



**REGIONAL DISTRICT OF MOUNT WADDINGTON
DEVELOPMENT PROCEDURES AND FEES
BYLAW NO. 916, 2017**

**CONSOLIDATED COPY FOR
CONVENIENCE ONLY
January 16, 2018**

LIST OF AMENDMENTS

This copy of Bylaw No. 916 is consolidated for convenience only and includes the following amendments:

BYLAW NO.	DATE ADOPTED
926	August 15, 2017
934	January 16, 2018

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REGIONAL DISTRICT OF MOUNT WADDINGTON

BYLAW NO. 916, 2017

A Bylaw to Establish Procedures and Fees with Respect to Applications and Processes Related to Planning, Land Use and Development as per the Local Government Act

WHEREAS the *Local Government Act* empowers a regional district by bylaw, to define procedures under which an owner of land may apply for amendment to a plan or bylaw or the issuance of a permit;

AND WHEREAS the *Local Government Act* empowers a regional district by bylaw, to require the payment of fees and charges;

NOW THEREFORE the Board of Directors of the Regional District of Mount Waddington, in open meeting assembled, enacts as follows:

1. Citation

This Bylaw shall be cited as “Regional District of Mount Waddington Planning and Development Procedures and Fees Bylaw No. 916, 2017”.

2. Application

- (a) This Bylaw shall apply to all land which includes land covered by water and the surface of the water within the Regional District of Mount Waddington (RDMW) and is subject to the application and permit procedures outlined in this Bylaw.
- (b) Schedules ‘A’ through ‘O’ attached hereto and forming part of this Bylaw, are hereby adopted as the planning and development procedures and fees of the RDMW, as follows:
 - (i) Schedule ‘A’ includes the general provisions associated with this Bylaw.
 - (ii) Schedule ‘B’ describes the procedures associated with an application for amendment to a rural land use, zoning, official community plan or regional plan bylaw.
 - (iii) Schedule ‘C’ describes the procedures associated with an application for issuance of a temporary use permit to allow, on a temporary basis, a use to be undertaken which is not permitted by a rural land use or zoning bylaw.
 - (iv) Schedule ‘D’ describes the procedures associated with an application for development permit regarding issuance of a development permit in relation to development.
 - (v) Schedule ‘E’ describes the procedures associated with an application for a development permit in relation to a designated development permit area for protection of the natural environment.
 - (vi) Schedule ‘F’ application for development permit in relation to a designated development permit area for protection of development from hazardous conditions.
 - (vii) Schedule ‘G’ describes the procedures associated with an application for a development variance permit in relation to a request to vary the provisions of a bylaw related to zoning, subdivision and development, farm business in farming areas, manufactured home parks and campgrounds, and other land use regulations.
 - (viii) Schedule ‘H’ describes the procedures associated with an application to the Board of Variance for a minor variance to a bylaw regulation, or an exemption in relation to an alteration or addition to a non-conforming building or structure.
 - (ix) Schedule ‘I’ describes the procedures associated with an application for manufactured / mobile home park permit.
 - (x) Schedule ‘J’ describes the procedures associated with the review and assessment of subdivision applications referred to the RDMW by the Province of British Columbia (Ministry of Transportation and Infrastructure).
 - (xi) Schedule ‘K’ describes the procedures associated with an application to convert an existing building into a strata subdivision (strata lots).

- (xii) Schedule 'L' describes the procedures associated with an application for exemption from the statutory or bylaw minimum frontage requirement.
- (xiii) Schedule 'M' describes the procedures associated with an application to temporarily occupy as a dwelling during construction of another dwelling on the same lot / parcel.
- (xiv) Schedule 'N' includes requirements in relation to the content and posting of development proposal notice signs.
- (xv) Schedule 'O' includes the applicable fees in relation to the various applications, permits and processes contemplated by this Bylaw, as well as miscellaneous services provided the RDMW's Planning & Development Services Department.

3. Relation to Local Government Act and Severability

- (a) This Bylaw is not intended to conflict with any provision of the *Local Government Act* or any other legislation, nor to fetter any statutory authority of the RDMW.
- (b) If any portion of this Bylaw is found to be invalid, it may be severed without affecting the validity of the remainder of the Bylaw.

4. Repeal

- (a) Regional District of Mount Waddington Development Procedures Bylaw No. 594 and all amendments thereto are hereby repealed upon adoption of this Bylaw.
- (b) Regional District of Mount Waddington Planning Department Fee Establishing Bylaw No. 607 and all amendments thereto are hereby repealed upon adoption of this Bylaw.

READ A FIRST TIME THIS 16TH DAY OF MAY, 2017

READ A SECOND TIME THIS 16TH DAY OF MAY, 2017

READ A THIRD TIME THIS 16TH DAY OF MAY, 2017

ADOPTED THIS 16TH DAY OF MAY, 2017

ORIGINAL SIGNED BY:

CHAIR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'

GENERAL PROVISIONS

1. Definitions:

In this Bylaw:

Additional Information	Means additional information that the RDMW may require to evaluate an application.
Applicant	Means an owner of land or agent acting on behalf of an owner of land, that is party to an application submitted to the RDMW in relation to a matter contemplated by this Bylaw.
Board of Variance	Means the body of persons appointed by the Regional Board pursuant to the <i>Local Government Act</i> to act as the Board of Variance for the RDMW.
Chief Administrative Officer (or "CAO")	Means the person appointed by the Regional Board to the position of CAO and any person who, from time to time, is the deputy CAO or is appointed by the Regional Board to act in the capacity of the CAO in the CAO's absence.
Highway	Means a street, road, lane or any other way open to the public for access purposes including a common property road in a strata development.
In Writing	Includes paper form or electronic mail (email).
Land	Includes land covered by water below the natural boundary.
Manager of Planning & Development Services (or "Manager")	Means the person appointed by the Regional Board to the position of Manager of Planning & Development Services for the RDMW. The Manager may appoint a delegate(s) to act in his / her capacity with respect to matters associated with this Bylaw.
Qualified Professional	May include a B.C. land surveyor, landscape architect, environmental professional, a registered professional biologist, a registered professional engineer, or a registered professional planner who is educated and working within their respective field of expertise, and is in good standing with the applicable professional organization(s) for that field.
Regional Planning Committee	Means the body of directors appointed by the Regional Board to act as the Regional Planning Committee for the RDMW, for the purpose of examining, reviewing and making recommendations to the Regional Board on matters of a land use planning nature.
Regional Board	Means the body of elected and appointed directors of the Board of Directors of the RDMW.
Request for Reconsideration	Means a request to the Regional Board to reconsider the additional information an applicant has been required to provide to evaluate an application, permit or matter contemplated by this Bylaw.
RDMW	Means the Regional District of Mount Waddington.

