



CARIBOO REGIONAL DISTRICT  
BYLAW NO. 5005

A bylaw to establish various development procedures and guidelines and to authorize the imposition of fees related to land use applications and meetings.

WHEREAS the Board must, pursuant to Section 460 of the *Local Government Act*, by bylaw, establish procedures to amend an Official Community Plan bylaw, zoning bylaw or for the issuance of a permit;

AND WHEREAS the Board may under Section 263 of the *Local Government Act* delegate certain powers, duties and functions to its officers and employees and must further, under Section 232 of the *Local Government Act*, establish procedures for reconsideration;

AND WHEREAS the Board may, by bylaw pursuant to Section 462 of the *Local Government Act*, impose fees for an application to amend an Official Community Plan, zoning bylaw or land use contract; an application for a permit under Division (7,8,9 and 10) of Part 14 of the *Local Government Act*; an application to the Board of Variance and to cover additional costs;

AND WHEREAS the Board must under Sections 466, 467, 468, 494 and 499 of the *Local Government Act* give notice of a public hearing, the waiving of a public hearing, an application for a temporary permit, and an application for a development variance permit and may, by bylaw, specify distances for giving such notice;

NOW THEREFORE the Board of Directors of the Cariboo Regional District hereby enacts as follows:

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**TITLE:**

- (1) This bylaw may be cited as the “Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw No. 5005, 2016”.

**DEFINITIONS:**

- (2) For the purpose of this bylaw, the following terms are defined as follows:
  - (a) “Area Under Application” means that part of the subject property which is the subject of an application within the scope of this bylaw.
  - (b) “Board” means the elected and appointed directors of the Cariboo Regional District acting as the Cariboo Regional District Board in assembled meetings thereof.
  - (c) “Bylaw Offence Notice Enforcement Bylaw” means a bylaw of the Regional District pertaining to bylaw offense notices.
  - (d) “Comfort Letter” means a document outlining the status of outstanding building permit matters, land use regulation compliance, and/or determination of outstanding bylaw enforcement matters as well as any other information requested and authorized for release by the Corporate Officer or their designate.
  - (e) “Designate” means an individual appointed verbally or in writing by the appropriate manager, Deputy Chief Administrative Officer or Chief Administrative Officer to carry out any duty or duties of the appropriate manager.

- (f) “Highway” includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a Forest Service Road, a private right of way on private property, or a pathway not intended for vehicular traffic.
- (g) “Regional District” means the corporation of the Cariboo Regional District, in the Province of British Columbia, and where the context so requires also means the land included in the boundaries of the Cariboo Regional District.
- (h) “Subject Property” means the entirety of all lands wholly or partially subject to an application within the scope of this bylaw. Where an application refers partly or wholly to a portion of unsurveyed Crown land, only the area under application will be considered subject property.

**SCOPE:**

- (3) This bylaw applies to the following:
  - (a) An application to amend an Official Community Plan, a zoning bylaw or both.
  - (b) An application to amend a land use contract.
  - (c) An application for:
    - (i) a development permit requiring Board approval;
    - (ii) a temporary use permit; or
    - (iii) a development variance permit;
  - (d) An application for a development permit for which the Board has delegated all powers, duties and functions of the Board pursuant to Section 263 of the *Local Government Act*;
  - (e) A renewal of a temporary permit;
  - (f) A written request for an amendment to an application listed in Section (3)(a) through (3)(e) of this bylaw having bearing or impact on the permitted use, density, location, any setback or elevation, height, shape, size, floor area or parcel coverage;
  - (g) An application for an order of the Board of Variance; or
  - (h) A written request for a comfort letter.

**DELEGATION OF DECISION-MAKING AUTHORITY:**

- (4) The Board hereby delegates to the Manager Responsible for Planning, Chief Building Official and Manager of Environmental Services (herein after known as “the delegate”) all the powers, duties and functions of the Board pursuant to Section 263 of the *Local Government Act*, regarding development permits issued for:
  - (a) aquatic habitat protection;
  - (b) geotechnical hazard; and
  - (c) wildfire urban interface.

