant to obtain all necessary approvals.

# Application Process

## Pre-Application

- Review applicable local trust committee policies and regulations, including:
  - **Official Community Plan**
    - Determine whether or not proposed uses, buildings or structures are located within a Development Permit Area; if so, an application for a Development Permit may be required. Contact the Islands Trust to confirm.
  - **Land Use Bylaw**
    - Confirm that the subject property zoning permits the proposed use and density.
    - Confirm that uses, buildings and structures comply with siting, size and dimension requirements.
- Confirm requirements of other government agencies.

## Application Submission

- Submit a complete application and fee; ***incomplete applications will not be accepted.***
- The Islands Trust will contact you to request missing application materials

## Application Review

- An Islands Trust planner will review your application
- Supplementary information may be requested by the planner if needed.
- If the application does not comply with applicable local trust committee bylaws, the planner will request that the application be modified or that an additional application be made for a development permit, variance or bylaw amendment.

## Application Decision

- If the application is approved, a Siting and Use Permit will be issued and notification will be sent to the applicant and copied to various government agencies.
- Construction must substantially commence within two years of the permit issue date or the permit will lapse.

# Application Requirements

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

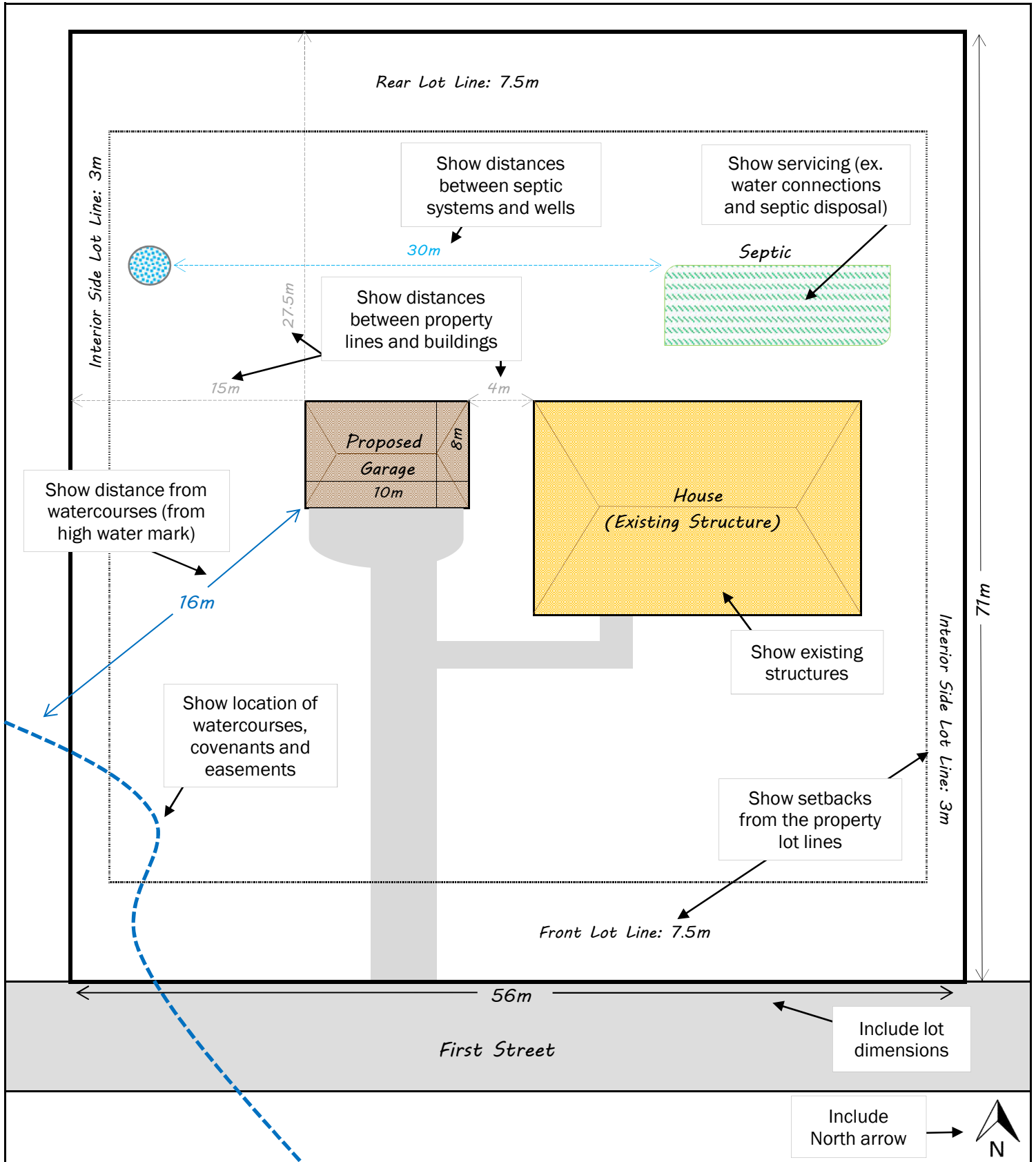
- A written description of the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable);
- An 11x17 Site Plan, that includes the following:
  - a. The entire lot shape with dimensions of all lot lines in metres;
  - b. The location, dimensions and floor area in metres of all existing and proposed buildings and structures such as fences;
  - c. The location of existing and proposed water infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.) on the subject property;
  - d. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, pathways, decks and patios;
  - e. The location of all watercourses (including streams, ditches, lakes and wetlands);
  - f. The location, dimensions and area of existing and proposed covenant areas, easements and utility corridors;
  - g. Setbacks of existing and proposed buildings, structures and water infrastructure to lot lines in metres, the natural boundaries of watercourses and the sea, and, where applicable, the edge of any cliff on the subject property;
  - h. The area of the subject property in hectares;
  - i. The height of existing and proposed buildings and structures in metres.
  - j. Elevation drawings.
- A BC Contaminated Sites Regulation Site Disclosure Statement (Schedule 1) must be completed

**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.

# SAMPLE SITE PLAN

You must submit a site plan or sketch plan at the time of application.

The sketch may be drawn freehand or drawn by a professional. It must contain the following information:



Subject Property: 123 Island Street, Your Island  
Legal Description: Lot A, Your District, Plan 12345  
PID: 0123-456-789

Include civic address, legal description and PID (Parcel Identification Number)



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## 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	<input type="checkbox"/> Boundary Adjustment	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, [a BC Contaminated Sites Regulation Disclosure Statement \(Schedule 1\)](#) must be completed
- 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.

**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.