

## FORESHORE AND WATER 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 application form
- Fee paid: As set out in CSR D [Development Services Application Fees Bylaw No. 4000](#)
  - Application fee
  - Land Title Office registration
- Certificate of Title **dated within the last 30 days**. Obtained through [BC Land Title & Survey](#)
- All documents listed on title (e.g. covenants and easements)
- Professional report(s) if applicable
- Site plan showing: (preferably in metric)
  - Location of all proposed and existing docks, buoys, swimming platforms, and walkways
  - Setbacks from project property lines into the water for all docks, buoys, swimming platforms
  - Building material of docks, buoys, swimming platforms, and walkways

### Sample Site Plan

