



DISTRICT OF PORT HARDY
APPLICATION FOR
DEVELOPMENT PERMIT,
DEVELOPMENT VARIANCE PERMIT OR
TEMPORARY USE PERMIT

The information requested in this application is required to expedite the review process and assist District staff in preparing recommendations to Council.

This form will only be accepted if it is completed in full and accompanied by all required attachments.

Application Process

Development Variance Permit

- Once the completed application is received, it is circulated to District departments for review and comment.
- All property owners within 50 m of the subject property will be notified of this application and be given an opportunity to view it and comment on it. Notice must be given at least ten days prior to consideration of the application.
- A staff report is prepared that will recommend that Council either accept or deny the application.
- If Council passes a resolution to accept the application, a permit will be prepared.
- It is the responsibility of the property owner to register this document with the Victoria Land Title and Survey Authority, if they so wish.

Temporary Use Permits

- Once the completed application is received, it is circulated to District departments for review and comment.
- Notice will be published in two publications of the local newspaper stating the subject lands, the purpose of the permit and the place, date and time of Council consideration.
- A staff report is prepared that will recommend that Council either accept or deny the application.
- If Council passes a resolution to accept the application, a permit, for a maximum of three years, will be issued.

Development Permits

- Once the completed application is received, it is circulated to District departments for review and comment.
- The Approving Officer will review all recommendations and submissions for development permits within the areas established as Development Permit Areas in the Official Community Plan and either issue or deny the permit.
- All other development permit applications shall be placed before Council, together with staff recommendations.
- Per *Local Government Act* section 920(11), the District may require the applicant to provide, at his/her cost, a report, certified by a professional engineer, to assist the District in determining what conditions or requirements it will impose in the permit.

Required Information

- | | |
|---|--|
| <input type="checkbox"/> Complete application package signed by the registered owner(s) of the subject property | <input type="checkbox"/> Copy of covenants registered on the land |
| <input type="checkbox"/> Certificate of State of Title dated no more than thirty days prior to the date of application. | <input type="checkbox"/> Scaled sketch plan of the lot detailing location, lot dimensions, highway, public roadways, right of way, location of creeks, water courses and wetlands, and current buildings on site including setbacks. |
| <input type="checkbox"/> Application fee. | |



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REGISTERED OWNER

First Name _____ Last Name _____
Company Name _____
Address _____
City _____ Province _____ Postal Code _____
Telephone _____ Cell _____
Email _____

AGENT OR CONSULTANT WORKING UNDER THE WRITTEN AUTHORITY OF THE OWNER

Contact
First Name _____ Last Name _____
Company Name _____
Address _____
City _____ Province _____ Postal Code _____
Telephone _____ Cell _____
Email _____

PROPERTY INFORMATION

Civic Address _____
Legal
Description _____
Present Land Use Designation _____ Present Zoning _____

Description of the Existing Use

SPECIFICS OF PROPOSAL

Description of the Proposed Use (use a separate sheet if necessary)

Proposed variation and/or supplementation to the existing regulations (use separate sheet if necessary)

Reasons and comments in support of the application (use separate sheet if necessary)

Technical information or reports and other information required to assist in the preparation of the permit

Specific Reports _____

General _____

OWNER(S) OR AGENT/CONSULTANT AUTHORIZATION (Only complete one)

OWNER(S), IF PERSONALLY APPLYING

I/We, _____
(Name of Owner - please print)

solemnly declare that I/we am/are the registered owner(s) of the real property described as

(Legal description of property)
and that I/we am/are registered as such in the Land Registry Office in Victoria, BC. I/We hereby declare that the foregoing information is true and proper and I/we make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

AGENT OR CONSULTANT, IF APPLYING ON BEHALF OF THE OWNER

I, _____ solemnly declare that I am the authorized agent of
(Name of Agent/Consultant - please print)

(Name of Owner(s) - please print)
who is/are the registered owner(s) of the real property described as

(Legal description of property)

It is understood that, until the District of Port Hardy is advised in writing that I am no longer acting on behalf of the undersigned owner, the District shall deal exclusively with me in respect to all matters pertaining to the proposed application. I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Agent: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

District of Port Hardy
PO Box 68, 7360 Columbia Street
Port Hardy, BC V0N 2P0
Telephone: 250 949-6665 Fax: 250 949-7433
www.porthardy.ca

FOR OFFICE USE

Application fee \$ _____

Payment received

Date _____ Receipt number _____

Reviewed by _____

Notes:

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