Reconsideration by the Board:

- (5) Any owner of land that is subject to the decision of a delegate under Section (4) is entitled, pursuant to Section 232 of the *Local Government Act* to have the Board reconsider the matter in accordance with Sections (6) through (11) of this bylaw.
- (6) An owner who wishes to have a decision reconsidered by the Board must apply for the reconsideration by delivering to the Corporate Officer within thirty (30) days after the decision is communicated in writing to the owner, which must include all of the following:
  - (a) the date of the decision and the nature of the decision;
  - (b) reasons why the owner wishes the decision to be reconsidered by the Board;
  - (c) the decision the owner requests be made by the Board, with reasons in support of the requested decision; and
  - (d) a copy of any materials considered by the owner to be relevant to the reconsideration by the Board.
- (7) A request for reconsideration must be considered by the Board within sixty (60) days of the Regional District receiving a written request for reconsideration.
- (8) The Corporate Officer must:
  - (a) arrange for the request for consideration to be placed on the agenda for a regular meeting of the Board in accordance with Section (7) of this bylaw;
  - (b) give notice of each reconsideration by the Board in accordance with any notice requirements regarding the original application set out in the this bylaw or the *Local Government Act*; 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.
- (9) In reconsidering a decision the Board must consider the material that was considered by the delegate in making the decision;
- (10) At a reconsideration of a decision, the owner is entitled to be heard by the Board;
- (11) The Board is entitled to adjourn or defer reconsideration of a decision and 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.

**FEES AND REFUNDS:**

- (12) The applicant(s) will pay the Cariboo Regional District an application fee in the amount prescribed in Figure 1 of Schedule “A” of this bylaw:
  - (a) at the time of submission, or prior to initiation of processing of applications under Section (3)(a) through (3)(h).
- (13) Refunds will be issued in the amount prescribed in the applicable figure in Schedule “A” of this bylaw, or in extenuating circumstances, by resolution of the Board.

## **APPLICATION PROCESSING PROCEDURE:**

- (14) An application for a Board of Variance under Section (3)(g) will be received and processed as per the procedures outlined in Cariboo Regional District Board of Variance Bylaw No. 3182, 1997 and all amendments thereto.
- (15) Applications and/or amendments under Section (3)(a) through (3)(f) of this bylaw will be considered complete and will be processed upon submission of the applicable application form and the information required for the application as delineated in the corresponding Part of Schedule “G” of this bylaw.
  - (a) If additional information is deemed to be required as per Schedule “G” of this bylaw, the Cariboo Regional District will not consider the application complete and therefore reserves the right to delay processing of the application until the required information is received.

### Amendments Requiring Re-Referral:

- (16) An application submitted under Sections (3)(a) through (3)(e) of this bylaw will be subject to the following regulations, where applicable:
  - (a) Where a written request for an amendment is deemed to meet the criteria set out in Section (3)(f), a re-referral will be required.
  - (b) Where staff determine that a re-referral is required as per Section (16)(a) of this bylaw, the application will be reviewed for completeness and as per the requirements outlined in Section (15) of this bylaw.

### Decision to Deny an Application:

- (17) In the event that an application or amendment under Section (3)(a) through (3)(e) is denied, the Manager Responsible for Planning or their designate will notify the applicant(s) in writing within thirty (30) days immediately following the date of the decision.

### Withdrawal & Cancellation:

- (18) Where an application under Section (3) has not completed the conditions of adoption or approval, as the case may be, within three (3) years of submission, the file will be closed. Staff will send a warning letter to the applicant(s) approximately three (3) months prior to file closure advising of impending file closure.
  - (a) The Manager Responsible for Planning or their designate may consider extenuating circumstances and grant an extension of the three (3) year expiry.

