

DEVELOPMENT APPLICATION CHECKLIST

Applicants are advised to consult with Development Services staff before submitting a Subdivision Application to the CSR D. Fees are non-refundable unless otherwise noted. **IMPORTANT: An application is considered incomplete and pending until all required documentation is received; applications are only placed in the queue for processing once all required documentation is received.**

Foreshore and Water Development Permits (docks, swimming platforms, and private mooring buoys).

Checklist:

- 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 or Title Search - 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:

