

Please indicate which bylaw you wish to vary:

Incomplete applications will be returned to the applicant

Attach separate sheet(s) if necessary		office use File No: _____
		Date: _____
Application Information:		
Registered owner(s): <i>Where there is more than one registered owner on title, please indicate who the primary contact is with an asterisk *</i>		
Registered Owner Name(s):	Primary Owner* Contact Information:	
	Email:	
	Phone Number:	
Owner Mailing Address(es):		
Owner Declaration - This application is made with my full knowledge and consent (please print name after signature)		
Owner Signature:		
Owner Signature:		
Property Information:		
Civic Address of Subject Property/Properties:	Legal Description(s):	
Name of Authorized Agent:	Agent Signature:	
Agent Mailing Address:	Email and Phone Contact:	
	Business Licence/ICBL #:	
Summary of Proposal		
Current zoning:		Purpose of application:
Development Permit Area(s):		
Will the development be phased?		
Property size (metric):		
<small>Personal information is collected under authority of the Land Title Act, Local Government Act, Strata Property Act and Freedom of Information Act (British Columbia) and will only be used for the purpose of processing the development permit application and ancillary documentation. For further inquiries please contact the City's Freedom of Information Coordinator at 250 954-4660.</small>		



A. Items to be Submitted for a Development Variance Permit Application

Please note: These submission requirements must be followed closely or your submission will be returned to you. Incomplete applications will not be accepted. You are advised to discuss specific requirements with City of Parksville Planning staff prior to submitting the application. Please place submission items in the order that they appear on this checklist

		Required?	Submitted?
1.	A completed application form, duly signed by all owners/authorized corporate signatories, including the completed checklist (items No.1 - 11).	Yes	
2.	PLEASE REFER TO THE REVISED DEVELOPMENT APPLICATION FEES DATED OCTOBER 2017	Yes	
3.	A State of Title Certificate (dated within 30 days) <ul style="list-style-type: none"> • Copies of encumbrances (except those relating to mortgages, rail or mineral rights) shown on the title and sketch indicating location of covenants, easements, SRWs, etc. • Legal interpretation of the potential implications resulting from encumbrances may be required. Where the registered owner(s) is a company, a company search listing the names of officers and directors, dated within 30 days.	Yes	
4.	A copy of the Registered Legal Plan for the parent parcel showing current boundaries and legal description.	Yes	
5.	Proposal summary, indicating reasons for application, details on the variance requested, including the appropriate bylaw section(s), and reasons why current standards cannot be achieved.	Yes	
6.	Where applicable, supporting professional reports that outline mitigative measures and provide an assessment as to the potential implications of the variance on the subject property and neighbouring properties.	Yes	
A.1 Plans to describe your proposal:			
<i>Please note, plans are referred to other City departments and provincial agencies for comments on your proposal, therefore you MUST fold your full size plans to ensure they will fit within a legal sized application folder - unfolded plans or plans submitted in a tube are easy to misplace, causing delays. The cost of providing extra copies will be borne by the applicant.</i>			
7.	Provide 5 full sized sets of plans, <u>collated and folded</u> .	Yes	
8.	1 set of reductions to 8½" x 11" .	Yes	
9.	<u>Plus</u> a digital copy of all supporting plans and reports in AutoCAD or dxf format, or .pdf format on diskette or CD or memory stick/flash drive.	Yes	
10.	Site Plan(s) showing the following (in metric), with north arrow and date: <ul style="list-style-type: none"> ✓ Architect/ Designer/ BCLS contact information and professional seal/ number ✓ Boundaries and dimensions of parent parcel, including legal and civic description; ✓ <u>All</u> existing and proposed buildings and structures, including retaining walls, fencing, driveways, pools, et cetera; ✓ Details pertinent to the variance being requested; ✓ Building elevations (for height or setback variance requests) ✓ Distance from proposed buildings/ structures to lot lines or watercourses; ✓ Other relevant items as outlined by the Planning Department. 	Yes	



Engineering Pre-Design Submission Requirements

The following outlines the requirements for a complete Pre-Design Submission:
(As per Section 2.0, Item 5.0.1 of the Engineering Standards and Specifications Manual.
The required water and sewer analysis fees are now implicitly covered by the application fees.)

ITEMS TO BE SUBMITTED			
		Yes	No [#]
A. Pre-Design Submission Package must include:			
1.	Two preliminary key plan drawings, as per Section B below (depicting all existing and required/proposed services*).		
2.	Servicing Report: <ul style="list-style-type: none"> • Assessing the capacity of all services. Current capacity, and capacity of all services with the proposed development, must be determined (water and sewer capacity are also addressed in item 3, below). • Assessing conformance to City bylaws of all existing services along all frontages. • Clearly describing all required services identified through the above assessments, and any other services proposed to be installed with the proposed development. 		
3.	All data required by the City of Parksville to conduct a water and sewer analysis for the project. See Schedule 'A' of the City of Parksville Engineering Standards and Specifications and contact the Engineering Department for further details.		
4.	Storm Water Management/Lot Grading Plan in accordance with City specifications, including Sections D-1 and 2.0. Effects of 10 year and 100 year storms on all pipes adjacent to site and downstream to final outfall required, and all necessary upgrades identified.		
<p><i>The above items must be prepared and sealed by a qualified Registered Professional and are based upon an understanding and review of the as-built drawings from the Operations Department, a site visit, preliminary survey and a comparison of the existing services and conditions to the bylaws (including works along the frontages). As-built drawings and bylaws can be obtained from the Operations Department.</i></p> <p><i>City staff will coordinate the sewer and water analysis testing.</i></p>			
<p>* "<u>services</u>" include, but are not limited to, municipal infrastructure such as water works, sanitary sewerage, storm sewerage and management [including lot grading], road works [sidewalks, landscaped boulevards, etc.], access, traffic control devices, street lighting, and utilities such as electrical, telephone, cable TV, junction/utility/service boxes, connection offsets, and natural gas.</p>			
<p>[#]---appropriate and complete rationale must be provided for required items that are not included, for the City's consideration. Use a separate sheet if necessary.</p>			



