

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 522**

**THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY** and is a consolidation of *Planning & Development Procedures and Fees Bylaw No. 522, 2003*" with the following amendment bylaws:

<b>Date Adopted (YYY-MMM-DD)</b>	<b>Effective Date (YYY-MMM-DD)</b>	<b>Bylaw Number</b>	<b>Section Amended</b>
2024-Dec-12	2025-Jan-01	522.19	Schedule B – Planning Fees replaced

Individual copies of any of the above bylaws are available from the Sunshine Coast Regional District Legislative Services Division. For legal purposes, copies of the original bylaws should be obtained.

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 522**

A bylaw to establish procedures and fees to amend an official community plan, zoning bylaw, or land use contract, or to issue a permit under Part 14 of the *Local Government Act*, and to establish application procedures and fees for subdivision applications, applications to the Board of Variance, and requests for a variance under Section 8 (a) of the *Health Act Sewage Disposal Regulations*.

The Board of Directors of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

**WHEREAS** the Sunshine Coast Regional District must under Section 460 of the *Local Government Act*, by bylaw, define procedures under which an owner of land may apply to amend an official community plan bylaw, zoning bylaw or for the issue of a permit;

**AND WHEREAS** the Sunshine Coast Regional District must under Section 486 of the *Local Government Act*, by bylaw, define procedures and policy on the process for requiring development approval information and the substance of information that may be required;

**AND WHEREAS** the Sunshine Coast Regional District may under Section 229 of the *Local Government Act* delegate certain powers, duties and functions to its officers and employees;

**AND WHEREAS** the Sunshine Coast Regional District may under Section 462 of the *Local Government Act*, by bylaw, impose fees for an application to amend an official community plan, zoning bylaw or land use contract; an application for a permit under Part 14 of the *Local Government Act*; a subdivision application; an application to the Board of Variance; and to cover other additional costs of administering and inspecting works and services under Part 14 of the *Local Government Act*;

**AND WHEREAS** the Sunshine Coast Regional District must under Sections 466 and 467, and Divisions 8 and 9 of Part 14 of the *Local Government Act* give notice of a public hearing, the waiving of a public hearing, an application for a temporary commercial or industrial use permit, and an application for a development variance permit and may, by bylaw, specify distances for giving notice.

**AND WHEREAS** the Sunshine Coast Regional District, constituted as the Local Board of Health, following application by a person intending to install a sewage disposal system, may, as per Board resolution numbers 661/97 and 661/97 and as per Section 8(a) of the *Health Act Sewage Disposal Regulations*, specify an isolation distance between a natural boundary of tidal water and a proposed sewage absorption disposal area of less than 100 feet;

**AND WHEREAS** the Sunshine Coast Regional District may under Section 397 of the *Local Government Act* impose a fee or charge in respect of all or part of a service of the regional district;

**AND WHEREAS** the Sunshine Coast Regional District may, pursuant to Part 12 of the

*Local Government Act*, enforce bylaws including by imposing fines, penalties and costs;

**NOW THEREFORE** the Sunshine Coast Regional District Board of Directors in open meeting assembled hereby enacts as follows:

Title

1. This bylaw may be cited as the "Planning & Development Procedures and Fees Bylaw No. 522, 2003".

Definitions

2. For the purpose of this bylaw, the following terms are defined as follows:

"Approving Officer" means a person appointed as approving officer for the Sunshine Coast Regional District pursuant to Division 3 of the *Land Title Act*.

"Board" means the elected and appointed directors of the Sunshine Coast Regional District acting as the Sunshine Coast Regional District Board in assembled meetings thereof.

"Board Committee" means a Sunshine Coast Regional District Standing Committee.

"Board of Variance" means those persons appointed pursuant to Bylaw No. 380 and Division 15 of the *Local Government Act* as the board of variance for the Sunshine Coast Regional District, acting in assembled meetings thereof.

"General Manager of Community Services" means a person who holds the position of Manager of Community Services for the Sunshine Coast Regional District.

"Land use permit" means a development permit, development variance permit, temporary commercial or industrial use permit, or tree cutting permit.

"Manager of Planning & Development" means a person who holds the position of Manager of Planning & Development for the Sunshine Coast Regional District.

"Qualified environmental professional" means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if;

- (i) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association;
- (ii) the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing

- all or part of an assessment report in respect of that development proposal, and
- (iii) the individual is acting within that individual's area of expertise.

“Qualified geotechnical professional” means a professional engineer or a professional geoscientist with experience in geotechnical study and geohazard assessments.

“Regional District” means the corporation of the Sunshine Coast Regional District, in the Province of British Columbia, and where the context so requires also means the land included in the boundaries of the Sunshine Coast Regional District.

“Secretary” means a person appointed under Section 236 of the *Local Government Act* to perform corporate administrative duties for the Sunshine Coast Regional District.

“Senior Planner means a person who holds the position of Senior Planner for the Sunshine Coast Regional District”.

### Scope

3. This bylaw applies to the following:
- (1) An application to amend an official community plan bylaw, a zoning bylaw, or both.
  - (2) An application for a Land Use Permit or an amendment to a Land Use Permit.
  - (3) an application for an order of the Board of Variance.
  - (4) an application for subdivision.
  - (5) an application to amend a land use contract.
  - (6) a request for property information.
  - (7) a request for a preliminary subdivision review.
  - (8) other additional costs of administering and inspecting works and services under Part 14 of the *Local Government Act*.
  - (9) a request for a Local Board of Health Variance to relax the isolation distance from the natural boundary of tidal water and a proposed sewage absorption disposal area of less than 100 feet.
  - (10) a request to Liquor and Cannabis Regulation Branch of British Columbia for cannabis production and retail endorsement license.

### Application

- 4.
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- (1) An application made pursuant to this bylaw will be executed in writing by the owner of the land that is subject to the application, or by a person authorized by the owner.
- (2) With the exception of a request made pursuant to Section 3(6), 3(7) or 3(9) an application made pursuant to this bylaw will be submitted to the Regional District on an application form prescribed by the Manager of Planning & Development. Information submitted in support of applications pursuant to Sections 3(1), 3(2), 3(4) and 3(5) will be as delineated in Schedule A attached hereto and forming part of this bylaw.

#### Fees

5. An application made pursuant to this bylaw will include an application fee, payable to the Regional District, in accordance with the fee schedule attached hereto as Schedule B, forming part of this bylaw.

#### Delegation of Decision-Making Authority

6. The Board may, by bylaw, delegate authority to the Manager of Planning and Development and the General Manager of Planning and Development or the Senior Planner, as an alternate, to approve or deny the issuance of:
  - (1) development permits;
  - (2) temporary commercial and industrial use permits;
  - (3) tree cutting permits;
  - (4) amendments to those permits listed in Sections 6(1) through 6(3); and
  - (5) amendments to development variance permits involving non-substantive design modifications, having no bearing or impact on the permitted location, setback, height, shape, size, floor area or parcel coverage of a building or structure.
  - (6) Amendments to development permits that deal with form and character involving non-substantive design modifications, having no bearing or impact on the permitted location, setback, height, shape, size, floor area or parcel coverage of a building or structure.