## **PUBLIC NOTIFICATION DISTANCES:**

### Notice of Public Hearing Distance for Rezoning, Official Community Plan Amendment & Land Use Contract Amendment Applications:

- (19) Notwithstanding Section 466 (7) of the *Local Government Act* and pursuant to Sections 464, 466 and 467 of the *Local Government Act*, upon second reading of an application under Section (3)(a) or (3)(b) of this bylaw, the Manager Responsible for Planning or their designate will give notice of a public hearing or waiving of a public hearing to owners and

tenants of property within 100 m (328.08 ft) of the subject property as listed on the assessment roll.

Notice of Temporary Permit Applications:

- (20) Notwithstanding Section 466 (7) of the *Local Government Act* and pursuant to Section 466 of the *Local Government Act*, the Manager Responsible for Planning or their designate will give notice of a temporary permit application under Section (3)(c)(ii) to owners and tenants of property within 100 m (328.08 ft) of the subject property as listed on the assessment roll.

Notice of Development Variance Permit Applications:

- (21) Pursuant to Section 499 of the *Local Government Act*, the Manager Responsible for Planning or their designate will give notice of an application under Section (3)(c)(iii) to owners and tenants of property within 100 m (328.08 ft) of the subject property as listed on the assessment roll.
- (22) Notification distances prescribed in Sections (19) through (21) of this bylaw are exclusive of highways.

**NOTICE OF DEVELOPMENT SIGNAGE REQUIREMENTS:**

Zoning & Official Community Plan Bylaw Amendments:

- (23) Notwithstanding Section (30) of this bylaw, upon second reading of an application under Section (3)(a), the applicant(s) will post a Notice of Development Sign which will:
- (a) be constructed and posted as per the specifications and instructions specified in Schedule “B”;
  - (b) contain the wording provided by the Manager Responsible for Planning or their designate; and
  - (c) be proven to be posted as per the specifications noted in Schedule “E” continuously for no fewer than twenty-one (21) days prior to and until holding of a public hearing.

Temporary Use Permit:

- (24) Notwithstanding Section (30) of this bylaw, in the case of a temporary permit application under Section (3)(c)(ii) of this bylaw, the applicant(s) will post a Notice of Development Sign which will:
- (a) be constructed and posted as per the specifications and instructions specified in Schedule “C”;
  - (b) contain the wording provided by the Manager Responsible for Planning or their designate; and
  - (c) be proven to be posted as per the specifications noted in Schedule “E” continuously for no fewer than fourteen (14) days prior to and until the Board Meeting at which the application is to be heard.

Public Hearings:

- (25) If it is found that the requirements under either Section (23), (24) or, as applicable, Section (30), are not satisfied in full, the Planning Services Department reserves the right to cancel the public hearing or delay consideration, as the case may be.
- (26) If applicable, an administrative cancellation of public hearing fee will be levied as per Schedule “A” if a public hearing is cancelled pursuant to Section (25). A new public hearing will not be booked and the application will not proceed until full payment of said fee is paid.
- (27) Within seven (7) days following a public hearing, the applicant(s) will remove the Notice of Development Sign noted in Section (23) or (24), as the case may be, from the subject property.
  - (a) Should the applicant(s) fail to comply with Section (27), the Regional District Bylaw Enforcement Officer can be instructed to process an offense through the Bylaw Offence Notice Enforcement Bylaw.

Development Variance Permits:

- (28) Notwithstanding Section (30) of this bylaw, no fewer than fourteen (14) days prior to and until the Board Meeting at which an application for a development variance permit under Section (3)(c)(iii) is to be considered, the applicant(s) will submit proof of posting of a Notice of Development Sign on the subject property as per the specifications and instructions prescribed in Schedule “D”.
  - (a) The applicant will further submit proof of the signage required under Section (28) as per the specifications noted in Schedule “E”.
- (29) Within seven (7) days following the Board Meeting at which an application under Section (3)(c)(iii) has been considered, the applicant(s) will remove the Notice of Development Sign noted in Section (28) from the subject property.
  - (a) Should the applicant(s) fail to comply with Section (29), the Regional District Bylaw Enforcement Officer can be instructed to process an offense through the Bylaw Offence Notice Enforcement Bylaw.

