

DEVELOPMENT HANDBOOK



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01 HOW TO USE THIS GUIDE

This handbook is intended to assist you through the application process. Whether you are developing for the first time, or have years of experience, this handbook answers key questions you will have when it comes to developing in the Regional District. Processes can be complex, but our goal is to provide the necessary resources for you to make a complete application. Each section in the guide is comprised of 3 main categories:

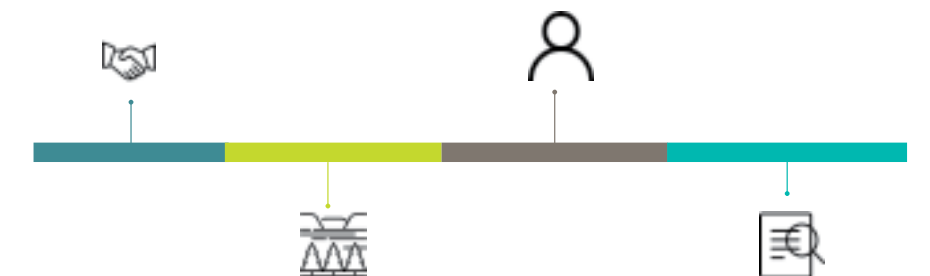
1 TYPE OF APPLICATION

VARIANCE SUBDIVISION
 REZONING BUILDING PERMIT

2 MAKING AN APPLICATION



3 APPROVAL PROCESS



02 INTRODUCTION TO KEY TERMS

Electoral Areas

The Cowichan Valley Regional District (CVRD) is comprised of nine Electoral Areas. The CVRD is responsible for managing growth and development in the nine electoral areas. Each area is named separately by letters of the alphabet, and represented by a board comprised of locally elected directors.

Electoral Areas Services Committee (EASC)

The Electoral Areas Services Committee (EASC) is made up of nine elected officials, representing the nine electoral areas of the CVRD. Development applications are first presented to the EASC for consideration. The role of the EASC is to make a recommendation to the CVRD Board on the development application.

CVRD Board

The CVRD Board is a decision making body comprised of members of the EASC as well as representatives from each of the following four municipalities within the CVRD: Town of Lake Cowichan, Town of Ladysmith, Municipality of North Cowichan and City of Duncan. The four municipalities do not vote on Development applications. The Board's role is to consider the EASC recommendation and pass a resolution.

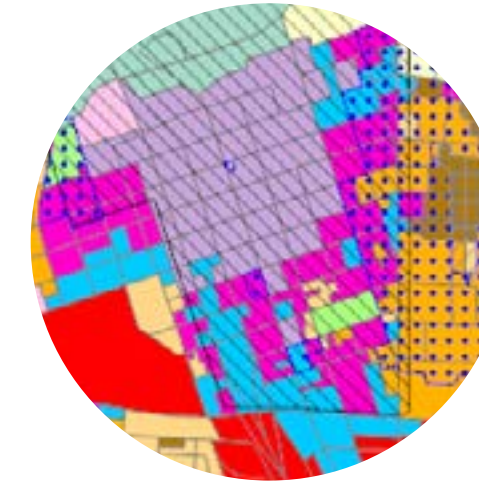


Advisory Planning Commission

The Advisory Planning Commission (APC) is an independent body of local residents appointed by the CVRD Board. Each Electoral Area has their own respective APC. The APC considers proposed land use decisions and offers recommendations. The APC does not have decision making authority.

Official Community Plan

Each Electoral Area has an Official Community Plan (OCP) that sets objectives and policies for future growth and development in the community. The OCP divides the CVRD into residential, commercial, agricultural, institutional, industrial and other land uses. The OCP outlines when these uses are needed and provides policy direction on how, when and where each land use will be located. Designated uses are outlined on an OCP map and colour coded for quick reference.



LAND USE DESIGNATIONS

- Residential
- Commercial
- Industrial
- Parks

Zoning Bylaw

Each Electoral Area has a Zoning Bylaw which implements the land use planning visions expressed in the OCP. A Zoning Bylaw regulates how land, building and other structures may be used.



RESIDENTIAL ZONES

- R-1 | Single Family
- R-2 | Duplex
- R-3 | Triplex
- R-4 | Multi-Family

Agricultural Land Reserve

The Agricultural Land Reserve (ALR) is a provincial land-use zone where agriculture is the priority use. Farming is encouraged and non-agricultural uses are restricted. The Agricultural Land Commission (ALC) is an independent tribunal dedicated to preserving agricultural land and enabling farming. The ALC is governed by the *Agricultural Land Commission Act*.