#### Application Process

7. Except for an application to the Board of Variance, a subdivision application, a property information request, or a request for a Local Board of Health Variance, an application submitted in accordance with this bylaw will be processed by the Manager of Planning & Development or their designate, as follows:
  - (1) In the event that the Board has delegated authority to approve or deny the issuance of a permit or permit amendment pursuant to Section 6 of this

bylaw, the Manager of Planning & Development will review the application for compliance with Regional District bylaws, policies and other relevant legislation, and upon completing their review will:

- (a) authorize the issuance of the permit or permit amendment, subject to any conditions imposed by the Manager of Planning & Development pursuant to Part 14 of the *Local Government Act*; or
  - (b) deny the issuance of the permit or permit amendment.
- (2) A report for the following types of applications shall be prepared by the Manager of Planning & Development or their designate for the consideration of the Board or Board Committee:
- (a) Applications for a permit or permit amendment pursuant to Section 6 of this bylaw, for which authority to approve or deny has not been delegated pursuant to Section 6 of this bylaw, and
  - (b) applications for an amendment to an official community plan and a rezoning.

The report shall include:

- (a) a summary of the application;
  - (b) additional relevant information, analysis and interpretation;
  - (c) a summary of advisory planning commission comments related to the application;
  - (d) information on relevant provincial and federal regulations and guidelines, including but not limited to any required approvals under the *Fisheries Act*, *Health Act* or *Highway Act*; and
  - (e) a recommendation on the application, including any required performance bond or security.
- (3) Prior to approval or denial of an application pursuant to Sections 7, Section 10 and Section 11, that requires compliance with the *Riparian Areas Regulation*, a report prepared by a qualified environmental professional in accordance with the *Riparian Areas Regulation* is required in support of an application. The report must identify the width of the streamside protection and enhancement area to be protected, and measures necessary to protect the integrity of the streamside protection and enhancement area.

The qualified environmental professional must:

- (i) certify he or she is qualified to conduct the assessment;
- (ii) certify he or she has followed the assessment methods set out in

- the Schedule to the *Riparian Areas Regulation*;
- (iii) provide an opinion that no natural features, functions or conditions that support fish life processes in the assessment area will be harmfully altered, disrupted or destroyed; or
  - (iv) in the event that there will be a harmful alteration, disruption or destruction of natural features, functions, and conditions that support fish life processes in the stream riparian assessment area (i.e. a HADD), obtain authorization from the Minister of Fisheries and Oceans, Canada or authorization under a regulation under the *Fisheries Act* (Canada).

Regional District issuance of a development permit is subject to notification from the Ministry of Environment and/or Fisheries and Oceans Canada that they have been notified of the proposed development, and provided a copy of the assessment report with the proper certifications and have provided the proper authorizations.

- 8. An application for subdivision submitted in accordance with this bylaw will be processed by the Manager of Planning & Development or their designate, who will review the application for compliance with Regional District bylaws, policies and other relevant legislation, and upon completing their review will:
  - (1) advise the Approving Officer of certain conditions required by the Regional District prior to issuance of subdivision approval; or
  - (2) advise the Approving Officer that the proposed subdivision does not conform to an applicable bylaw or policy in effect, and recommend that approval of the subdivision be withheld.
- 9. An application for an order of the Board of Variance submitted in accordance with this bylaw will be processed pursuant to “Sunshine Coast Regional District Board of Variance Bylaw No. 380, 1993”.

#### Change in Applicant

- 9.5 After an application is submitted and while under consideration by the SCRD, should the application be transferred to a different applicant the following must be submitted to the SCRD:
  - (i) letter signed by current applicant and all land owners, or by a person authorized to sign on their behalf, authorizing the change in applicant and giving permission for the new applicant to make use of any supporting reports submitted to the SCRD;
  - (ii) letter signed by new applicant and, when considered relevant by the Manager of Planning & Development, all future land owners and;
  - (iii) new application form completed and signed by new applicant.

Board Decisions on Applications

10. Upon receipt of a report described in Section 7(2) for an amendment to an official community plan bylaw, zoning bylaw, or both, or an amendment to a land use contract bylaw, the Board may, upon resolution, either proceed with an amendment bylaw pursuant to Part 14 of the *Local Government Act* or deny the application.
11. Upon receipt of a report described in Section 7(2) for a permit or permit amendment, the Board may, upon resolution:
  - (1) authorize the issuance of the permit or permit amendment, subject to any conditions imposed by the Board pursuant to Part 14 of the *Local Government Act*; or
  - (2) deny the issuance of the permit or permit amendment.

Decision to Deny a Permit, or an Amendment to a Bylaw:

12. In the event that a permit or an amendment to a bylaw is denied, the Manager of Planning & Development or their designate will notify the applicant in writing within twenty-one (21) days immediately following the date of the decision.
13. All of the following apply to any decision by a delegate under Section 6(1):
  - (1) any applicant of property that is subject to a decision under Section 6 (1) who is dissatisfied with the decision is entitled to have the decision reconsidered by the Board in accordance with this Section.
  - (2) An applicant who wishes to have a decision reconsidered by the Board must apply for the reconsideration by delivering to the Secretary, within 30 days after the decision is communicated in writing to the applicant:
    - (a) the name of the delegate who made the decision, the date of the decision and the nature of the decision;
    - (b) the reasons why the applicant wishes the decision to be reconsidered by the Board;
    - (c) the decision the applicant requests be made by the Board, with brief reasons in support of the requested decision; and
    - (d) a copy of any materials considered by the applicant to be relevant to the reconsideration by the Board;
  - (3) a reconsideration application must be considered by the Board at a regular meeting of the Board held at least two weeks after the date on which the reconsideration application is delivered to the Regional District;



- (4) the Secretary must
  - (a) place each reconsideration application on the agenda for a regular meeting of the Board in accordance with Section 13 (3);
  - (b) give notice of each reconsideration by the Board in accordance with any notice requirements in respect of the original application that are set out in this bylaw; and
  - (c) before each reconsideration by the Board, deliver to each Board member a copy of the materials that were considered by the delegate in making the decision that is to be reconsidered;
- (5) in reconsidering a decision the Board must consider the material that was considered by the delegate in making the decision;
- (6) at a reconsideration of a decision, the applicant and any other person who is interested in the decision are entitled to be heard by the Board;
- (7) the Board is entitled to adjourn a reconsideration of a decision; and
- (8) after having reconsidered a decision, the Board may either confirm the decision or may set aside the decision and substitute the decision of the Board.

#### Re-Application

14. (1) Unless an exception is made pursuant to Section 14(2), an applicant who has been denied a bylaw amendment or a permit pursuant to this bylaw may re-apply, except that the application will not be considered by the Board until six (6) months immediately following the date of decision.
  - (2) The time limit may be varied in relation to a specific reapplication by an affirmative vote of at least two-thirds (2/3) by the Board.
15. In the event that a permit has been authorized for issuance pursuant to this bylaw, a new permit application is required to change or alter a development, variance, temporary commercial or industrial use or tree cutting that has been permitted, if in the opinion of the Manager of Planning & Development, the proposed change or alteration would have the effect of:
  - (1) substantially altering the permitted location, setback, height, shape, size, floor area or parcel coverage of a building or structure;
  - (2) substantially altering the permitted grade, fill or drainage pattern of land;
  - (3) substantially altering the layout of a permitted plan of subdivision, except as may be required to fulfil the Regional District's park dedication requirements, or except as required to address provincial agency requirements;

- (4) substantially changing or intensifying a permitted commercial or industrial use;
  - (5) substantially modifying the landscaping or the external appearance of a building or structure located within a development permit area designated for form and character;
  - (6) substantially increasing the number of trees permitted to be cut; or
  - (7) substantially modifying the extent or characteristics of a habitat or vegetation replacement plan or other environmental mitigation plan, as may be required as a condition of the permit;
16. An application submitted pursuant to Section 15 is subject to Sections 4, 5, 6 and 7 of this bylaw and will, in all respects, be considered a new application.
17. Unless it is determined that a new permit application is required pursuant to Section 15, a permit amendment application is required to change, alter, revise, renew or extend a development, variance, temporary commercial or industrial use or tree cutting, for which a permit has been authorized.

