



## DEVELOPMENT APPLICATION CHECKLIST

**IMPORTANT:** An application is considered incomplete and pending until all required documentation in the checklist is received; applications are only placed in the queue for processing once all required documentation and fees are received.

Please contact Development Services staff if you have any questions.  
Email: [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca) Phone: 250-833-5904

### Checklist: Completed by Applicant/Agent

- Completed Development Application form – pages 1-2
- Fee paid: As set out in CSRD [Development Services Application Fees Bylaw No. 4000](#)
  - Application fee
  - Land Title Office registration (only applicable for Development Permits, Development Variance Permits and Temporary Use Permits)
- Certificate of Title - **dated within the last 30 days**. Obtained through [BC Land Title & Survey](#)
- All documents listed on Certificate of Title (i.e. covenants, rights-of-way, easements)
- Documentation of signing authority when Owner is a company (i.e. Notice of Article, Company Summary)
- Development Approval Information Assessments (i.e. Preliminary Project Impact Assessment – page 5, FireSmart Assessment – pages 6-7). Not required for Foreshore/Water Development Permit
- Professional report(s) if required (i.e. Hydro-Geo-Lakes 100m DP, Riparian-RAR DP, Geohazard-Steep Slopes DP)
- Site plan showing: (preferably in metric. Sample site plan on page 4)
  - North arrow;
  - Dimensions and boundaries of property lines;
  - Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines;
  - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
  - Driveway material (i.e. asphalt, gravel etc.)
  - Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.)
  - Location of all existing water lines, wells, septic fields; and
  - Existing covenant areas, rights-of-way, and easements (if applicable).

**Staff may request a surveyed site plan by a BC Land Surveyor to confirm setbacks and/or building locations**

- Completed [Provincial Site Disclosure Statement](#). Applicable for Development Permit (not Foreshore/Water) and Bylaw Amendment applications. Statement Form and Schedule 2 Specified Industrial or Commercial Uses attached to paper copies or [pdf fillable form here](#).

Please visit [CSR D Bill Payments](#) for all payment methods for application fees

# SAMPLE SITE PLAN