2. Submission of Application

- 2.1 Applications regulated by this Bylaw shall be in the form prescribed by the Manager of Planning & Development Services (Manager).
- 2.2 An application shall be completed by the owner of the land that is subject to the application, or by a person authorized by the owner to act as agent for the owner, and submitted to the Manager.
- 2.3 Where an application is required to be submitted to the RDMW or a third party such as the Ministry of Transportation and Infrastructure for processing by the RDMW, it must be in a fully complete format before processing will be initiated by the RDMW. A fully completed application includes:
 - (a) the application in the form prescribed by the Manager or applicable third party, where applicable, completed in full by the applicant;
 - (b) an application must be signed by all owners registered on title of property(ies) subject to an application unless an agent has been authorized to act on behalf of the owner(s);
 - (c) where an owner of a property subject to an application is a corporation, a corporate search shall be submitted to the RDMW that specifies the directors of that corporation. The application form must be signed by at least two directors on behalf of the corporation. This subsection shall only apply to applications that are submitted directly to the RDMW;
 - (d) where an agent is appointed by the owner(s) of property(ies) to act as applicant on their behalf, agent authorization must be provided by all owners. Agent authorization must be provided by at least two directors on behalf of a corporate owner. Authorization shall be in the form prescribed by the Manager. This subsection shall only apply to applications that are submitted directly to the RDMW;
 - (e) the submission of all information as prescribed by this Bylaw. Information may include plans and reports or other forms of information deemed necessary by the Manager;
 - (f) the payment of the applicable fees prescribed in Schedule 'O' to this Bylaw. The fees shall apply to each lot / parcel of land for which an application is made, as follows:
 - (i) If an application involves two or more contiguous lots / parcels of land, it shall be considered to be one application;
 - (ii) If an application involves two or more lots / parcels of land that are not contiguous, a separate application will be required for each noncontiguous parcel and the fees prescribed in Schedule 'O' to this Bylaw applies to each application.
 - (g) satisfactory completion of any other matters prescribed by the regulations of this Bylaw or any other applicable policy or regulation in relation to that application.
- 2.4 Applications will be processed in accordance with the procedures outlined in the applicable schedules attached to this Bylaw.

3. Application Abandonment, Withdrawal, Extension or Denial

- 3.1 If an application does not proceed or is withdrawn in writing by the applicant prior to the six-month period referenced in section 3.2 herein, the applicant may request in writing to the Manager, the applicable refund as per Schedule 'O' in relation to that application.
- 3.2 An application that is inactive for a period of six months is deemed to be abandoned and will be closed and the applicant may request in writing to the Manager, the applicable refund as per Schedule 'O' in relation to that application. Prior to the end of a six-month period of inactivity, an applicant may submit a request in writing to the Manager, for an abeyance of the application for a period of up to six months.

3.3 Once an application has been considered by the Regional Board or the Board of Variance and a decision rendered, the applicant will be notified in writing of the outcome by the Manager within 7 days of the date the decision was rendered.

3.4 A decision by the Board of Variance is final.

3.5 With respect to an application for a bylaw amendment or permit which has been denied by the Regional Board, no new application for a substantially similar application shall be considered within one year of the date of denial of the previous application. The time limit of one year may only be reduced upon submission of a written request to the Manager, and such request having received an affirmative vote of at least two-thirds (2/3) of the members of the Regional Board present at the meeting in which the request is considered by the Regional Board, and who are eligible to vote on the subject matter.

4. Permit Amendment

4.1 The process to amend a permit that has already been approved by the RDMW is the same process that must be followed with respect to approval of a new permit of that permit type.

5. Notices to Owners and Tenants

5.1 Where a notice is required to be provided to the owners and tenants of property in accordance with the *Local Government Act*, such notice will be mailed or otherwise delivered to the owners and tenants of all properties within 100 meters of the property(ies) subject to the application.

6. Independent Peer Review

6.1 Where information prepared by a qualified professional is required to be submitted to the RDMW in conjunction with an application to assist the RDMW in its consideration of the application, the Manager, Regional Planning Committee or Regional Board may require an independent peer review of that information at the applicant's expense. An independent peer review involves the RDMW retaining the services of another qualified professional, unrelated to and independent of the qualified professional who prepared the information, for the purpose of conducting a review of that information and providing its recommendations and advice in relation thereto.

6.2 Where an independent peer review is required by the RDMW, the RDMW shall notify the applicant in writing and the applicant shall provide to the RDMW within thirty (30) days of the date of notification, a security deposit in relation to the cost to retain the qualified professional to conduct the independent peer review. The process associated with the application will be delayed until payment of the security deposit is received by the RDMW. Where the actual cost of conducting the independent peer review exceeds the security deposit provided to the RDMW by the applicant, the applicant shall be responsible to pay the difference to the RDMW upon request by the RDMW. Failure to do so may result in the process associated with the application being delayed or stopped until payment is made.

7. Security Deposits

7.1 Where required by the RDMW in relation to an application, permit or other matter, a security deposit shall be paid to the RDMW in the form of cash, certified cheque, bank draft, debit card, irrevocable letter of credit or other form satisfactory to the Manager. Security deposits shall be subject to the specific provisions for which they are required in relation to the applications, permits and other matters outlined in this Bylaw.

7.2 A security deposit required to be provided to the RDMW shall be returned upon:

- (a) Completion of works for which a security deposit was required and a letter from a qualified professional has been submitted to the RDMW that confirms the works have been constructed or otherwise provided in compliance with the recommendations of the professional reports and plans to the satisfaction of the Manager; and / or,
- (b) Completion of any conditions for which a security deposit was taken to the satisfaction of the Manager.