#### Withdrawal & Cancellation

18. In the event that an application made pursuant to this bylaw is postponed or held inactive by an applicant for a period of six (6) months, the Manager of Planning & Development or their designate will notify the applicant in writing of any impending cancellation pursuant to Section 19.
19. (1) In the event that an application made pursuant to this bylaw is withdrawn, postponed, or held inactive by the applicant for a period exceeding nine (9) months, the application will be cancelled and, if applicable, a refund paid to the applicant in accordance with Schedule B attached hereto and forming part of this bylaw.
- (2) The Manager of Planning & Development or their designate may postpone an impending cancellation, if a written request for extension is received from the applicant within the period specified in Section 19(1).

#### Notifications

20. Pursuant to Part 14 of the *Local Government Act*, and notwithstanding Section 21, the Manager of Planning & Development or their designate will give notice of a public hearing or temporary commercial and industrial use permit application to:
- (1) owners of property located within 100 metres of the land that is subject to the bylaw amendment or temporary commercial and industrial use permit application, as currently listed on the assessment roll; and

- (2) tenants currently occupying property located within 100 metres of the land that is subject to the bylaw amendment or temporary commercial and industrial use permit application.
21. Pursuant to Part 14 of the *Local Government Act*, the Manager of Planning & Development or their designate will give notice of a permit application involving a variance to a bylaw within the specified distances that follow:
  - (1) In cases where the land that is subject to the bylaw amendment or permit application is zoned “R1” and “R2”, such notice will be mailed or otherwise delivered to:
    - (a) owners of property located within 50 metres of the land that is subject to the bylaw amendment or permit application, as currently listed on the assessment roll; and
    - (b) tenants currently occupying property located within 50 metres of the land that is subject to the bylaw amendment or permit application.
  - (2) In all other cases, where the land that is subject to the bylaw amendment or permit application is zoned other than “R1” or “R2”, such notice will be mailed or otherwise delivered to:
    - (a) owners of property located within 100 metres of the land that is subject to the bylaw amendment or permit application, as currently listed on the assessment roll; and
    - (b) tenants currently occupying property located within 100 metres of the land that is subject to the bylaw amendment or permit application.
22. Upon first and second reading of a bylaw amendment application involving:
  - (1) a rezoning from residential use to commercial or industrial use;
  - (2) more than 10 hectares of land; or
  - (3) the potential subdivision of 10 or more lots;

an applicant will post a notification sign on the land that is subject to the bylaw amendment, which is to be constructed and installed in accordance with the applicable guidelines as set out in Schedule C attached hereto and forming part of this bylaw.
23. Within ten (10) days of submitting an application for subdivision, an applicant will post a notice sign on the land that is the subject of the subdivision application, which is to be installed in accordance with written specifications provided by the Manager of Planning & Development or their designate.
24. Upon receiving from the Manager of Planning & Development written confirmation of a suitable date and time for a public information meeting, an

applicant to which Section 21 applies or an applicant for a subdivision comprising more than 10 hectares of land or the creation of ten (10) or more lots will:

- (1) arrange and conduct the public information meeting in accordance with the applicable public information meeting guidelines as set out in Schedule D attached hereto and forming part of this bylaw;
  - (2) give notice of the public information meeting, stating:
    - (a) in general terms, the purpose of the bylaw amendment;
    - (b) the land that is subject to the bylaw amendment; and
    - (c) the time, date and place of the public information meeting;
  - (3) mail or otherwise deliver notice at least ten (10) days before the public information meeting to:
    - (a) owners of property located within 100 metres of the land that is subject to the bylaw amendment or subdivision application, as currently listed on the assessment roll; and
    - (b) tenants currently occupying property located within 100 metres of the land that is subject to the bylaw amendment or permit application.
  - (4) publish notice in the local newspaper, at least one (1) week and not more than two (2) weeks before the public information meeting.
25. Notice of an application for an order of the Board of Variance will be made in accordance with “Sunshine Coast Regional Coast Regional District Board of Variance Bylaw No. 380, 1993”.

#### Property Information Requests

26. (1) A request for property information made pursuant to this bylaw will comprise a written letter of application relating to a parcel or a group of contiguous parcels for one or more of the following matters:
- (a) confirmation of Regional District bylaws or policies, which may be applicable and in effect;
  - (b) confirmation of any permits and approvals issued by the Regional District, which may be applicable and in effect;
  - (c) an opinion as to the status of compliance with Regional District bylaws, policies, permits or other approvals, which may be applicable and in effect;

- (d) confirmation of the status of bylaw or permit compliance procedures conducted by the Regional District;
  - (e) an opinion as to the status of use of a parcel, building or structure, and whether it is conforming or non-conforming with respect to a zoning bylaw, pursuant to Division 14 of the *Local Government Act*;
  - (f) an opinion as to the status of siting, size or dimensions of a building or structure, and whether it is conforming or non-conforming with respect to a zoning bylaw, pursuant to Division 14 of the *Local Government Act*;
  - (g) an opinion as to the status of siting, size, dimensions or number of off-street parking stalls or loading spaces, and whether it is conforming or non-conforming with respect to a zoning bylaw, pursuant to Division 14 of the *Local Government Act*;
  - (h) confirmation of water or sewer services provided by the Regional District;
  - (i) confirmation of monies owed to the Regional District.
- (2)
- (a) A property information request made pursuant to Section 26(1)(f) or 26(1)(g) will include a current BC Land Surveyor's Certificate or Real Property Report.
  - (b) A BC Land Surveyor's Certificate or Real Property Report submitted pursuant to Section 26(2)(a) must bear the surveyor's original stamp and signature or certification by a lawyer or notary as being a true copy.
  - (c) If the date of a BC Land Surveyor's Certificate or Real Property Report submitted pursuant to Section 26(2)(a) exceeds three (3) months, the Survey Certificate or Real Property Report must be accompanied by an affidavit or statutory declaration sworn by the current property owner declaring:
    - (i) he or she has owned the respective property since the time the survey was completed;
    - (ii) he or she has reviewed the Survey Certificate or Real Property Report submitted pursuant to Section 26(2); and
    - (ii) there have been no alterations or improvements to the respective property that would affect, alter or deviate from that shown on the Survey Certificate or Real Property Report submitted pursuant to Section 26(2).
- (3) A property information request submitted in accordance with this bylaw will be processed by the Manager of Planning & Development or their

designate, who will within twenty-one (21) days issue the applicant a letter pertaining to any matter referred to in Sections 26(1)(a) through 26(1)(h).

- (4) A letter issued pursuant to Section 26(1) will contain a disclaimer notice, as follows: “The statements and information contained herein are provided by the Sunshine Coast Regional District, based on information that may be subject to error or inaccuracy. For this reason, neither the Regional District nor its officers and employees make any claim as to the accuracy or completeness of the statements and information contained herein, and accept no liability for any loss or damage resulting from any such inaccuracy. No reliance should be placed upon this letter without independently investigating and verifying the information contained herein, and obtaining independent advice from a qualified professional.”

#### Local Board of Health Variance

27. A request for a Local Board of Health Variance to, specify an isolation distance of less than 100 feet between a natural boundary of tidal water and a proposed sewage absorption disposal area shall be in the form of a letter and shall include the following supporting information:
- (a) a report prepared by an engineer with experience in hydrogeology certifying that the retention time of effluent in the ground prior to leaving the site is sufficient to attenuate contaminants introduced with the sewage discharge at the septic field;
  - (b) detailed engineering drawings of the proposed sewage treatment and ground disposal facilities that are prepared and certified by a professional engineer;
  - (c) a site plan prepared by a BC Land Surveyor depicting the proposed sewage ground disposal facilities and their distance from the natural boundary of tidal water; and,
  - (d) a letter from the Medical Health Officer or Public Health Inspector stating that the installation of the sewage disposal system will not create a hazard to human health.