Newspaper Advertisement In Lieu of Signage:

- (30) If an application subject to the requirements of either Section (23), (24) or (28) applies to a subject property located in an area where posting a Notice of Development sign may not be an effective means of providing notice, the Manager Responsible for Planning or their designate has the discretion to authorize or require that the applicant(s) prepare a newspaper advertisement, which is to:
  - (a) be posted as per the specifications and instructions specified in Part (3) of Schedule “B” for applications under Sections (3)(a) or (3)(b);
  - (b) be posted as per the specifications and instructions specified in Part (3) of Schedule “C” for applications under Section (3)(c)(ii); or
  - (c) be published as per the specifications and instructions specified in Part (3) of Schedule “D” for a development variance permit under Section (3)(c)(iii).

Further, any newspaper advertisement in lieu of signage will:

- (d) be posted in two consecutive issues of the newspaper prescribed by the Manager Responsible for Planning or their designate;
- (e) be proven to be posted as per the specifications noted in Part (3) of Schedule “E”;
- (f) contain the wording provided by the Manager Responsible for Planning or their designate; and
- (g) be approved by the Manager Responsible for Planning or their designate prior to posting in a newspaper.

**PUBLIC INFORMATION MEETINGS:**

- (31) Upon first reading of an applicable application under Section (3), the Board may defer an application and request that a public information meeting be held prior to consideration.
- (32) Staff will not provide the approval necessary to initiate a public information meeting until full payment of the advertisement review fee for a public information meeting outlined in Schedule “A” has been received.
- (33) Upon such a request from the Area Director, the Manager Responsible for Planning may instruct staff to attend a public information meeting in a resource capacity.
  - (a) Where staff attendance is required, the applicant(s) will be invoiced as per the Staff Time costs noted in Schedule “A” and the application will not be further considered by the Board until said invoice is paid in full.
- (34) All public information meetings will be carried out in accordance with Schedule “F” of this bylaw.
- (35) Staff will conduct the mail-out of public information meeting notices required in Schedule “F” of this bylaw upon request by the applicant.
  - (a) If requested to conduct the mail-out as outlined in Section (35), the applicant will be invoiced as per the Staff Time costs noted in Schedule “A” and the application will not be considered by the Board until said invoice is paid in full.
  - (b) If mail out is undertaken by the applicant, a copy of those persons notified is to be submitted to Regional District staff.

**RE-APPLICATION:**

- (36) Unless an exception is made pursuant to Section (36)(a) of this bylaw, an applicant(s) who has been denied a bylaw amendment or a permit under 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.
  - (a) Pursuant to Section 460(3) of the *Local Government Act*, the time limit may be varied in relation to a specific re-application by an affirmative vote of at least two-thirds (2/3) of the Board members eligible to vote on the re-application.

**PROPRIETARY RIGHTS & PUBLICATION OF INFORMATION:**

(37) The Regional District and its officers and employees may distribute and publicize any document containing non-personal information submitted pursuant to this bylaw.

**SEVERABILITY:**

(38) 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, will be severed and the validity of the remaining portions of the bylaw will not be affected.

**REPEAL BYLAWS:**

(39) “Cariboo Regional District Development Procedures, Guidelines and Fees Bylaw No. 4973, 2015” is hereby repealed.

READ a first time this 24<sup>th</sup> day of March 2016.

READ a second time this 24<sup>th</sup> day of March 2016.

READ a third time this 24<sup>th</sup> day of March 2016.

ADOPTED this 24<sup>th</sup> day of March 2016.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5005 cited as the “Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw No. 5005, 2016” as adopted by the Cariboo Regional District Board on the 24<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
Corporate Officer

SCHEDULE “A”

Outline of Fees and Refunds:

<b>Application Type</b>	<b>Fees</b>
Rezoning	\$1,400†*
Official Community Plan Amendment	\$1,400†*
Land Use Contract Amendment	\$1,400†*
Development Variance Permit	\$450
Board of Variance	\$750
Development Permit Determined by Delegate	\$200
Development Permit Determined by Board	\$450
Development Permit with Variance	\$550
Temporary Use Permit	\$700*
Renewal of Temporary Use Permit	\$100
Building Strata Conversion	\$600 + \$100 per unit
Public Information Meeting	\$100**
Re-referral of an amendment to an application for rezoning, Official Community Plan amendment or land use contract amendment.	\$300
Re-referral of an amendment to a development variance permit, (any) development permit or temporary permit.	\$120
Cancellation of Public Hearing	\$750
Comfort Letter	\$100
Staff Time	\$60/hour***

**Figure 1**

†Where Rezoning, Official Community Plan, or Land Use Contract Amendments are combined in a single proposal and apply to all or part of the same, unique subject property, the fees will be reduced to \$500 for each additional application. Where an application applies to the entire bylaw area, requiring separate newspaper advertising, this reduction will not be applicable.

\*For applications that are proposed to create three or more lots or dwelling units, a fee of \$25.00 per lot or dwelling unit is to be added to the application fees up to a maximum additional fee of \$2,000.00.

\*\* Additional cost may be incurred for posters, radio ads or expanded notification distance.

\*\*\* A minimum ¼ hour for staff time. All time measured in ¼ hour increments and rounded up. Additional charges may be levied as per Cariboo Regional District Policy relating to travel compensation.

Refunds:

- (1) The fees for applications to amend Official Community Plans, zoning bylaws and Land Use Contracts will be refunded as per Figure 2 below:

Prior to referral	100% less \$25
Prior to consideration of first reading	100% less \$250
Prior to notification of public hearing/meeting being advertised	100% less \$400
After the public hearing/meeting is held	No refund

**Figure 2**

- (2) The Development Variance Permit, Development Permit and Temporary Permit applications will be refunded as per Figure 3 below:

Prior to referral	100% less \$25
Prior to consideration by the board	100% less \$175
Following refusal by the board	No refund
Following approval by the board	No refund

**Figure 3**

- (3) The application fees for the Board of Variance applications will be refunded as per Figure 4 below:

Prior to referral	100% less \$25
Prior to Consideration by the Board of Variance	100% less \$175
Following Consideration by the Board of Variance	No Refund

**Figure 4**

## SCHEDULE "B"

### Signage & Advertisement Specifications for Rezoning and Official Community Plan Amendments:

#### ***Construction Specifications:***

(1) The Notice of Development sign will conform to the following construction specifications:

<b>Sign Material:</b>	6 mm (¼") or better corex	"[all wording therein]" (Type of Application) * 7.6 cm (3") black letters
<b>Sign Size:</b>	122 cm (48") x 122 cm (48")	"SITE DESCRIPTION:" (and all wording therein) "FROM:" (and all wording therein) "TO:" (and all wording therein) "PURPOSE:" (and all wording therein) * 3.9 cm (1½") black letters
<b>Sign Lettering:</b>	Black enamel paint or Black vinyl lettering (i.e. CG Times Regular)	"FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING SERVICES DEPARTMENT CARIBOO REGIONAL DISTRICT SUITE D, 180 N. THIRD AVE, WILLIAMS LAKE, BC V2G 2A4 PHONE: (250) 392-3351 OR 1-800-665-1636 FAX: (250) 392-2812 WEB: www.cariboord.bc.ca" * 2.5 cm (1") black letters

#### ***Required Posting Specifications:***

(2) The Notice of Development sign is to be posted:

- (a) within 3 m (9.84 ft) of the front lot line of the subject property
- (b) so that the bottom of the sign is located a minimum of 1.5 m (4.92 ft) above the grade level of the highway onto which it faces
- (c) so that the sign is visible from the highway and is not obstructed by vegetation, structures, fences or any other object

#### ***Newspaper Advertisement in Lieu Specifications:***

(3) The Notice of Development Newspaper Advertisement ("Ad") is to conform to the following specifications:

<b>Minimum Ad Size:</b>	7.6 cm (3") x 10.2 cm (4")	"[all wording therein]" (Type of Application)
<b>Ad Lettering:</b>	CG Times Regular	"SITE DESCRIPTION:" (and all wording therein) "FROM:" (and all wording therein) "TO:" (and all wording therein) "PURPOSE:" (and all wording therein) "FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING SERVICES DEPARTMENT CARIBOO REGIONAL DISTRICT SUITE D, 180 N. THIRD AVE, WILLIAMS LAKE, BC V2G 2A4 PHONE: (250) 392-3351 OR 1-800-665-1636 FAX: (250) 392-2812 WEB: www.cariboord.ca"

## SCHEDULE "C"

### Signage for Temporary Permits:

#### ***Construction Specifications:***

(1) The Notice of Development sign will conform to the following construction specifications:

<b>Sign Material:</b>	6 mm (1/4") or better corex	"TEMPORARY USE PERMIT" * 5.7 cm (2-1/4") black letters
<b>Sign Size:</b>	91 cm (36") x 91 cm (36")	"SITE DESCRIPTION:" (and all wording therein) "TO ALLOW:" (and all wording therein)
<b>Sign Lettering:</b>	Black enamel paint or Black vinyl lettering (i.e. CG Times Regular)	"PURPOSE:" (and all wording therein) * 3 cm (1-1/8") black letters "FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING SERVICES DEPARTMENT CARIBOO REGIONAL DISTRICT SUITE D, 180 N. THIRD AVE, WILLIAMS LAKE, BC V2G 2A4 PHONE: (250) 392-3351 OR 1-800-665-1636 FAX: (250) 392-2812 WEB: www.cariboord.ca" * 2.0 cm (0.75") black letters

#### ***Required Posting Specifications:***

(2) The Notice of Development sign is to be posted:

- (a) within 3 m (9.84 ft) of the front lot line of the subject property;
- (b) so that the bottom of the sign is located a minimum of 1.5 m (4.92 ft) above the grade level of the highway onto which it faces; and
- (c) so that its view from the highway is not obstructed by vegetation, structures, fences or any other object

#### ***Newspaper Advertisement in Lieu Specifications:***

(3) The Notice of Development Newspaper Advertisement ("Ad") is to conform to the following specifications:

<b>Minimum Ad Size:</b>	7.6 cm (3") x 10.2 cm (4")	"TEMPORARY USE PERMIT"
<b>Ad Lettering:</b>	CG Times Regular	"SITE DESCRIPTION:" (and all wording therein) "TO ALLOW:" (and all wording therein) "PURPOSE:" (and all wording therein) "FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING SERVICES DEPARTMENT CARIBOO REGIONAL DISTRICT SUITE D, 180 N. THIRD AVE, WILLIAMS LAKE, BC V2G 2A4 PHONE: (250) 392-3351 OR 1-800-665-1636 FAX: (250) 392-2812 WEB: www.cariboord.ca"

## SCHEDULE "D"

### Signage for Development Variance Permits

#### ***Construction Specifications:***

(1) The Notice of Development sign will conform to the following construction specifications:

<b>Sign Material:</b>	6 mm (1/4") or better corex	"DEVELOPMENT VARIANCE PERMIT" * 5.7 cm (2-1/4") black letters
<b>Sign Size:</b>	91 cm (36") x 91 cm (36")	"SITE DESCRIPTION:" (and all wording therein) "TO VARY:" (and all wording therein)
<b>Sign Lettering:</b>	Black enamel paint or Black vinyl lettering (i.e. CG Times Regular)	"PURPOSE:" (and all wording therein) * 3 cm (1-1/8") black letters "FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING SERVICES DEPARTMENT CARIBOO REGIONAL DISTRICT SUITE D, 180 N. THIRD AVE, WILLIAMS LAKE, BC V2G 2A4 PHONE: (250) 392-3351 OR 1-800-665-1636 FAX: (250) 392-2812 WEB: www.cariboord.ca" * 2.0 cm (0.75") black letters

#### ***Required Posting Specifications:***

(2) The Notice of Development sign is to be posted:

- (a) within 3 m (9.84 ft) of the front lot line of the subject property
- (b) so that the bottom of the sign is located a minimum of 1.5 m (4.92 ft) above the grade level of the highway onto which it faces
- (c) so that its view from the highway is not obstructed by vegetation, structures, fences or any other object

#### ***Newspaper Advertisement in Lieu Specifications:***

(3) The Notice of Development Newspaper Advertisement ("Ad") is to conform to the following specifications:

<b>Minimum Ad Size:</b>	7.6 cm (3") x 10.2 cm (4")	"DEVELOPMENT VARIANCE PERMIT"
<b>Ad Lettering:</b>	CG Times Regular	"SITE DESCRIPTION:" (and all wording therein) "TO VARY:" (and all wording therein) "PURPOSE:" (and all wording therein) "FOR FURTHER INFORMATION PLEASE CONTACT: THE PLANNING SERVICES DEPARTMENT CARIBOO REGIONAL DISTRICT SUITE D, 180 N. THIRD AVE, WILLIAMS LAKE, BC V2G 2A4 PHONE: (250) 392-3351 OR 1-800-665-1636 FAX: (250) 392-2812 WEB: www.cariboord.ca"

## SCHEDULE “E”

### Specifications for Providing Proof of Signage:

- (1) Photographic proof that signage has been posted will include the following:
  - (a) One photograph taken from across the highway onto which the subject property fronts:
    - (i) with the highway onto which the subject property fronts in the foreground; and
    - (ii) with the sign in the background.
  - (b) One photograph taken so that all wording on the sign is clearly legible.
- (2) Photographs prescribed in Part (1) may be submitted to the Planning Services Department in digital or print format.
- (3) Where a newspaper advertisement is permitted or required in lieu of signage, the applicant shall submit clippings of the published advertisement(s) for each time the advertisement is published.

## SCHEDULE “F”

### Guidelines & Requirements for the Notification & Holding of Public Information Meetings:

#### Prior To Holding Of Public Information Meeting:

- (1) Prior to the initiation of the public information meeting, the applicant(s) will provide to the Manager Responsible for Planning or their designate, for approval, a copy of the notification containing the information required of this Schedule.

#### Means Of Notification:

- (2) Notification of a public information meeting relating to an application under Section (3) will be mailed to property owners within a minimum distance of 100 m (328.08 ft) of the subject property as listed on the assessment roll by the applicant.
- (3) Notification of a public information meeting will be published in a newspaper at least once with the first ad no more than fourteen (14) days prior to the meeting and the last ad at least five (5) days and no more than seven (7) days before the date of the public information meeting.
- (4) The Manager Responsible for Planning or their designate or the Board may require further means of providing notification (i.e. radio advertising, posters, etc.).
- (5) All information listed in Part (6) of this Schedule will be clearly visible in the required newspaper advertisement.

#### Contents of Notification:

- (6) Notification of a public information meeting will include:
  - (a) the date, time and location of the meeting;
  - (b) legal description(s) of the land(s) to which the application applies;
  - (c) a map indicating the subject property, the area under application, the proposal, water courses and highways.
  - (d) a description of the proposal as well as any additional information;
  - (e) a minimum of phone and mailing address contact information of the applicant; and
  - (f) the mailing address, phone number, fax number and the website of the Regional District.

## SCHEDULE "G"

### Information Requirements for applications:

#### An Amendment to an Official Community Plan or Zoning Bylaw:

- (1) At a minimum, the following information is required in support of an application to rezone or amend an Official Community Plan:
  - (a) Two (2) copies of a scaled site plan showing the subject property, including parcel area(s) and dimensions, all structures, all land uses, location of site access and any significant natural features.
  - (b) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than thirty (30) days prior to the date of application on any lands included as subject property, excepting unsurveyed Crown land.
- (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:
  - (a) Title documents registered on any lands included as subject property.
  - (b) A current BC Land Surveyor's survey certificate or building location certificate.
  - (c) Development approval information, as set out in the Cariboo Regional District Development Approval Information Bylaw No. 5008, 2016.