SCHEDULE 'B'

APPLICATION TO AMEND A REGIONAL PLAN BYLAW, OFFICIAL COMMUNITY PLAN BYLAW, ZONING BYLAW OR RURAL LAND USE BYLAW

1. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, natural features, access/egress points, and any other information required by the Manager. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include qualified professional's signature and seal;
- (b) A detailed written description of the proposal including the present and intended uses of the subject property and reasons / rationale in support of the proposal. The RDMW may also require an overview of the proposal in an economic context.

3. Additional Information

During the processing of an application, and prior to adoption of an authorizing bylaw, the Manager, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.
- (c) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or an archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager, with respect to submission of an application for a bylaw amendment:

- (a) The application may undergo a referral process whereby it will be forwarded to RDMW departments, provincial and / or federal government agencies / departments / corporations, and First Nations organizations, in consultation with the Electoral Area Director responsible for the electoral area to which the application relates, for review and comment to. A period of 30 to 60 days will be provided for review and comment depending on the scope and magnitude of the proposal contemplated as part of an application submission.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration and the Regional Board may give first reading to the implementing bylaw, or refer, table, or deny the application. It may also proceed with direction to staff to undertake a public hearing in relation to the implementing bylaw.
- (f) As part of its consideration as outlined in (e), the Regional Board may request that prior to further consideration, the applicant:
 - (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies its deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (g) After an implementing bylaw in relation to an application receives first reading by the Regional Board, a public hearing must be conducted or waived in accordance with the requirements of the *Local Government Act*.
- (h) Following the conduct or waiver of a public hearing, the Regional Board will further consider an implementing bylaw. In this regard, it may refer, table, adopt or deny the bylaw. It may also give additional readings to the bylaw with the proviso that conditions be undertaken by the applicant to the satisfaction of the Regional Board prior to consideration of adoption of the bylaw.
- (i) After the Regional Board or RPC has dealt with the application or bylaw in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'C'

APPLICATION FOR TEMPORARY USE PERMIT TO ALLOW, ON A TEMPORARY BASIS, A USE TO BE UNDERTAKEN WHICH IS NOT PERMITTED BY A RURAL LAND USE OR ZONING BYLAW

1. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, natural features, access/egress points, and any other information required by the Manager. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include qualified professional's signature and seal;
- (b) A detailed written description of the proposal including the present and intended uses of the subject property and reasons / rationale in support of the proposal. The RDMW may also require an overview of the proposal in an economic context.

3. Additional Information

During the processing of an application for temporary use permit, the Manager, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.
- (c) An environmental assessment may be required where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager with respect to submission of an application for temporary use permit:

- (a) The application may undergo a referral process whereby it will be forwarded to RDMW departments, provincial and / or federal government agencies / departments / corporations, and First Nations organizations, in consultation with the Electoral Area Director responsible for the electoral area to which the application relates, for review and comment to. A period of 30 to 60 days will be provided for review and comment depending on the scope and magnitude of the proposal contemplated as part of an application submission.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration and the Regional Board may grant the requested temporary use permit,
 - (i) by approving a resolution, where the land subject to the permit is within an area to which an official community plan or zoning bylaw applies; or
 - (ii) by adopting a bylaw, where the land is not in an area to which an official community plan bylaw applies.
- (f) In the case of an application by which the Regional Board can issue a temporary use permit by resolution, the Regional Board will consider the permit once notice has been published in accordance with the requirements of the *Local Government Act*.
- (g) In the case of an application by which the Regional Board can issue a temporary use permit by adopting a bylaw, once the notice has been published and a public hearing has been conducted in accordance with the requirements of the *Local Government Act*, the Regional Board will consider the implementing bylaw.
- (h) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
 - (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies its deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (i) In the case of consideration by resolution, the Regional Board may refuse or approve the temporary use permit. With respect to a bylaw, the Regional Board may refer, table, adopt or deny the bylaw. It may also give additional readings to the bylaw with the proviso that conditions be undertaken by the applicant to the satisfaction of the Regional Board prior to consideration of adoption of the bylaw.
- (j) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'D'

APPLICATION FOR DEVELOPMENT PERMIT

1. Application Acceptance

An application shall be submitted to the RDW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate) :

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, any natural features, access/egress points, and any other information required by the Manager. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (b) Elevation plans showing the details associated with buildings, landscaping and other features being proposed as part of the proposed development. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (c) A detailed written description of the proposal; and,
- (d) A complete zoning compliance review which includes an assessment of all requirements of the applicable rural land use or zoning bylaw in the context of the development proposal.

3. Additional Information

During the processing of an application for development permit, the Manager, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information, such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.

- (c) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager of Planning & Development Services, with respect to submission of an application for development permit:

- (a) The application will undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration.
- (f) Should the proposed development permit also include variances with respect to the applicable land use bylaw or zoning bylaw, notification to property owners and tenants must be provided in accordance with section 5. of Schedule 'A' herein prior to consideration by the Regional Board.
- (g) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
 - (i) retains a qualified professional(s) to conduct any studies its deems necessary; or
 - (ii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (h) The Regional Board may refer, table, approve or deny the development permit. It may also adopt a resolution approving the development permit subject to the completion of conditions prior to the development permit being issued to the applicant by the Manager of Planning & Development Services.
- (i) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'E'

APPLICATION FOR DEVELOPMENT PERMIT IN RELATION TO A DESIGNATED DEVELOPMENT PERMIT AREA FOR PROTECTION OF THE NATURAL ENVIRONMENT

1. Application Acceptance

An application shall be submitted in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, any natural features, access/egress points, and any other information required by the Manager of Planning & Development. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (b) A detailed written description of the proposal; and,
- (c) An environmental assessment report prepared by a qualified professional which includes an assessment of the proposed development or activity in relation to the environmental features and the guidelines associated with the development permit area designation. Said environmental assessment shall include any mitigation measures that are required to be implemented in order to protect or minimize impacts on the environmental features the development permit area is designed to protect.

3. Additional Information

During the processing of an application for development permit in relation to a designated development permit area for protection of the natural environment, the Manager of Planning & Development Services, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.

- (c) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager of Planning & Development Services, with respect to submission of an application for development permit in relation to a designated development permit area for protection of the natural environment:

- (a) The application will undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration.
- (f) Should the proposed development permit also include variances with respect to the applicable land use bylaw or zoning bylaw, notification to property owners and tenants must be provided in accordance with section 5. of Schedule 'A' herein prior to consideration by the Regional Board.
- (g) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
 - (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies its deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (h) The Regional Board may refer, table, approve or deny the development permit. It may also adopt a resolution approving the development permit subject to the completion of conditions prior to the development permit being issued to the applicant by the Manager.
- (i) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'F'

APPLICATION FOR DEVELOPMENT PERMIT IN RELATION TO A DESIGNATED DEVELOPMENT PERMIT AREA FOR PROTECTION OF DEVELOPMENT FROM HAZARDOUS CONDITIONS

1. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, any natural features, access/egress points, and any other information required by the. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (b) A detailed written description of the proposal; and,
- (c) A geotechnical assessment report prepared by a qualified professional which includes an assessment of the proposed development or activity in relation to the geotechnical hazard(s) and the guidelines associated with the development permit area designation. Said geotechnical assessment shall include any mitigation measures that are required to be implemented in order to protect the proposed development from hazardous conditions.

3. Additional Information

During the processing of an application for development permit in relation to a designated development permit area for protection of the natural environment, the Manager, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.

- (c) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager, with respect to submission of an application for development permit in relation to a designated development permit area for protection of development from hazardous conditions:

- (a) The application may undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of up to 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration.
- (f) Should the proposed development permit also include variances with respect to the applicable land use bylaw or zoning bylaw, notification to property owners and tenants must be provided in accordance with section 5. of Schedule 'A' of this Bylaw prior to consideration by the Regional Board.
- (g) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
 - (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies it deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (h) The Regional Board may refer, table, approve or deny the development permit. It may also adopt a resolution approving the development permit subject to the completion of conditions prior to the development permit being issued to the applicant by the Manager of Planning & Development Services.
- (i) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'G'

APPLICATION FOR DEVELOPMENT VARIANCE PERMIT TO VARY THE PROVISIONS OF A BYLAW RELATED TO ZONING, SUBDIVISION AND DEVELOPMENT, FARM BUSINESS IN FARMING AREAS, MANUFACTURED HOME PARKS AND CAMPGROUNDS OR OTHER LAND USE REGULATIONS

1. Application Acceptance

An application shall be submitted in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, any natural features, access/egress points, and any other information required by the Manager of Planning & Development. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (b) Elevation plans showing the details associated with buildings, landscaping and other features being proposed as part of the proposed development. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (c) A detailed written description of the proposal including the present and intended uses of the subject property and reasons / rationale in support of the variances being requested; and,
- (d) A complete zoning compliance review which includes an assessment of all requirements of the applicable rural land use or zoning bylaw in the context of the development proposal.

3. Additional Information

During the processing of an application for development permit, the Manager, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage

disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.

- (c) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager in relation to submission of an application for development variance permit:

- (a) The application may undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of up to 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration. Prior to consideration by the Regional Board, the RDMW will provide a notice to the owners and tenants of property in accordance with section 5. of Schedule 'A' of this Bylaw.
- (f) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
 - (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies it deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (g) The Regional Board may by resolution, refer, table, approve or deny the development variance permit. It may also adopt a resolution approving the development variance permit subject to the completion of conditions prior to the development variance permit being issued to the applicant by the Manager.
- (h) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'H'

APPLICATION TO THE BOARD OF VARIANCE FOR A MINOR VARIANCE TO A BYLAW REGULATION, OR AN EXEMPTION IN RELATION TO AN ALTERATION OR ADDITION TO A NON-CONFORMING BUILDING OR STRUCTURE

1. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed site plan noting the location of existing and proposed uses, buildings, landscaping, any natural features, access/egress points, and any other information required by the Manager. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (b) Elevation plans showing the details associated with buildings, landscaping and other features being proposed as part of the proposed development. All drawings submitted must be clearly drawn to a suitable scale. Where applicable, plans must include an authorized professional's signature and seal;
- (c) A detailed written description of the proposal including the present and intended uses of the subject property and reasons / rationale in support of the variances being requested; and,
- (d) A complete zoning compliance review which includes an assessment of all requirements of the applicable rural land use or zoning bylaw in the context of the development proposal.

3. Additional Information

As part of the processing of an application to the board of variance, the Manager and/or the Board of Variance may require an applicant to provide additional information such as, but not limited to studies or assessments prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. in relation to issues that are associated with the variance(s) being requested. This may include, but is not limited to, the environment, archaeology, ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation, as well as geotechnical hazards.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager of in relation to submission of an application to the board of variance:

- (a) The application may undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of up to 30 days will be provided for this purpose.

-
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
 - (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
 - (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Board of Variance for consideration at a meeting of the Board of Variance. The applicant will be provided the opportunity to attend the Board of Variance meeting and make a presentation. Prior to conducting a meeting of the Board of Variance, a notice will be provided by the RDMW to the owners and tenants of property in accordance with section 5. of Schedule 'A' of this Bylaw.
 - (e) The Board of Variance may require the provision of additional information by the applicant and RDMW staff before it proceeds to render a decision in relation to an application. It may also adopt a resolution that indicates that approval of the variance or exemption will be provided subject to the completion of certain conditions. Additional meeting(s) of the Board Variance may be required to consider such additional information before it makes its decision.
 - (f) At a meeting of the Board of Variance, the Board may by resolution, approve or deny the variance or exemption request.
 - (g) After the Board of Variance has rendered its decision, the applicant will be notified in writing of the outcome. A decision of the Board of Variance is final.