#### Development Approval Information

28. Where an official community plan identifies land as being an area for which development approval information may be required for an application to amend a zoning bylaw, for a development permit or for a temporary commercial or industrial use permit, the procedures and policies for requiring such information and the substance of such information are set out in this bylaw.
29. If the lands which are the subject of an application made pursuant to this bylaw have been designated a development approval information area under an official community plan, the Manager of Planning & Development or their designate, upon receipt of an application submitted in accordance with this bylaw, will

determine whether and to what extent development approval information is required in accordance with this bylaw.

30. Where development approval information is required, the information will be provided by the applicant, at the applicant's expense, in the form of a report prepared by the appropriate professional, as set out in the table included in Section 38, to the Regional District within 120 days of the applicant receiving a written request from the Manager of Planning & Development or their designate to provide such report.
31. An applicant who is subject to a determination made pursuant to Section 30 may appeal to the Board for reconsideration, without charge, by:
  - (1) submitting a written notice to the Regional District within thirty (30) days of the applicant receiving a written request made pursuant to Section 30;
  - (2) stating the nature of the proposed development and its location; and
  - (3) the reasons why the development approval information requested by the Manager of Planning & Development or their designate may not be relevant to their application, or submit any alternative sources of information for the Board's consideration.
32. A request made pursuant to Section 31 will be considered by the Board within sixty (60) days of the Regional District receiving written notice, in which case the Board will make a final decision and specify the length of time to submit any required development approval information.
33. If the Regional District requires information in the form of a report related to the geotechnical suitability of land in relation to a proposed development, the Manager of Planning & Development or their designate may require that the report:
  - (1) assess the geomorphology, topography and soil composition of the land to be developed;
  - (2) assess the hydrology of the land to be developed, both surface and sub-surface;
  - (3) assess any rooted vegetation and topographical features of the land to be developed, as it may affect soil stability, erosion and land slip;
  - (4) identify the natural boundary of a waterbody, watercourse or top of bank within a ravine or flood plain, as established by a BC Land Surveyor;
  - (5) assess any existing or proposed on-site sewage systems, as they may affect soil stability, erosion and land slip;
  - (6) assess the occurrence and potential impact of flood torrents or storm waves on the land to be developed;

- (7) assess any sediment loading, turbidity, and any other water quality or quantity concern, which may affect domestic surface water;
  - (8) assess and provide recommendations on the proposed development, including siting of buildings, structures and sewage treatment facilities, building foundations and other structural support, excavation and filling, proposed methods of drainage and sewage absorption, and the sequence of construction that may be required to mitigate against any detrimental environmental effects; and
  - (9) certify that the land is safe for the use intended.
34. If the Regional District requires information in the form of a report related to the impact of a proposed development on transportation patterns, including traffic flow, the Manager of Planning & Development or their designate may require that the report:
- (1) estimate the number of additional vehicle trips per day to be generated by the proposed development and, in the case of phased development, by each phase of the development;
  - (2) provide an analysis of the proposed development's impact on existing public highways identified in the official community plan receiving increased traffic circulation, including vehicular capacity of the road, size and configuration of interSections, turning lanes, traffic lights and pullout areas;
  - (3) provide an analysis of the impact of the traffic generated by the proposed development on nearby and adjacent uses of the land;
  - (4) provide an analysis of the impact of traffic to be generated by the proposed development on areas where there may be conflict with vehicles including, without limitation, paths or walking trails, wildlife corridors and other interSection points;
  - (5) provide on-site parking and loading requirements and identify internal circulation routes of the proposed development;
  - (6) provide a breakdown of traffic flows associated with the proposed development as follows:
    - (a) weekday and weekend traffic rates;
    - (b) peak morning and evening traffic rates;
    - (c) different rates associated with different land use activities; and
    - (d) percentage of in and out flows.
  - (7) identify any highway upgrading, reconstruction, reconfiguration or expansion to the highways referred to in Section 34(2) that may be necessary in order to accommodate the additional vehicle trips per day to be generated by the proposed development, including the construction of



or alterations to interSections, turning lanes, traffic lights and pullout area and their cost and potential funding sources; and

- (8) provide solutions to possible traffic problems in addition to those described in Section 34(7), including without limitation, opportunities for facilitating transit use, and access by alternative highways.
35. If the Regional District requires information in the form of a report relating to the impact of a proposed development on local infrastructure, the Manager of Planning & Development or their designate may require that the report:
- (1) estimate the demand to be generated by the proposed development for water, and in the case of phased development, by each phase of the development;
  - (2) provide an analysis of existing public water systems and the options available for the supply and delivery of water to the proposed development;
  - (3) provide an analysis of existing systems for treatment and disposal of sewage, if any, and the options available for the treatment and disposal of sewage from the proposed development;
  - (4) estimate the amount of surface drainage water that would be generated by the proposed development and the options available for the collection, storage and disbursement of drainage;
  - (5) identify any possible deficiencies of the current water, sewage disposal and drainage systems in dealing with the proposed development; and
  - (6) identify the new capital works required for the proposed development for water, sewage disposal and solid waste disposal systems and their cost and the potential funding sources for these expenditures.
36. If the Regional District requires information in the form of a report relating to the impact of a proposed development on the natural environment, the Manager of Planning & Development or their designate may require that the report:
- (1) identify on the site the proposed development and any of the following geographical and biological features, both surface and subsurface:
    - (a) watercourses, either permanent or intermittent;
    - (b) wetlands and bogs;
    - (c) lakeshore regions;
    - (d) foreshore regions;
    - (e) topography and slopes;
    - (f) flora;
    - (g) functioning ecosystems;
    - (h) fish and wildlife habitat;
    - (i) groundwater quality and quantity;

- (j) soil type and conditions;
  - (k) surface water drainage patterns; and
  - (l) bedrock or other impervious layer.
- (2) estimate the volumes of surface drainage water that would be directed to water courses and the methods to be used to ensure that contaminants are not released into these waters as a result of the proposed development, and in the case of phased development each phase of the development;
  - (3) examine the proposed development's impact on the discharge of surface drainage water in relation to fish habitat;
  - (4) examine the potential for slipping of soil, sand or silt into watercourses as a result of the construction of buildings and structures and the installation of paved areas and the removal of trees and other vegetation in connection with the proposed development;
  - (5) examine the impact of the proposed development on the forest, if any, including trees and understorey, by determining the number and type of trees and type and extent of vegetation that would be removed to accommodate the proposed development;
  - (6) examine the impact of the proposed development on fish and wildlife habitat, if any, and the alteration of native fauna related to such habitat and any functioning ecosystems, including without limitation, any rare and endangered plant or animal species;
  - (7) examine the impact of any proposed road or bridge construction on watercourses and the banks of such watercourses;
  - (8) provide a plan for rehabilitation or revegetation to be undertaken by the applicant during and after the construction of the proposed development to restore and preserve disturbed soils, prevent erosion or sloughing and to restore native flora and fauna;
  - (9) examine the site's environmentally sensitive features;
  - (10) examine how the proposed development may impact the environment on the site of the proposed development and adjacent properties;
  - (11) examine how the applicant proposes to mitigate any potential impacts on the environment; and
  - (12) examine how the applicant proposes to ensure that no foreign materials enter into any watercourses, including without limitation, greases, oils, petroleum products, sediments and other contaminants during and after the construction of the proposed development.