State of Title Certificate & Charges

A State of Title Certificate is a certified copy of a land title that is processed by the Land Title and Survey Authority of British Columbia (LTSA). State of Title Certificates provide the legal description of a lot as well as the Parcel Identifier Number (PID). Titles can be ordered online or over the phone and received electronically or delivered by mail from the LTSA office.

The title also lists if there are any charges associated with the property. Charges can include covenants, easements, rights-of-way. Charges are separate documents that are required to be included with your application.

Development Permit Area

A Development Permit Area (DPA) is a set of development regulations pertaining to a specific area as specified by the Official Community Plan. Any proposed building and subdivision within a DPA likely requires the issuance of a Development Permit.

03 DEVELOPMENT PERMIT

- I. General Development Permit Information
- II. Submitting a Complete Application
- III. Development Permit Process | Delegated
- IV. Development Permit Process | Board

I. GENERAL DEVELOPMENT PERMIT INFO

What is the purpose of a Development Permit?

A Development Permit (DP) allows Planning staff to review proposed developments to ensure they meet the policies and objectives of the Official Community Plan (OCP) as well as the regulations of the Zoning Bylaw. The OCP specifies areas that fall under a Development Permit Area (DPA). A DPA is comprised of development regulations that address matters related to the protection of the natural environment, protection of farm land and protection from hazardous conditions. It guides the form and character of development, promotes energy and/or water conservation and the reduction of greenhouse gas emissions.

Do I need to apply for a Development Permit?

If you are planning on developing your property and it's located within one or more Development Permit Areas (DPAs), you may need a DP before obtaining a Building Permit or obtaining Subdivision approval. Keep in mind there are some exceptions, so always consult with Planning staff.



II. SUBMITTING A COMPLETE APPLICATION

1. Pre-Application Meeting

As every property and development proposal is unique, application requirements can vary. Before you apply, please contact Planning staff to set up a meeting to discuss your application. We will help guide you through the application process.

Here's what to bring:

- The property location (e.g. civic address or parcel identifier)
- A general description of existing conditions (e.g. topography, lot size)
- A general description of proposed development (e.g. preliminary plans or sketches)
- A working knowledge of the Development Permit Guidelines applicable to your project

Here's some questions to ask yourself:

- What am I applying for?
- What am I building?
- What information have I provided in support of my application?
- Are there Provincial or Federal regulations to consider?
- Am I in the Agricultural Land Reserve, if so do their regulations affect my proposal?
- Do I have any other future plans that I could consider as part of this development project?

2. Document Submission

Submitting a complete application is essential to ensuring your application is processed in a timely manner – **staff cannot accept incomplete applications**. The more your proposal is consistent with Regional District’s objectives and guidelines, the less time it takes to process and the greater chance your application will be approved. Below is a list of items to include with your application and some things to consider.

What to include with your application:

- Development Permit application form
- A description of the proposed development and how it is consistent with the DPA guidelines
- A recent State of Title and charges (i.e. covenants, easements, rights-of-way)
- A site plan showing parcel lines, natural features, existing and proposed structures, proposed setbacks etc.
- Any additional plans and/or reports requested (e.g. Geotechnical, Riparian Area Assessment)
- Site Profile to address site contamination regulations

Some things to consider:

- Once you have been assigned a file number, keep a record of it so that you may refer to it as you communicate with Planning staff.
- All development applications are reviewed to ensure that they are in keeping with community goals, objectives and policies.
- The further your proposal differs from established community objectives and policies outlined in the Official Community Plan and Zoning Bylaw the more time it may take to process your application.

3. Application Fees

Application fees are due when submitting your application. Please note that the CVRD does not accept payment over the phone or online. We do however accept all forms of payment at our office (175 Ingram Street, Duncan BC). Cheques should be payable to the Cowichan Valley Regional District (CVRD). The table below outlines the fees for the various types of Development Permits. If you have any further questions, please contact our office at 250.746.2620 or 1.800.665.3955.