SCHEDULE 'I'

APPLICATION FOR MANUFACTURED / MOBILE HOME PARK PERMIT

1. Application Acceptance

Prior to the development of a manufactured or mobile home park, a manufactured / mobile home park permit is required to be approved by the Regional Board. An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

(a) A detailed site plan drawn to a suitable scale which shall include:

- (i) the area dimensions and legal description of the parcel of land;
- (ii) the yard setback areas as specified by the applicable zoning regulations;
- (iii) the number, location, dimensions and designation of all home areas, spaces, and pads;
- (iv) the location and dimensions of all roadways;
- (v) any amenity or recreation areas that are proposed;
- (vi) the dimensions and location of all service buildings, the owner / manager residence, and any other buildings and structures that are proposed;
- (vii) the location of all on-site utilities such as solid waste collection, treatment and disposal, potable water supply sources, treatment and distribution, and any other utilities;
- (viii) proposed landscaping;
- (ix) all watercourses and water frontage;
- (x) the presence of steep banks or slopes within or adjacent to the subject property;
- (xi) information related to adjacent lands, roads and features;
- (xii) the elevation and grade of all floors of all buildings, homes, and home pads, as well as all onsite roadways; and,
- (xiii) Any other information deemed necessary by the Manager.

(b) Scaled elevation plans showing the details associated with buildings, landscaping and other features being proposed as part of the proposed development. Where applicable, plans must include an authorized professional's signature and seal;

(c) A detailed written description of the proposal; and,

(d) A complete zoning compliance review which includes an assessment of all requirements of the applicable rural land use or zoning bylaw in the context of the development proposal.

3. Additional Information

During the processing of an application for manufactured / mobile home park permit, the Manager, the Regional Planning Committee and/or the Regional Board may require an applicant to provide additional information such as, but not limited to:

(a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.

- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.
- (c) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

4. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager in relation to submission of an application for manufactured / mobile home park permit:

- (a) The application will undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A comment submission period of 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration.
- (f) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
 - (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies its deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (g) The Regional Board may refer, table, approve or deny the manufactured / mobile home park permit. It may also adopt a resolution approving the permit subject to the completion of conditions prior to the permit being issued to the applicant by the Manager.
- (h) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'J'

ASSESSMENT OF SUBDIVISION APPLICATION REFERRED BY THE PROVINCE OF BRITISH COLUMBIA (MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE)

1. Pre-consultation

Applicants are encouraged to discuss their subdivision plans with and obtain preliminary input and advice from the Manager of Planning & Development Services (Manager) prior to submitting an application for subdivision to the Ministry of Transportation and Infrastructure (MoTI). Consultation prior to finalizing and submitting an application to MoTI will help to identify potential issues and resultant information needs, which will help ensure that an application is submitted together with the required information in a complete manner, and may prevent delays during processing.

2. Application Acceptance

An application shall be submitted in accordance with the requirements specified in section 2. of Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 3. *Information Requirements* below. If the Manager determines that an application is incomplete, notification will be provided to the applicant as well as the MoTI, and further processing may not be undertaken by the RDMW until the application is complete.

3. Information Requirements

In addition to the application and requirements outlined in section 2. of Schedule 'A' of this Bylaw, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A detailed subdivision plan drawn to a suitable scale showing existing and proposed lots, the location of existing and proposed uses and buildings and structures, contours / topographic conditions, natural features, geotechnical hazards, access / egress points, proposed lot boundaries and roads, and any other information required by the Manager. Dimensions and areas shall be provided in relation the proposed lost and other features. Where applicable, plans must include an authorized professional's signature and seal;
- (b) Where existing buildings and structures exist, it shall be noted on the plan required in 3.(a) whether they are to be retained or demolished. With respect to buildings and structures to be retained, setback measurements from lot lines shall be provided to ensure conformity with the applicable rural land use or zoning bylaw regulations; and,
- (c) A detailed written description of the proposal including information as to how the lots in the proposed subdivision will be serviced (sewage collection / treatment / disposal, water collection and treatment, etc.).

4. Additional Information

The Manager may require an applicant to provide additional information such as, but not limited to:

- (a) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.

- (b) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable.
- (c) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance.
- (d) An archaeological assessment in cases where an application relates to an area where there is known archaeological potential or archaeological site in accordance with provincial regulations or guidelines related to archaeological resources.

5. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager of, with respect to referral of a subdivision application by the MoTI:

- (a) The application will undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of up to 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) The Manager shall undertake a detailed assessment of the subdivision application / proposal. A typical assessment includes an analysis of a variety of matters and interests that may include, but are not limited to:
 - (i) compliance with the applicable official community plan bylaw;
 - (ii) ensuring that the applicable zoning regulations are adhered to;
 - (iii) identifying potential for land use conflicts and making recommendations for mitigating conflicts;
 - (iv) payment of applicable fees such as development cost charges, etc.;
 - (v) ensuring that arrangements related to the provision of parkland or cash-in-lieu of parkland have been made;
 - (vi) ensuring that arrangements related to the provision of appropriate services are made (e.g. sanitary sewage collection, treatment and disposal, etc.); and,
 - (vii) issues related to potential archaeological features, environmentally sensitive areas or features, geotechnical hazards, etc., and the potential impacts development may have in relation to these items, as well the need to assess them in greater detail and implementation of mitigation measures that may be required to protect them and / or the proposed development.
- (e) Upon receipt of all comments and information as a result of (a), (b) and (c), and the assessment undertaken as outlined in (d), the Manager shall prepare a subdivision referral report which will be provided to the applicant and MoTI staff person responsible for processing the application. The subdivision referral report shall include a recommendation and may prescribe conditions that the RDMW requires be fulfilled by the applicant as a prelude to final approval of the plan of subdivision by the MoTI, and registration of the plan of subdivision at the Land Title Office.
- (f) Should the MoTI issue a preliminary layout approval with respect to the subdivision application, the applicant will be required to fulfill any conditions that the RDMW has prescribed in relation thereto, before the Manager provides confirmation to the MoTi that the RDMW's requirements have been completed by the applicant to its satisfaction (final approval).