37. If the Regional District requires a report containing information relating to community services and public facilities, the Manager of Planning & Development or their designate may require that the report:
- (1) identify the local community services that would be affected by the proposed development, including without limitation, the provision of school services, public transit, parkland and public space, recycling facilities, protective services such as fire and police services, health care and recreational facilities;
  - (2) examine the potential financial impacts of the proposed development on existing community services and public facilities;
  - (3) examine the impact of the proposed development on the number of users of existing community services and public facilities; and
  - (4) outline any potential costs and identify possible strategies to mitigate against the potential impacts, including an outline of potential funding sources for the provision of additional community services and public facilities that may be required as a consequence of the proposed development.
38. A report containing required development approval information must be prepared by a professional consultant or practitioner as generally outlined in the following table:

TYPE OF INFORMATION	CONSULTANT
Transportation	Traffic Engineer (P.Eng.)
Local Infrastructure	Civil Engineer (P.Eng.)
Geotechnical	Geotechnical Engineer (P.Eng.) Hydrological Engineer (P.Eng.)
Natural Environment	Registered Professional Biologist (R.P.Bio.) Professional Geologist / Geoscientist (P.Geo.) Registered Professional Forester (RPF) Professional Agrologist (P. Ag.) Landscape Architect (BCSLA) Member, Canadian Institute of Planners (MCIP) Architect (MAIBC)
Services	Architect (MAIBC) Civil Engineer (P.Eng.)

The professional consultant or practitioner must have qualifications directly related to the type of issue to be investigated.

39. If a report containing development approval information includes maps, the maps are to be drawn at a scale of 1:2000 or otherwise a scale prescribed by the Manager of Planning & Development or their designate.
40. Within twenty one (21) days of receiving a report containing development approval information, the Manager of Planning & Development or their designate will decide whether such report is complete.

- (1) If in reviewing a report containing development approval information it is determined that such report is incomplete or deficient, the Manager of Planning & Development or their designate will notify the applicant in writing within twenty one (21) days of receiving such report indicating the nature of deficiencies.
- (2) An applicant who receives a notice from the Manager of Planning & Development or their designate pursuant to Section 40(2) will resubmit the corrected report within six (6) months of receiving such notice, otherwise the applicant will be subject to a notice of impending cancellation pursuant to Section 18.

#### Publication of Information

41. The Regional District, and its officers and employees, may distribute and publicize a report containing development approval information or any non-personal information submitted pursuant to this bylaw.

#### Pre-Application Site Inspections

42. A request for a pre-application site inspection, to be conducted by the Manager of Planning & Development or their designate, will comprise a written letter from the respective property owner, and will include commitment to pay a site inspection fee payable to the Regional District at the hourly rate prescribed by Schedule B attached hereto and forming part of this bylaw.

#### Severability

43. If any Section, subSection, sentence, clause or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, that Section, subSection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.

#### Offences and Enforcement

44. Every person who:
  - (1) commences construction of, an addition to, or alteration of a building or other structure within a development permit area designated by the Regional District under s. 488(1) of the *Local Government Act*;
  - (2) alters land within a development permit area designated by the Regional District under Section 488 (1) (a) or (b) of the *Local Government Act*; or
  - (3) alters land or a building or other structure on land within a development permit area designated by the Regional District under Section 488 (1) (d), (h), (i) or (j) of the *Local Government Act*;shall first obtain a development permit, unless an exemption applies.

45. Every person who obtains a Land Use Permit or any other approval under this bylaw shall strictly comply with the terms and conditions of the approval and shall develop land strictly in accordance with the Land Use Permit.
46. Every person who:
- (1) violates a provision of this bylaw;
  - (2) permits, suffers or allows any act to be done in violation of any provision of this bylaw;
  - (3) neglects to do anything required to be done under any provision of this bylaw; or
  - (4) allows a violation of this bylaw to continue;
- commits an offence and each day a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

Repeal of Bylaws

47. Sunshine Coast Regional District Procedures Bylaw No. 312, 1987” is hereby repealed.
48. Notice of Public Hearing Bylaw No. 80, 1973” is hereby repealed.

READ A FIRST TIME this	27 <sup>th</sup>	day of	March, 2003
READ A SECOND TIME this	27 <sup>th</sup>	day of	March, 2003
READ A THIRD TIME this	24 <sup>th</sup>	day of	April, 2003
ADOPTED this	26 <sup>th</sup>	day of	June, 2003

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

**Schedule A  
Information Requirements**

**Amendments to Official Community Plans**

1. At a minimum, the following information is required in support of an application to amend an official community plan:
  - (1) A scaled context map showing all areas affected by the official community plan bylaw amendment, including existing and proposed land use zones, adjacent properties and roads, watercourses and other significant natural features.
  - (2) A scaled subdivision district map showing any proposed subdivision district(s) and existing subdivision districts.
  - (3) A scaled site plan showing the property that is subject to the application, including parcel area(s) and dimensions, all structures, all land uses, location of site access, outdoor storage and parking areas.
  - (4) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
  
2. Depending on the scale and complexity of the official community plan amendment, additional information may be required to properly evaluate the application. Additional information may include, but is not limited to, the following:
  - (1) If making an official community plan amendment application to permit a specific development, provide two (2) sets of full-size architectural or engineered drawings and one set of 8.5" x 11" reductions illustrating the building site plan, floor plans, elevations, building and site Sections. Planning & Development staff may consider exceptions to specific drawings, depending on the scale and complexity of the proposed development.
  - (2) A current BC Land Surveyor's survey certificate or real property report.
  - (3) A development impact statement indicating the potential impact of the proposed development on surrounding land uses and public facilities such as schools, park land, public space and other potential amenities such as public transit. An assessment of the potential impact of the development on public infrastructure and community services such as water supply, sewage disposal, fire protection systems, solid waste disposal and recycling.

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**Information Requirements**

- (4) A geotechnical report, prepared by a professional engineer having geotechnical experience, which assesses the geotechnical suitability of lands to be developed for the use intended.
- (5) An impact assessment of the proposed development on groundwater quantity and quality, and surface water affected by the development, including options for collection, storage and drainage of surface water. A professional engineer having experience with hydrological studies must complete such study.
- (6) An assessment of the anticipated water supply and sewage disposal facilities for the development including connections to a community sewage system, if available. A professional engineer having experience with hydrological and sewage studies must complete such study.
- (7) An impact assessment of the development on the natural environment, such as aquatic areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species. A qualified person, such as a professional biologist, must complete such study.
- (8) An assessment of the impact of the proposed development on traffic volumes and road, including the ability to provide safe and effective external access to the proposed development and internal access. A professional engineer having experience with traffic analysis must complete such study.
- (9) A statement indicating the potential aesthetic value of the development, its visual character, and integration with public amenity areas and the natural environment, including lighting, noise and air quality.
- (10) An archaeological impact assessment prepared by a qualified archaeologist.

Amendments to Zoning Bylaws and Land Use Contracts

3. At a minimum, the following information is required in support of a site-specific application to amend a zoning bylaw or an application to amend, by bylaw, a land use contract:
  - (1) A scaled context map showing all areas affected by the bylaw amendment, including existing and proposed zones, adjacent properties and roads, watercourses and other significant natural features.