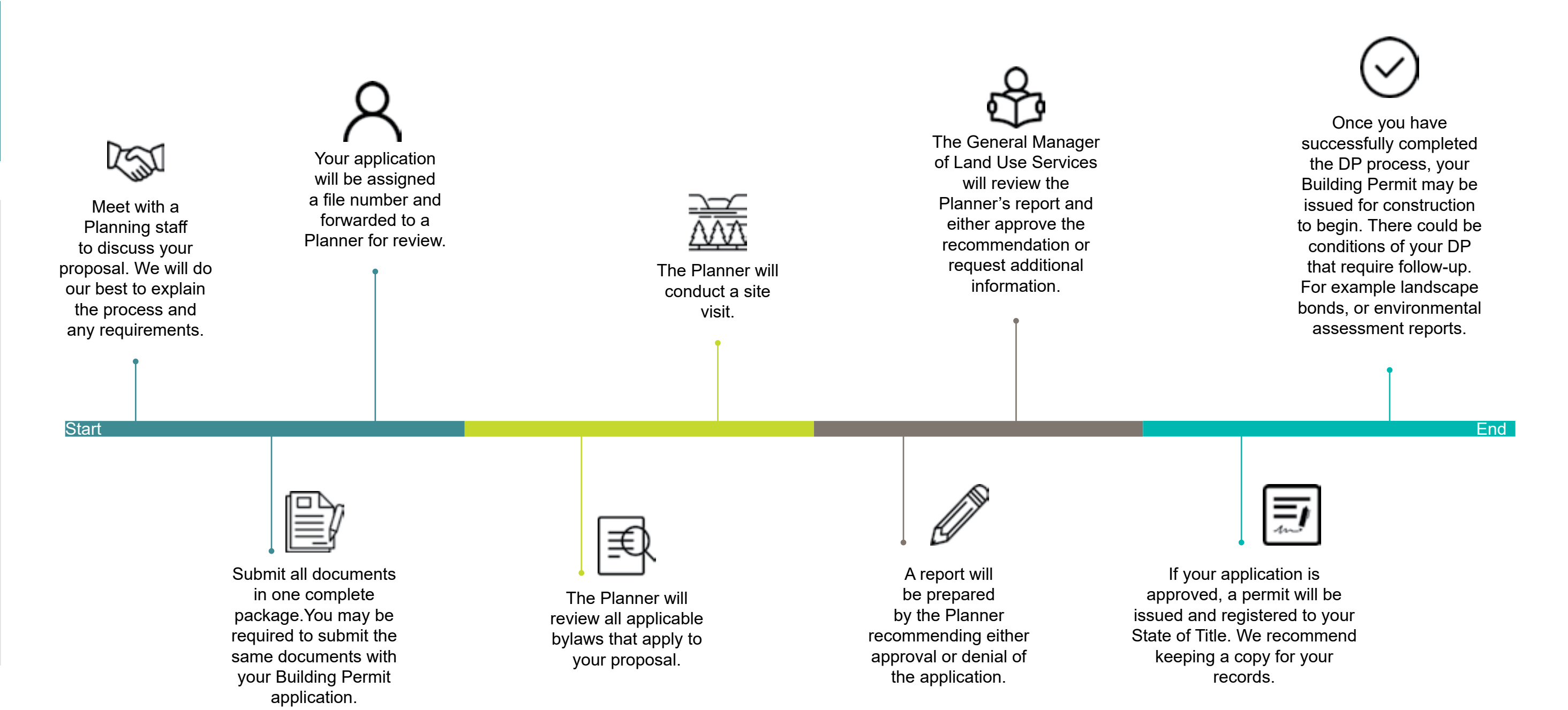
Development Permit Type	Fee
Agricultural Protection	\$100 (plus an additional \$50 for each new parcel or dwelling unit proposed).
Form and Character (Residential)	\$450 (plus \$200 for each new dwelling unit proposed)
Form and Character (Commercial/Industrial)	\$450 (plus \$100 for each additional 100 m ² of gross floor area beyond the first 100 m ²)
Signs:	
Less than 1m ²	\$70
Between 1m ² and 3m ²	\$90
Larger than 3m ²	\$150
All Other Types of DPs	\$250 (an additional \$200 for each new parcel or dwelling unit proposed)
Development Permit Term Limit Extension	\$250

III. DEVELOPMENT PERMIT PROCESS | DELEGATED

There are circumstances where the CVRD Board may delegate the issuance of the Development Permit to the General Manager of Land Use Services. Speak with Planning staff to see if your application qualifies. The graphic to the right outlines the delegated approval process.