SCHEDULE 'K'

APPLICATION FOR CONVERSION OF AN EXISTING BUILDING INTO A STRATA SUBDIVISION (STRATA LOTS)

1. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A written brief that describes the present and intended use of the site and reason/rationale for the proposal;
- (b) A list of the names and mailing addresses of the persons occupying the units, together with copies of any lease agreements and the proposal/intentions regarding the relocation of persons who may be affected by the proposed strata conversion;
- (c) A notarized declaration stating:
 - (i) That each person occupying the building has been given written notice of the intent to convert the building(s) into strata lots under the *Strata Property Act* or *Real Estate Act* with the date of notice;
 - (ii) The number of units occupied on the date of the notice;
 - (iii) That notices have been posted in conspicuous places in the building advising of the intent to convert the building into strata lots under the *Strata Property Act* or *Real Estate Act*, and
 - (iv) That each person occupying a unit in the buildings(s) has been provided with the prospective sale prices and any other applicable fees associated with the prospective purchase of the unit (e.g. strata fees, etc.).
- (d) A site plan drawn to scale, showing:
 - (i) the subject property and its dimensions;
 - (ii) the location of all buildings and their distances from all property lines;
 - (iii) the dimensions and occupancy (use) of each building;
 - (iv) the location of all watercourses and wetlands, lakes or the sea on or adjacent to the land;
 - (v) the distance and elevation of all existing and proposed buildings from any watercourses, wetlands, lakes, and/or the sea;
 - (vi) the location of water connections and wells;
 - (vii) the location of septic tanks and fields;
 - (viii) the location of storm sewer outfalls;
 - (ix) the location of all public road rights-of-way adjacent to the site;
 - (x) the location of approved access to a public road right-of-way; and
 - (xi) the location and dimensions of all off-street parking and loading spaces, maneuvering aisles and access driveways from street and lanes.

- (e) Floor plans, showing:
 - (i) The dimensions of all rooms and halls, and all outside dimensions including balconies and decks; and,
 - (ii) The areas of the building designated as strata lots, common property and limited common property.
- (f) Elevation plans showing the buildings, landscaping and other features of the development.
- (g) A surveyor's certificate completed by a B.C. Land Surveyor, should it be required by the Manager;
- (h) A proposed strata plan detailing the proposed strata lots, common property and limited common property;
- (i) A letter of building certification from a qualified professional addressing fire separation requirements, the life expectancy of the building and compliance with the BC Building Code; (NOTE: This may include the additional requirement for certification by a qualified professional engineer or architect.)
- (j) A current (dated not more than 12 months prior to the date of application) compliance letter and septic report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of the Ministry of Environment will be required. In addition, the RDMW may forward the application to Island Health (VIHA) or Ministry of Environment, for review and comment where applicable;
- (k) Studies and assessments to identify issues and address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, access and transportation as well as geotechnical hazards that may be present. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s), qualified professionals, etc. on any of these areas of interest prior to consideration by the Regional Board. Terms of reference for these studies will be specified by the RDMW as required on a case-by-case basis.
- (l) An environmental assessment where the proposed development contains or is in proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental concern or significance; and,
- (m) Due to the unique nature of each application, there may be further information requirements to be determined by the RDMW and to be provided as part of the consideration of the application. Any additional requirements will be a condition of final approval of the strata plan.

3. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager, with respect to submission of an application for conversion to strata subdivision:

- (a) The application will undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of up to 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.

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- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application will be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An application will be considered based upon the applicable bylaw(s) and the regulations of the *Strata Property Act*. The strata conversion must take into account the rental vacancy rate of the area and a conversion may be denied should the rental vacancy rate be below 3%. The RDMW must also consider any other matters that, in its opinion, are relevant, including, but not limited to, the applicable RDMW policies, official community plan policies and rural land use or zoning bylaw regulations.
- (e) An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation to the Regional Board.
- (f) The RPC's recommendation will be forwarded to the Regional Board for its consideration.
- (g) The Regional Board, upon review of the application and related information, may request that prior to further consideration, the applicant:
- (i) advertises and hosts a public information meeting at its expense;
 - (ii) retains a qualified professional(s) to conduct any studies it deems necessary or require that an independent peer review be conducted; and,
 - (iii) provides any other information or execute any actions that, in the opinion of the Regional Board, may be required to assist it in making a decision.
- (h) The Regional Board may refer, table, approve or deny the application. It may also adopt a resolution issuing final approval of the application / strata plan subject to the applicant fulfilling prescribed conditions to the satisfaction of the Manager. Such conditions may include items related to the condition of the building, septic system, required covenants, etc.
- (i) The Manager shall sign the final strata plan upon issuance of final approval by the Regional Board and where applicable, the satisfactory completion of any conditions related thereto. The Manager will then advise the Province (Ministry of Transportation and Infrastructure) of its decision in writing.
- (j) After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'L'

APPLICATION FOR EXEMPTION FROM THE STATUTORY OR BYLAW MINIMUM FRONTAGE REQUIREMENT

1. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 2. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

2. Information Requirements

An application is required to be submitted in accordance with the requirements outlined in section 2 of Schedule 'A' of this Bylaw. In addition, the following information must also be submitted (the Manager may waive requirements where the Manager deems appropriate):

- (a) A copy of the subdivision plan prepared by a B.C. Land Surveyor that clearly illustrates the proposed lots for which the request for exemption is being made and the particulars related to the request for exemption;
- (b) A written description of the proposal which shall include an explanation of the rationale / justification of the request for the exemption;
- (c) A zoning compliance review which includes an assessment of all requirements of the applicable rural land use or zoning bylaw in the context of the subdivision proposal; and,
- (d) Any other information deemed necessary by the Manager, Regional Planning Committee (RPC) or Regional Board to assist in assessing the application.