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Information Requirements**

- (2) A scaled subdivision district map showing any proposed subdivision district(s) and existing subdivision districts.
  - (3) A scaled site plan showing the property that is subject to the bylaw amendment application, including parcel area(s) and dimensions, all structures, location of site access, outdoor storage and parking areas.
  - (4) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
4. Depending on the scale and complexity of the proposed bylaw amendment, additional information may be required to properly evaluate the application. Information may include, but is not limited to, the following:
- (1) If making a bylaw amendment application to permit a specific development, two (2) sets of full-size architectural drawings and one set of 8.5" x 11" reductions illustrating the building site plan, floor plans, elevations, building and site Sections. Planning & Development staff exceptions to specific drawings, depending on the scale and complexity of the proposed development.
  - (2) A current BC Land Surveyor's survey certificate or real property report.
  - (3) A development impact statement indicating the potential impact of the proposed development on surrounding land uses and public facilities such as schools, park land, public space and other potential amenities such as public transit. An assessment of the potential impact of the development on public infrastructure and community services such as water supply, sewage disposal, fire protection systems, solid waste disposal and recycling.
  - (4) A geotechnical report, prepared by a professional engineer having geotechnical experience, which assesses the geotechnical suitability of lands to be developed for the use intended.
  - (5) An impact assessment of the proposed development on groundwater quantity and quality, and surface water affected by the development, including options for collection, storage and drainage of surface water. A professional engineer having experience with hydrological studies must complete such study.



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Information Requirements**

- (6) An assessment of the anticipated water supply and sewage disposal facilities for the development including connections to a community sewage system, if available. A professional engineer having experience with hydrological and sewage studies must complete such study.
- (7) An impact assessment of the development on the natural environment, such as aquatic areas, vegetation, soils and erosion, geotechnical characteristics,
- (8) topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species. A qualified person, such as a professional biologist or other qualified professional, must complete such study.
- (9) An assessment of the impact of the proposed development on traffic volumes and road, including the ability to provide safe and effective external access to the proposed development and internal access. A professional engineer having experience with traffic analysis must complete such study.
- (10) A statement indicating the potential aesthetic value of the development, its visual character, and integration with public amenity areas and the natural environment, including lighting, noise and air quality.
- (11) An archaeological impact assessment prepared by a qualified archaeologist.
- (12) Additional supporting information that may be stipulated by an official community plan policy.
- (13) Development approval information, as set out in Sections 31 through 35 of this bylaw.

**Applications for Subdivision**

- 5. At a minimum, the following information is required in support of an application for subdivision:
  - (1) Two reduced (11" x 17" or smaller) and three full-size copies of the tentative subdivision plans showing the following:
    - (a) The title stating the legal description (Lot, Block, District Lot, and Plan Number) of the property, in addition to the name and address of the applicant.

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Information Requirements**

- (b) A map scale on the plan should be clearly visible and the plan must be drawn to that scale, preferably in metric measurements.
- (c) For strata title subdivisions and where more than three additional lots are proposed to be created, the plan should include a legend.
- (d) The legend should indicate the total area of the proposed subdivision, any public open space, land to be dedicated as park, the number of lots to be created and their intended land use, and the date the plan was prepared. If applicable, the date of any revisions to the plan must be shown.
- (e) The width and location of all existing roads, highways, lanes and rights-of-way providing access to the property must be shown. Any adjacent roads should also be shown. The width and location of all proposed road allowances must also be shown.
- (f) Wherever easements or restrictive covenants exist, their location, width, purpose and nature must be shown on the plan with full descriptions where possible.
- (g) The dimensions (metres) and area (m<sup>2</sup> or hectares) of each parcel to be created by the subdivision (including remainders) must be shown on the plan. Each lot to be created should be identified by a number or letter.
- (h) The dimensioned setbacks (metres) of all existing structures located within the proposed subdivision must be shown.
- (i) In cases where a subdivision is proposed to be phased over a number of months or years, the plan should indicate the order in which the development is proposed to be phased.
- (j) The location of all proposed utilities, services, percolation test holes, sewage disposal fields, and sources of domestic water must be shown on the plan.
- (k) All waterbodies, wetlands, geophysical sensitive areas including steep banks or slopes within or adjacent to the land to be subdivided shall be shown on the plan. A contour map consisting of 2-metre intervals should preferably represent the topography of the site.
- (l) Details of any proposed park dedication, pathways, and access to waterbodies or the foreshore.

- (2) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
  - (3) Copies of all charges indicated on title (restrictive covenants, easements, etc.).
6. Depending on the scale and complexity of the subdivision, additional information, including may be required to properly evaluate the application. Information may include, but is not limited to, the following:
  - (1) A current BC Land Surveyor's survey certificate or real property report.
  - (2) An archaeological impact assessment prepared by a qualified archaeologist.

#### Applications for Development Permits

7. At a minimum, the following information is required in support of an application for a development permit:
  - (1) If the proposed development is within a development permit area designated for geotechnical concerns or natural hazardous conditions, a geotechnical report, including a site plan, prepared by a qualified geotechnical professional, which assesses the geotechnical suitability of lands to be developed for the use intended.
  - (2) If the proposed development is within a development permit area designated for environmental and habitat concerns, an impact assessment of the development on the natural environment, such as aquatic areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species. A qualified environmental professional must complete such a study.
  - (3) If the proposed development is within a development permit area designated for form and character, architectural and/or landscape plans prepared by a qualified professional, and a statement indicating the potential aesthetic value of the development, its visual character, and integration with public amenity areas and the natural environment, including lighting, noise and air quality.

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- (4) If the proposed development includes the construction of a building or structure, two sets of full-size (1:250 minimum), and one set of reduced (8.5" x 11") architectural or engineered drawings including a scaled site plan, building elevations, building and site Sections, and roof plan. Planning & Development staff may consider exceptions to specific architectural drawings, depending on the scale and complexity of the proposed development.
  - (5) If the proposed development includes the construction of works other than a building or structure, two full-size and one set of reduced (8.5" x 11") scaled site plan showing details of all proposed infrastructure, including but not limited to roads and access, parking, sewage disposal system, water lines, and drainage facilities.
  - (6) If the proposed development involves a subdivision, a current plan of subdivision, prepared by a BC Land Surveyor, which includes the proposed subdivision layout, including all dimensioned lots, lot areas, and any proposed easements and right of ways, as well as a current Preliminary Layout Approval (PLA) from the Ministry of Transportation.
  - (7) If the development permit application involves a request for variance(s) to a bylaw, a detailed description of the requested variance(s), including illustration of the variance(s) on any plans and drawings submitted, and specific reasons in support of the requested variance(s).
  - (8) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
8. Depending on the scale and complexity of the proposed development, additional information may be required to properly evaluate the application. Information may include, but is not limited to, the following:
- (1) A current BC Land Surveyor's survey certificate or real property report.
  - (2) An archaeological impact assessment prepared by a qualified archaeologist.
  - (3) Development approval information, as set out in Sections 31 through 36 of this bylaw.

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**Information Requirements**

Applications for Development Variance Permits

9. At a minimum, the following information is required in support of an application for a development variance permit:
  - (1) If the proposed development includes the construction of a building or structure, two sets of full-size (1:250 minimum) and one set of reduced (8.5" x 11") architectural drawings including a scaled site plan, building elevations, building and site Sections, roof plan and off-street parking if applicable. Planning & Development staff may consider exceptions to specific architectural drawings, depending on the scale and complexity of the proposed development.
  - (2) If the development involves a subdivision, a current plan of subdivision, prepared by a BC Land Surveyor, which includes the proposed subdivision layout, including all dimensioned lots, lot areas, and any proposed easements and right of ways, as well as a current Preliminary Layout Approval (PLA) from the Ministry of Transportation.
  - (3) A detailed description of the requested variance(s), including illustration of the variance(s) on any plans and drawings submitted, and specific reasons in support of the requested variance(s).
  - (4) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
  
10. Depending on the scale and complexity of the proposed development, additional information may be required to properly evaluate the application. Information may include, but is not limited to, the following:
  - (1) A current BC Land Surveyor's survey certificate or real property report.
  - (2) An archaeological impact assessment prepared by a qualified archaeologist.
  - (3) A report prepared by a qualified professional in support of the requested variance(s), which addresses concerns that may include geotechnical characteristics, natural hazardous conditions, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species, water supply and water servicing, or traffic impact where a variance to parking is requested.