B. Preliminary Key Plan Drawing Standards

	Yes	No
<ul style="list-style-type: none"> All drawings must be signed and sealed by a qualified Professional Engineer registered in BC. 		
<ul style="list-style-type: none"> Standard Sheet size must be A1 metric. If more than one sheet is required, note the westerly or southerly as Key Plan A, with additional plans noting Key Plan B, C etc. 		
<ul style="list-style-type: none"> 1:500 scale unless otherwise approved (1:250 is acceptable for small and concentrated projects). 		
<ul style="list-style-type: none"> Standard drafting procedures must be used (e.g. for line types, line densities, symbols, dimensioning, etc.) 		
<ul style="list-style-type: none"> Lettering must be upper case and must have a minimum font size of 2.5 mm. 		
<ul style="list-style-type: none"> All elevations must be shown in metric geodetic datum [mean sea level 0]. 		
<ul style="list-style-type: none"> All survey work must be tied into the Integrated Survey Monument System [ISM] and include the monument reference number[s]. 		
<ul style="list-style-type: none"> The development site must be outlined in bold. 		
<ul style="list-style-type: none"> Legal descriptions & civic addresses must be noted for subject property and surrounding properties. 		
<ul style="list-style-type: none"> Lot dimensions must be noted. 		
<ul style="list-style-type: none"> All existing and proposed statutory right of ways or easements and their permitted uses must be shown on the drawing (registration numbers must be noted for existing easements). 		
<ul style="list-style-type: none"> All existing services in the area must be depicted and identified (e.g. including service connections and driveways) 		
<ul style="list-style-type: none"> All "new" (i.e. required and/or proposed) services must be depicted and identified (with bold line thickness). 		
<ul style="list-style-type: none"> All other relevant features must be depicted and identified (e.g. structures, retaining walls, etc.) 		
<ul style="list-style-type: none"> Existing relevant on-site features must be depicted and identified [<i>i.e.</i> buildings and structures, wells, water, sewer, septic, storm works, hydro, cable, or underground or overhead servicing]. 		
<ul style="list-style-type: none"> All dimensions must be noted on the drawing. 		

Note - Incomplete Submission Packages will be returned to the Consultant. For complete information please see City of Parksville Engineering Standards and Specifications.

Copies are available from:
 Engineering Department
 City of Parksville
 100 Jensen Avenue East, Parksville V9P 2H3
 Telephone 250 951-2484



DEVELOPMENT APPLICATION FEES OCTOBER 2017

APPLICATION TYPES	FEES
Boundary Expansion Application Fee	\$ 5,000.00
Comfort Letter	\$ 150.00
Development Permit	
a) Single family residential purpose	\$ 500.00
b) Subdivision	\$ 500.00
c) Multi-unit residential, commercial, industrial, or institutional	\$ 750.00
Development Variance Permit	
a) Minor variance application – where required notification radius is less than 50 metres	\$ 200.00
b) Variance application – where required notification radius is 50 metres or greater	\$ 2,000.00
Official Community Plan Amendment	\$ 3,000.00 plus the cost of consultant fees where required by City policy
Zoning Bylaw Amendment	
a) Application fee	\$ 3,500.00
b) Second or subsequent public hearing fee	\$ 1,500.00 (each)
Road Dedication	\$ 500.00/application
Road Closure	\$ 1,000.00/application
Strata Title Conversion	\$ 1,000.00
Sign Permit fees	
a) First sign	\$ 50.00
b) Each additional sign	\$ 25.00
Subdivision Fee Simple/Bareland	
a) First 2 lots	\$ 2,500.00 plus
b) Next 3 lots	\$ 1,500.00 plus
c) Next 20 lots	\$ 500.00 per lot plus
d) Over 25 lots	\$ 400.00 per lot
e) Lot consolidation or lot line adjustment	\$ 500.00 per application
Strata Phase Approval	\$ 100.00 per strata lot
Tree cutting/pruning permit application fee	
a) First 5 trees	\$ 75.00 per tree plus
b) Next 5 trees	\$ 50.00 per tree plus
c) More than 10 trees	\$ 25.00 per tree

The above noted fees are an excerpt only and not a complete list of all fees and charges. For a complete list of fees please refer to the City's "Fees and Charges Bylaw, 2015, No. 1515".