3. Application Process

The following process shall be undertaken by the RDMW and will be overseen by the Manager, with respect to submission of an application for exemption from the statutory or bylaw minimum frontage requirement:

- (a) The application will undergo a referral process whereby it will be forwarded to RDMW departments or any other agencies the Manager deems appropriate, for review and comment. A period of up to 30 days will be provided for this purpose.
- (b) Discussions with the applicant regarding any issues that arise during the review process may be undertaken and additional information may be required in relation to the application.
- (c) Should an application affect an area for which an advisory planning commission (APC) has been established by the RDMW, the application may be forwarded to the applicable APC for its review and comment.
- (d) Upon receipt of all comments and information as a result of (a), (b) and (c), a staff report will be prepared and submitted to the Regional Planning Committee (RPC) for its consideration. An applicant will be provided the opportunity to attend and make a presentation to the RPC. The RPC may require the provision of additional information by the applicant and RDMW staff before it proceeds to make a recommendation to the Regional Board in relation to an application. Additional meeting(s) of the RPC may be required to consider such additional information before it makes its recommendation.
- (e) The RPC's recommendation will be forwarded to the Regional Board for its consideration and the Regional Board may approve or deny the application. After the Regional Board or RPC has dealt with the application in any of the aforementioned procedural steps, the applicant will be notified in writing of the outcome.

SCHEDULE 'M'

APPLICATION TO TEMPORARILY OCCUPY AS A DWELLING DURING CONSTRUCTION OF ANOTHER DWELLING ON THE SAME LOT / PARCEL

1. Application

Where an RDMW rural land use bylaw or zoning bylaw permits temporary occupation of:

- (i) an existing residential dwelling during the construction of another residential dwelling on the same lot / parcel; or,
- (ii) a recreational vehicle, manufactured home dwelling, mobile home dwelling or modular home dwelling during the construction of another residential dwelling on the same lot / parcel;

the owner may submit to the RDMW, an application to temporarily occupy as a dwelling.

2. Application Acceptance

An application shall be submitted to the RDMW in accordance with the requirements specified in section 2. of Schedule 'A' of this Bylaw, together with such additional information as may be required as per section 3. *Information Requirements* below. Incomplete applications may be refused to be accepted as determined by the Manager of Planning & Development Services (Manager).

3. Information Requirements

In addition to the required application, a detailed site plan of the subject lot / parcel showing the location of the existing dwelling or recreational vehicle, manufactured home dwelling, mobile home dwelling or modular home dwelling to be occupied on a temporary basis, the dwelling to be constructed, any accessory or other buildings, access driveways and parking areas, and any other information required by the Manager.

4. Application Process

- (a) A review of the application and related information will be undertaken by the Manager to ensure conformity with applicable RDMW policies and regulations and to determine if there are any other required application processes that must be undertaken (e.g. building permit, site permit, etc.).
- (b) Where required by bylaw, an owner shall also obtain the necessary building or site permit in relation to any buildings being located / sited / constructed on the lot / parcel. Any other required permits shall also be obtained. The Manager will not issue a letter of approval in relation to an application to temporarily occupy a dwelling until such a time any other permit / approval requirements have been properly addressed.
- (c) Upon completion of a satisfactory review of the application and related information, and resolution of any other approvals or permits that may be required, the Manager will issue a letter of approval to the owner along with a temporary dwelling agreement that must be executed by all owner(s) that are registered on the title of the subject lot / parcel. The temporary dwelling agreement shall:
 - i) Require the owner to remove or demolish and remove the temporary dwelling, or where permitted by applicable rural land use or zoning bylaw regulations, to convert it to non-residential accessory building, immediately upon occupancy of the dwelling that has been sited / constructed. Where a rural land use bylaw or zoning bylaw includes a timeframe in which a temporary dwelling may be occupied, the owner shall remove or demolish and remove the existing dwelling, or where permitted by applicable rural land use or zoning bylaw regulations, convert it to non-residential accessory building, prior to expiry of that timeframe. Where no timeframe related to the occupancy of a temporary dwelling is specified in a rural land use bylaw or zoning bylaw, a temporary dwelling shall not be occupied for a period greater than

two years from the date of the letter of approval issued by the Manager in relation thereto.

- ii) Require the security deposit to be paid to the RDMW in accordance with section 7 of Schedule 'A' and Schedule 'O' to this Bylaw. Said security deposit shall be returned to the owner upon compliance with the terms of the temporary dwelling agreement.

- (iii) Authorize the RDMW to cause the demolition, removal, or conversion of the temporary dwelling, if for any reason, an owner neglects or refuses to comply with the requirements of the temporary dwelling agreement. If after 30 days from the date of issuance of a notice by the Manager to the owner to rectify any noncompliance issues associated with the temporary dwelling agreement, the owner has failed to do so to the satisfaction of the Manager, the RDMW may use the security deposit to achieve compliance. Any costs that are expended by the RDMW that exceed the amount of the security deposit will be recovered by the RDMW by applying them to the property taxes or by any other means available to the RDMW.

SCHEDULE 'N'

REQUIREMENTS IN RELATION TO THE CONTENT AND POSTING OF DEVELOPMENT PROPOSAL NOTICE SIGNS

1. Application

With respect to the submission of an application to amend a regional plan bylaw, official community plan bylaw, zoning bylaw or rural land use bylaw, that would have the effect of changing the use or density of a specific lot / parcel, the applicant shall post a development proposal notice sign along each lot line which is adjacent to a highway (see definition in Schedule 'A'). In a situation involving multiple lots / parcels that are adjacent to one another, only one such sign shall be required in relation to each highway. A development proposal notice sign is not required to be installed adjacent to a highway that has not been constructed to the degree as to make it useable by the public. In case of doubt, the applicant should consult with the Manager of Planning & Development Services (Manager) who will make the determination as to whether a development proposal notice sign is required or not.