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**Information Requirements**

Applications for Tree Cutting Permits

11. At a minimum, the following information is required in support of an application for a tree cutting permit:
  - (1) Two sets of full-size and one reduced (8.5" x 11") site plan (1:500 minimum) identifying the number and relative location of trees proposed to be cut on the subject property. The site plan must also show the property lines, access points and any buildings and structures contained on the site.
  - (2) A report prepared by a certified arborist or registered professional forester, which assesses the number, size, type and condition of tree(s) proposed to be cut and provides a recommendation on any tree replacement.
  - (3) A report prepared by a professional engineer having experience in geotechnical engineering or hydrology, which assesses the proposed tree cutting, as reported by a certified arborist or registered professional forester, and certifies that the proposed tree cutting will not create a danger from flooding and erosion.
  - (4) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
12. Depending on the scale and complexity of the tree cutting permit, additional information may be required to properly evaluate the application. Additional information may include, but is not limited to a current BC Land Surveyor's survey certificate or real property report.

Applications for Temporary Commercial, Temporary Industrial and Cannabis Production or Retail Endorsement

13. At a minimum, the following information is required in support of an application for a temporary commercial or industrial use permit:

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- (1) If the proposed temporary commercial or industrial use includes the construction or installation of a temporary building, structure or facility, two sets of full-size (1:500 minimum) and one set of reduced (8.5" x 11") architectural or engineered drawings including a scaled site plan, building elevations, building and site Sections, and roof plan. Planning & Development staff may consider exceptions to specific drawings, depending on the scale and complexity of the proposed temporary commercial or industrial use.
  - (2) A site plan (1:500 minimum) identifying the location and type of proposed temporary commercial or industrial use(s) on the subject property. The site plan must also show the property lines, access points and any buildings and structures contained on the site.
  - (3) If the application for a temporary commercial or industrial use permit involves a request for variance(s) to a bylaw, a detailed description of the requested variance(s), including illustration of the variance(s) on any plans and drawings submitted, and specific reasons in support of the requested variances.
  - (4) A copy of a state of title certificate, or a copy of a Land Title Search providing proof of ownership dated no more than 30 days prior to the date of application.
14. Depending on the scale and complexity of the temporary commercial or industrial use applied for, additional information may be required to properly evaluate the application. Additional information may include, but is not limited to, the following:
- (1) A current BC Land Surveyor's survey certificate or real property report.
  - (2) A report prepared by a qualified professional which addresses concerns that may include geotechnical characteristics, natural hazardous conditions, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species.
  - (3) An impact assessment of the proposed temporary use on groundwater quantity and quality, and surface water affected by the use, including options for collection, storage and drainage of surface water. A professional engineer having experience with hydrological studies must complete such study.

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- (4) An assessment of the anticipated water supply and sewage disposal facilities required for the proposed temporary use including connections to a community sewage system, if available. A professional engineer having experience with hydrological studies must complete such study.
- (5) An assessment of the impact of the proposed temporary use on road and water access, including the ability to provide safe and effective internal and external access/egress. A professional engineer having experience with traffic analysis must complete such study.
- (6) An archaeological impact assessment prepared by a qualified archaeologist.
- (7) Development approval information, as set out in Sections 31 through 36 of this bylaw.

Applications to Amend a Permit

15. At a minimum, the following information is required in support of an application to amend a permit:
  - (1) A copy of the permit or permit authorization to be amended.
  - (2) Details of the proposed permit amendments, as identified on all permit schedules to be modified.
  - (3) A copy of a state of title certificate, or a copy of a Land Title Search providing proof of ownership dated no more than 30 days prior to the date of application.
  - (4) Resubmission of any supporting information, documents and materials which were required in support of the original permit application, with any applicable changes and alterations required in support of the proposed permit amendment.

Applications for a Board of Variance Order

16. At a minimum, the following information is required in support of an application to the Board of Variance:
  - (1) A detailed description of the requested variance(s), including illustration of the variance(s) on any plans and drawings submitted, and specific reasons in support of the requested variance(s).



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Information Requirements**

- (2) If a variance applied for relates to the structural alteration or addition to a non-conforming building or structure, or to the siting, dimensions or size of a building, structure or parking stall:
  - (a) A current BC Land Surveyor's survey certificate or real property report.
  - (b) One set of full-size (1:250 minimum) and reduced (8.5" x 11") architectural drawings, which may include a scaled site plan, building elevations, building and site Sections, and roof plan. Exceptions to specific architectural drawings may be made, if sufficient information is provided illustrating the nature of the variance requested and its implications on structures, buildings, adjacent land and the natural environment.

**Planning & Development Procedures and Fees Bylaw No. 522, 2003  
Consolidated for Convenience Only from December 12, 2024 to include Bylaw 522.19, 2024**

