

DEVELOPMENT PERMIT APPLICATION FORM

DATE SUBMITTED:

Incomplete applications will not be accepted and will be returned with a summary of missing information.

Relevant documents and plans must be sealed by the appropriate professionals, if applicable.

BEFORE SUBMITTING YOUR APPLICATION, NOTE THE FOLLOWING:

1. Incomplete applications will be returned to the applicant;
2. It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies, and applicable bylaws of the Town of Qualicum Beach, and to clearly represent how the application conforms to these requirements, policies, and bylaws before the application will be accepted;
3. The co-ordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the co-ordinating professional with no further review;
4. Applications that are inactive for a period of 6 months or more may be closed at the discretion of the Town;
5. The Town may distribute and publicize a report containing development approval information pertaining to this application.

APPLICATION AND PAYMENT MUST BE SUBMITTED TOGETHER, BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

MAIL: Town of Qualicum Beach, PO Box 130, Qualicum Beach, BC V9K 1S7

OWNER INFORMATION

Owner's Name		Street Address	
City / Town		Postal Code	
Phone		Email	

AGENT INFORMATION

Authorized Agent Name		Street Address	
City / Town		Postal Code	
Phone		Email	

Civic Address of Property	Legal Description
	PID:

DEVELOPMENT PERMIT REQUIRED FOR (SELECT ALL APPLICABLE FROM THE FOLLOWING)		
<input type="checkbox"/> DPA C1 Uptown Commercial?	<input type="checkbox"/> DPA C2 Light Industrial?	<input type="checkbox"/> DPA C3 Beach Commercial – Natural Environment?
<input type="checkbox"/> DPA C4 Beach Commercial?	<input type="checkbox"/> DPA C5 College Road?	<input type="checkbox"/> DPA C6 Memorial Avenue – Commercial, Multi-Family?
<input type="checkbox"/> DPA C7 – Memorial Avenue – Commercial?	<input type="checkbox"/> DPA C8 Crescent Road East?	<input type="checkbox"/> DPA C9 Berwick Road?
<input type="checkbox"/> DPA C10 Qualicum Beach Airport?	<input type="checkbox"/> DPA C11 Highway Bluff Commercial?	<input type="checkbox"/> DPA C12 Rural Destination Resort?
<input type="checkbox"/> DPA E1 Beach Area?	<input type="checkbox"/> DPA G1-G12 Ecological Greenway Areas?	<input type="checkbox"/> DPA H1 Hazardous Lands?
<input type="checkbox"/> DPA M1 Village Neighbourhood?	<input type="checkbox"/> DPA M2 Claymore Road?	<input type="checkbox"/> DPA M3 Multi-Family Residential?
<input type="checkbox"/> Is this a renovation to an existing building?	<input type="checkbox"/> Is this an addition to an existing building?	
FOR THE PURPOSE OF:		
<input type="checkbox"/> Subdivision of the land		
<input type="checkbox"/> Construct a building or structure or addition		
<input type="checkbox"/> Alter the land, a building or structure on the land in a Provincial Heritage Site		
<input type="checkbox"/> Alter the land, a building or structure on land within a Development Permit Area		
PROJECT DESCRIPTION (Including benefits for and impact on the community)		
<input type="checkbox"/> Completed Project Information Table Template (attach to Application)		
<input type="checkbox"/> Completed Development Rationale Report (attach to Application)		
SUMMARY OF EXISTING LAND USES ADJACENT TO THE SUBJECT PROPERTY		
SITE & BUILDING INFORMATION		
Current OCP Designation	Current Zoning	
Proposed Gross Floor Area	Lot Coverage (Including Building Coverage)	
SIGNATURE		
I / we hereby declare that all of the above statements and the information and material submitted in support of this Development Permit are, to the best of my/our knowledge, true and correct in all aspects. <i>If there are more than 2 owners, please attach names and signatures to this application.</i>		
Owner 1	Name	
Date	Signature	
Owner 2	Name	
Date	Signature	
Applicant	Name	
Date	Signature	

Development permits shall lapse if construction has not commenced within 2 years from the date of issuance of the permit.

Extensions may be considered to development permits subject to the payment of a renewal fee equal to fifty percent (50%) of the total original fees provided the application for extension is made prior to the permit lapsing. The length of time of any extension that may be granted will be at the discretion of the Town but may not exceed an additional two years.

Reapplication for an amendment or a permit that has been refused by the Council will not be considered within a six (6) month period immediately following the date of refusal.

APPLICATION FEES

Development Permit Application	\$500 plus \$1.50/m ² of new gross floor area to a max of \$4,000
Development Permit that is combined with a Zoning or OCP Bylaw Amendment	\$100 plus \$0.50m ² of new gross floor area of a building to a maximum of \$2,000; or \$100 plus \$10 per lot in a subdivision to a maximum of \$2,000. Plus RZ amendment (\$4,000) or OCP (\$2,000)
Reissuance of Existing Development Permit	\$200
Development Permit for façade improvements involving no additional floor area	\$100
Development Security Deposit	5% of works and services costs as approved by the Director of Infrastructure Services
Works and Services Administration and Inspection Fee	2% of project value on first \$250,000 plus 1.5% of project value over and above \$250,000 based on Engineer's Certified Project Cost as approved by the Director of Infrastructure Services (payable at the time of application for final approval)
Consultant's Fees	Where required under "Schedule F" of Town of Qualicum Beach Development Application Procedures and Fees Bylaw No. 605 to be charged back to an applicant; the applicant must deposit with the Town, an amount equal to 50% of the estimated costs provided by the Consultant, prior to further processing of the application. The balance of the fees must be paid prior to the application process being completed.
Legal Fees	Where required under "Schedule F" of Town of Qualicum Beach Development Application Procedures and Fees Bylaw No. 605 to be charged back to an applicant; the applicant must pay the fees prior to the processing of the application being completed.

Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Development Permit Application Form. Questions about this collection can be directed to the Corporate Administrator, Box 130, Qualicum Beach, BC or at 250-752-6921.