2. Requirements and Specifications

Development proposal notice signs must be:

- (a) Prepared and installed at the applicant's expense;
- (b) Installed in proximity to the property line with the adjacent highway in a highly visible location;
- (c) Installed no more than 10 days after submitting an application to the RDMW for which a development proposal notice sign is required. Photos of the signage must be taken and submitted to the Manager no more than 10 days after submitting the application to the RDMW;
- (d) Removed at the applicant's expense after the public hearing has concluded;
- (e) A minimum of 1.22 meters (4 feet) in both width and length with the bottom of the sign façade being a minimum of 1.2 meters (4 feet) above grade, with a white background, black lettering and in the format shown below:

INSERT DEVELOPMENT APPLICATION TYPE

(8.9 cm / 3.5 inches high)

FILE No.: (6.35 cm / 2.5 inches)

APPLICANT: (6.35 cm / 2.5 inches)

TELEPHONE NO: (6.35 cm / 2.5 inches)

The purpose of this application is to..... (3.81 cm / 1.5 inches)

white background / black lettering

For further information, contact: (6.35 cm / 2.5 inches)

Planning & Development Services Department / Regional District of Mount Waddington

Telephone: 250-956-3301 / Email: info@rdmw.bc.ca

SCHEDULE 'O'
APPLICATION FEES

1. Application for Zoning or Land Use Bylaw Amendment	
Application which involves an amendment to either the text or map schedule of a zoning or rural land use bylaw, but not both:	\$1,250
Application which involves an amendment to both the text and map schedule of a zoning or rural land use bylaw:	\$1,500
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report:	75%
Portion of fee to be refunded if application is withdrawn prior to newspaper notification:	50%
For each additional public hearing after the initial public hearing has been conducted:	\$700
2. Application for Regional Plan or Official Community Plan Bylaw Amendment	
Application which involves an amendment to either the text or map schedule of the regional plan bylaw, but not both:	\$1,250
Application which involves an amendment to either the text or map schedule of an official community plan bylaw, but not both:	\$1,250
Application which involves an amendment to both the text and map schedule of the regional plan bylaw or an official community plan bylaw:	\$1,500
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report:	75%
Portion of fee to be refunded if application is withdrawn prior to newspaper notification:	50%
For each additional public hearing after the initial public hearing has been conducted:	\$700
3. Combined Applications for Regional Plan Bylaw, Official Community Plan Bylaw, Zoning Bylaw or Land Use Bylaw Amendments	
Application which involves amendments to a regional plan and/or official community plan bylaw and a zoning bylaw or rural land use bylaw (text and/or map schedules):	\$2,000
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report:	\$1,500
Portion of fee to be refunded if application is withdrawn prior to newspaper notification:	\$1,000
For each additional public hearing after the initial public hearing has been conducted:	\$700
4. Application for Temporary Use Permit	
Application for temporary use permit:	\$750
Application to amend an existing temporary use permit:	\$500
Application for renewal of a temporary use permit that has not expired:	\$500
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report and permit:	75%
Portion of fee to be refunded if application is withdrawn prior to newspaper notification:	50%
5. Application for a Development Permit	
Application in relation to any development permit area designation, except one that relates to protection of the natural environment or protection of development from hazardous conditions:	\$750
Application in relation to a development permit area designation that relates to protection of the natural environment, its ecosystems and biological diversity, or protection of development from hazardous conditions:	\$500
Application to amend an existing development permit:	\$375
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report and permit:	75%
Portion of fee to be refunded if application is withdrawn prior to consideration by the Regional Board:	50%
6. Application for a Development Variance Permit	
Application in relation to a development variance permit in relation to a single lot:	\$500
Application in relation to a development variance permit in relation to multiple lots:	\$750
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report and permit:	75%
Portion of fee to be refunded if application is withdrawn prior to notification:	50%

7. Application to the Board of Variance	
Application to the Board of Variance for a minor variance or exemption:	\$500
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report:	75%
Portion of fee to be refunded if application is withdrawn prior to notification:	50%
8. Application for Manufactured / Mobile Home Park Permit	
Application for a permit to establish a manufactured / mobile home park:	\$750
Portion of fee to be refunded if application is withdrawn prior to commencement of preparation of staff report and permit:	75%
Portion of fee to be refunded if application is withdrawn prior to consideration by the Regional Board:	50%
9. Review and Assessment of Subdivision Application	
Where a subdivision application is referred to the RDMW by the Province of British Columbia for review and comment by the RDMW and includes:	
A lot line adjustment without creation of a new lot:	No fee
Lease (per lot):	\$100
Less than three lots:	\$400
Three to ten lots:	\$600
Greater than ten lots:	\$750
10. Strata Title Conversion	
Application to convert an existing building into a strata subdivision (strata lots):	\$1,250
11. Application for Exemption from Minimum Frontage Requirement	
Application for an exemption from the statutory or bylaw minimum frontage requirement for:	
One lot:	\$250
More than one lot included in the same plan of subdivision:	\$350
12. Application to Temporarily Occupy as a Dwelling	
Application to request permission to temporarily occupy as a dwelling during construction of another dwelling on the same lot / parcel:	\$100
Security deposit required in relation to a temporary dwelling that consists of an existing dwelling that is located on the same lot / parcel as the dwelling to be constructed:	\$5,000
Security deposit required in relation to a temporary dwelling that consists of a manufactured home dwelling, mobile home dwelling or modular home dwelling that is existing or is to be moved onto the same lot / parcel as the dwelling to be constructed:	\$5,000
Security deposit required in relation to a temporary dwelling that consists of a recreational vehicle to be moved onto the same lot / parcel as the dwelling to be constructed:	\$2,000
13. Miscellaneous Services (Amended by Bylaw Nos. 926 and 934)	
Map or plan 0.61 meters by 0.91 meters (2 x 3 feet) or less in size	\$25
Map or plan greater than 0.61 meters by 0.91 meters (2 x 3 feet) in size, but less than 1.12 meters by 1.52 meters (3.67 feet by 5 feet):	\$30
Map or plan greater than 1.12 meters by 1.52 meters (3.67 feet by 5 feet):	\$30 plus \$10 per 30 centimeters
Paper copies of documents: black & white - less than 28 x 43 cm (11 x 17 in) - max of 28 x 43 cm (11 x 17 in)	\$0.35 / page \$0.50 / page
color - less than 28 x 43 cm (11 x 17 in) - max of 28 x 43 cm (11 x 17 in)	\$1.00 / page \$2.00 / page
Electronic scan of map or plan (no size limit):	\$5
Existing electronic copies of documents, plans and maps sent by email or transferred to a storage device provided by the customer:	No fee
Property Title Search using the myLTSA service:	\$25
14. Forms of Payment:	
Fees shall be by cash, cheque, debit card or credit card. Where a security deposit is required, it shall be paid by cash, certified cheque, bank draft, debit card, irrevocable letter of credit or other form satisfactory to the Manager of Planning & Development Services.	

Note: Fees described herein include GST and PST where applicable.