**SCHEDULE B – PLANNING FEES**

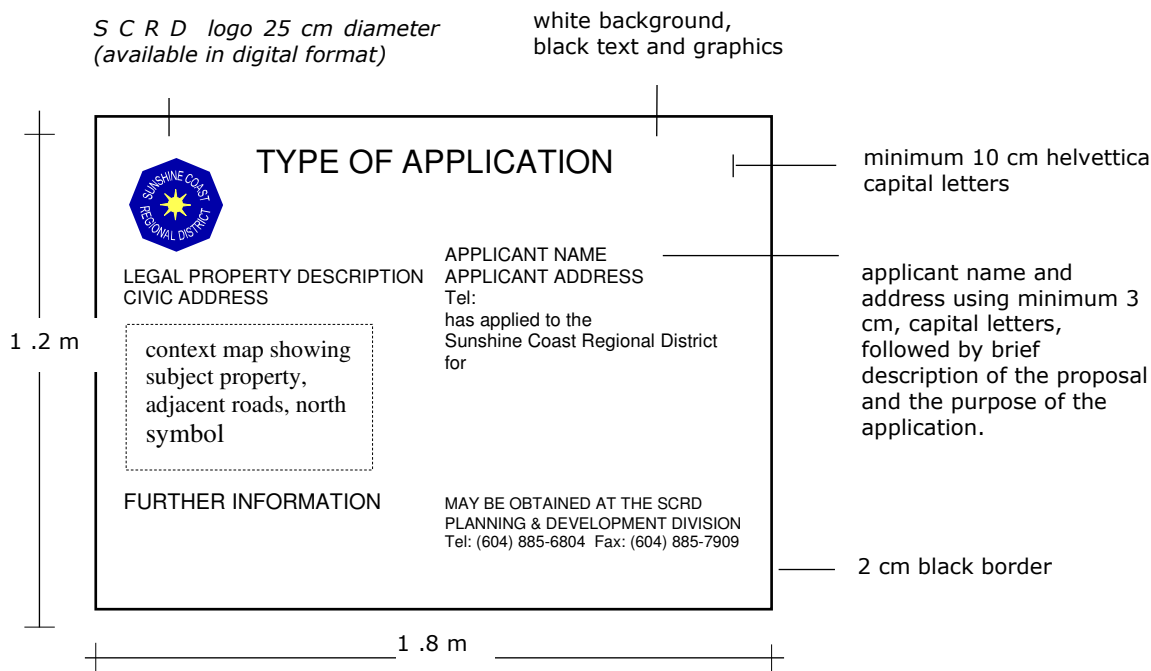
Description	Pre-Application Fee	Base Fee	Additional Fee*
<b>DEVELOPMENT PERMITS (DP)</b>			
Staff Issued DP (Hazard and Environment)	\$500	\$1,500	\$400 per additional DPA
Board Issued DP (Form and Character, Ag Buffer)		\$2,000	\$400 per additional DPA
Remedial DP Pre-Application (Work without Permit)	\$2,500	-	-
<b>DEVELOPMENT VARIANCE PERMITS (DVP)</b>			
Development Variance Permit	\$600	\$3,250	\$300 per additional variance
<b>BOARD OF VARIANCE</b>			
Board of Variance	\$600	\$3,000	\$300 per additional variance
<b>TREE CUTTING PERMITS</b>			
Tree Cutting Permit	N/A	\$200	\$25 per additional tree after 10
<b>SUBDIVISION</b>			
Subdivision creating up to two additional lots	\$500	\$5,000	-
Subdivision creating more than two additional lots	\$1,000	\$5,000	\$1,000 per additional lot after two
Frontage Waiver	-	\$2,000	\$250 per additional lot
Strata Conversion	\$500	\$3,000	\$1,000 per additional lot/unit
Lot Line Adjustment or Consolidation	\$500	\$2,000	-
Subdivision Conditions Amendment or Extension	-	\$500	-
<b>BYLAW AMENDMENTS AND TEMPORARY USE PERMITS</b>			
OCP or Zoning Bylaw Amendment	\$2,000	\$10,000	\$1,500 per public hearing
Joint OCP and Zoning Bylaw Amendment	\$2,500	\$15,000	\$1,500 per public hearing
Temporary Use Permit	\$1,000	\$4,000	-
<b>LIQUOR AND CANNABIS LICENCES</b>			
Liquor Licence	-	\$3,500	-
Cannabis Licence	-	\$4,500	-
<b>OTHER FEES AND CHARGES</b>			
Change of Applicant	-	\$200	-
Covenant Discharge or Amendment	-	\$1,000	-
Site Inspection	-	-	\$300 per site inspection **
Property Information Request (Comfort Letter)	-	\$500	-
Title Document	-	-	\$50 per document
<b>PERMIT AMENDMENTS AND WORK WITHOUT PERMITS</b>			
<ol style="list-style-type: none"> <li>All amendments or extensions to liquor and cannabis licenses, temporary use permits, development permits, tree cutting permits, and development variance permits shall be subject to 50% of the original Base Fee and Additional Fee.</li> <li>The application fee shall be 200% of the original Fee where work has started without the required development permit, tree cutting permit, development variance permit, or board of variance approval.</li> </ol>			
<b>REFUNDS</b>			
<ol style="list-style-type: none"> <li>50% of the Base Fee and Additional Fee will be refunded when an application is withdrawn within 21 days of submission.</li> <li>If a bylaw amendment does not proceed to a public hearing, or third reading if a public hearing is not required, a refund of 25% of the original application fee will be provided.</li> <li>A non-profit organization or public utility operated by a local government may apply to the SCRD Board to reduce fees up to 50% for a bylaw amendment, development permit, or development variance permit.</li> </ol>			

\* Additional Fees are added to Base Fees and apply to each unit/DPA/variance/lot/title/hearing after the first. For clarity, additional lot for subdivision refers to the new lots being created and does not include the existing or remainder lot.

\*\* One site inspection shall be included as part of the Base Fee of the application.

**Schedule C  
 Guidelines for Notification Signs**

1. A notification sign must be posted on the subject property line facing a street. The notification sign must be clearly visible from an abutting road. Specifications for a notification sign are provided below:



2. The notification sign is to be installed on the subject property at least ten (10) days before the public information meeting. The sign is to be removed within ten (10) days after the final decision on the application.
3. The applicant is responsible for installing, removing and repairing the notification sign, and for any damage resulting from its installation.

**Schedule D  
Guidelines for Public Information Meetings**

1. An applicant for an official community plan amendment may be required to conduct a public information meeting if any of the following criteria are met:
  - (1) The official community plan amendment would result in a more intensive land use, such as from rural or residential use to commercial, industrial or assembly use.
  - (2) The official community plan amendment involves more than 10 hectares of land.
  - (3) The official community plan amendment involves the potential creation of 10 or more lots.
  - (4) The official community plan amendment involves a development proposal, which the Manager of Planning & Development or Board or Board Committee considers to be of a major scale or nature warranting additional opportunity for the public to access information and inquire about the proposal beyond that available through the regular application referral and public hearing process.
  
2. An applicant for a zoning bylaw amendment, land use contract amendment or permit application may be required to conduct a public information meeting if any of the following criteria are met:
  - (1) The zoning bylaw amendment or land use contract amendment requires an official community plan amendment.
  - (2) The zoning bylaw amendment or land use contract amendment would result in more intensive or extensive zoning or land uses, such as from rural or residential zones to commercial, industrial or assembly zones.
  - (3) The zoning bylaw amendment or land use contract amendment involves more than 10 hectares of land.
  - (4) The zoning bylaw amendment or land use contract amendment involves the potential creation of 10 or more lots.
  - (5) The zoning bylaw amendment, land use contract amendment or permit application involves a development proposal, which the Manager of Planning & Development or Board or Board Committee considers to be of a major scale or nature warranting additional opportunity for the public to access information and inquire about the proposal beyond that available through the regular application referral or public hearing process.

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3. An applicant for a subdivision comprising more than 10 hectares of land may be required to conduct a public information meeting.
4. Notwithstanding the above guidelines, the Manager of Planning & Development or Board or Board Committee may waive the requirement for a public information meeting if either consider the nature, scale or potential issues related to an application as being minor.
5. If a public information meeting is required, the Manager of Planning & Development will schedule the meeting upon their initial review of the application and after consultation with the applicant. Subsequently, it is the applicant's responsibility to arrange and conduct the meeting according to the following guidelines:
  - (1) A public information meeting should be held between 7:00 p.m. and 9:00 p.m.
  - (2) A public information meeting should be held Mondays through Thursday, excluding holidays. Where the Manager of Planning & Development considers appropriate, a public information meeting may be held on a day of the weekend, if in the event that members of the public or adjacent property owners would otherwise have difficulty attending a meeting held on a weekday. A public information meeting held on a weekend should be in the afternoon.
  - (3) Where possible, a public information meeting should be held in a public facility, such as a public hall or school, in the community most affected by the respective application. In certain cases, where considered more convenient, accessible and where adequate meeting facilities exist, an applicant may hold a public information meeting at the property that is subject to the respective application. If deemed more appropriate by the Manager of Planning & Development, a public information meeting may be held within the offices of the Sunshine Coast Regional District.
  - (4) To ensure the public and persons who may be affected by a zoning bylaw amendment have adequate notice of a public information meeting, the following steps are to be taken:
    - (a) An advertisement for the public information meeting is to be placed in a local newspaper at least one week and not more than two weeks prior to the meeting.

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- (b) The newspaper advertisement must display at least two columns wide and include the following information about the public information meeting:
  - (i) Time, date and place;
  - (ii) Purpose of the meeting;
  - (iii) Description of the subject property subject, including a legal description;
  - (iv) Civic address and location map; and
  - (v) Applicant name and telephone number
- (c) The applicant must notify adjacent property owners and residents within at least 100 metres of the property (or properties) subject to the zoning bylaw amendment in person, by mail or hand-billing. BC Assessment rolls should be used in preparing an adjacent-property owner list. Sunshine Coast Regional District staff may assist in preparing the list.