#### A Development Permit:

- (3) At a minimum, the following information is required in support of an application for a development permit:
  - (a) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than thirty (30) days prior to the date of application on any lands included as subject property, excepting non-titled Crown land.
  - (b) 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 letter (8.5 x 11 in) sized architectural or engineered drawings including a scaled site plan, building elevations, building and site sections, and roof plan. Planning Services staff may consider exceptions to specific architectural drawings (such as surveyor drawings), depending on the scale and complexity of the proposed development.
  - (c) A scaled site plan showing details of topographic and significant natural features as well as all existing and proposed structures and infrastructure, including but not limited to, homes, ancillary and other structures, roads and access, parking, sewage disposal system, water lines, and drainage facilities.

#### ***Aquatic Habitat, Watercourse or Riparian Areas:***

- (d) A report, including a site plan which assesses the suitability of lands to be developed for the use intended.

- (e) The existing or proposed location of any on-site septic disposal field, including setback; the area of intrusion in the riparian buffer zone; the proposed riparian setback; the mitigative measures to reduce impact of the proposed potential replanting scheme.

***Geotechnical:***

- (f) A geotechnical report, including a site plan, which assesses the geotechnical suitability of lands to be developed for the use intended, including details of mitigation measures.
- (g) A topographic features survey showing existing conditions such as slopes, ridges and other important features and a topographic plan for the proposed development showing finished grades and key features such as roads, buildings, and accesses.

***Wildfire Urban Interface:***

- (h) A report, including mapping, detailing landscaping, siting, exterior design and finish of building and structures and restrictions and placement of trees, types of species to be planted. Avoidance and removal of flammable plant species related to distance from structures may also be required.

***Environmentally Sensitive Areas:***

- (i) 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.

***Form & Character, Multi-Family, Industrial & Corridor:***

- (j) Architectural and/or landscape plans including aesthetic details such as building materials, colour, trim, fencing and off-street parking as well as 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.
- (4) Depending on the scale and complexity of the proposal, additional information may be required to properly evaluate the application. Additional information may include, but is not limited to, the following:
- (a) Development approval information, as set out in Cariboo Regional District Development Approval Information Bylaw No. 5008, 2016 may be required to properly evaluate the application.
  - (b) 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 in) scaled site plans showing details of all proposed infrastructure, including but not limited to roads and access, parking, sewage disposal system, water lines, and drainage facilities.

A Temporary Permit:

- (5) At a minimum, the following information is required in support of an application for a temporary permit:
  - (a) A site plan (1:500 minimum) identifying the location and type of proposed temporary use(s) on the subject property. The site plan must also show the property lines, access points, buildings and structures contained on the site.
  - (b) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than thirty (30) days prior to the date of application on any lands included as subject property, excepting Crown land.
- (6) Depending on the scale and complexity of the temporary use applied for, additional information may be required to properly evaluate the application. Additional information may include, but is not limited to, the following:
  - (a) A current BC Land Surveyor's survey certificate or building location certificate.
  - (b) Title documents registered on any title included as subject property.
  - (c) If the proposed temporary use includes the construction or installation of a building, structure or facility, two sets of full-size (1:500 minimum) and one set of reduced (8.5 x 11 in) architectural or engineered drawings including a scaled site plan, building elevations, building and site sections, and roof plan. Planning Services staff may consider exceptions to specific drawings, depending on the scale and complexity of the proposed temporary use.
  - (d) Development approval information, as set out in Cariboo Regional District Development Approval Information Bylaw No. 5008, 2016.

A Development Variance Permit:

- (7) At a minimum, the following information is required in support of an application for a development variance permit:
  - (a) A site plan (1:500 minimum) identifying the location and type of proposed temporary use(s) on the subject property. The site plan must also show the property lines, access points, buildings and structures contained on the site.
  - (b) A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than thirty (30) days prior to the date of application on any lands included as subject property, excepting unsurveyed Crown land.
- (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:
  - (a) A current BC Land Surveyor's survey certificate or building location certificate.
  - (b) Title documents registered on any title included as subject property.
  - (c) A report 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.