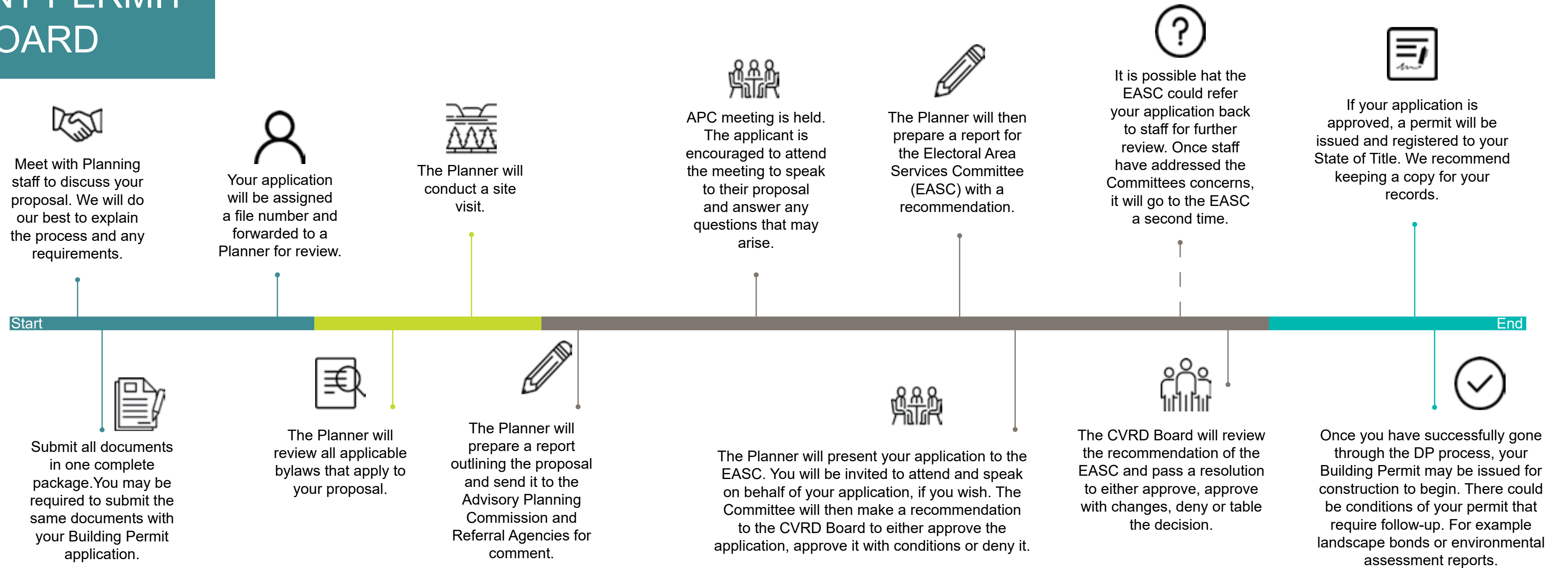
Things to Keep in Mind

- Once approved, a Development Permit is valid for two years.
- If the project has not been substantially started within two years and an extension is required, a new application must be submitted, along with an application fee and a written rationale indicating the reasons for the extension.
- If the project has been substantially started and the building process requires no amendments, the original Development Permit is in effect until the project is completed.



IV. DEVELOPMENT PERMIT PROCESS | BOARD

Applications that are not delegated to the General Manager are subject to the CVRD Board Approval Process. The graphic to the right outlines the process.



04 DEVELOPMENT VARIANCE PERMIT

- I. General Development Variance Information
- II. Submitting a Complete Application
- III. Variance Permit Process

I. GENERAL DEVELOPMENT VARIANCE INFO

What is the purpose of a Development Variance Permit?

A Development Variance Permit (DVP) allows an applicant to request an exception to a small aspect of the regulations in a development bylaw without making a change to the zoning. Development bylaws include the Zoning Bylaw, Subdivision Bylaw, Parking Bylaw and Sign Bylaw. Examples of regulations that may be varied include building setbacks, height and site coverage. A DVP cannot be used to change the permitted uses or density of a property; for this you must apply for a rezoning.

Do I need to apply for a variance?

If your proposal does not conform to a development bylaw and you can demonstrate that an alternative solution is not feasible, a variance is required. Planning staff are diligent in consideration of variances and will consider each application on an individual and site specific basis.

II. SUBMITTING A COMPLETE APPLICATION

1. Pre-Application Meeting

As every property and development proposal is unique, application requirements can vary. Before you apply, please contact Planning staff to set up a meeting to discuss your application. We will guide you through the application process.

Here's what to bring:

- The property location (e.g. civic address or parcel identifier)
- A general description of existing conditions (e.g. topography, existing buildings and structures, lot size)
- Illustration(s) of the proposed development (e.g. preliminary site plan, elevations drawings, sketches)

Here's some questions to ask yourself:

- What am I applying for?
- What am I building?
- What information have I provided in support of my application?
- What are the constraints that are necessitating the need to vary the regulation?
- Can I adjust the size, dimension or location of the proposed building and/or structure?

2. Document Submission

Submitting a complete application is essential to ensuring your application is processed in a timely manner – **staff cannot accept incomplete applications**. The more your proposal is consistent with the Regional District's objectives and guidelines, the less time it takes to process and the greater chance your application will be approved. Below is a list of items to include with your application and some things to consider.

What to include with your application:

- Variance Permit application form
- A description of the proposed development and why a variance is sought
- A recent State of Title and charges (i.e. covenants, easements, rights-of-way)
- A site plan showing parcel lines, natural features, existing and proposed structures, proposed setbacks etc.
- Site Profile to address site contamination regulations

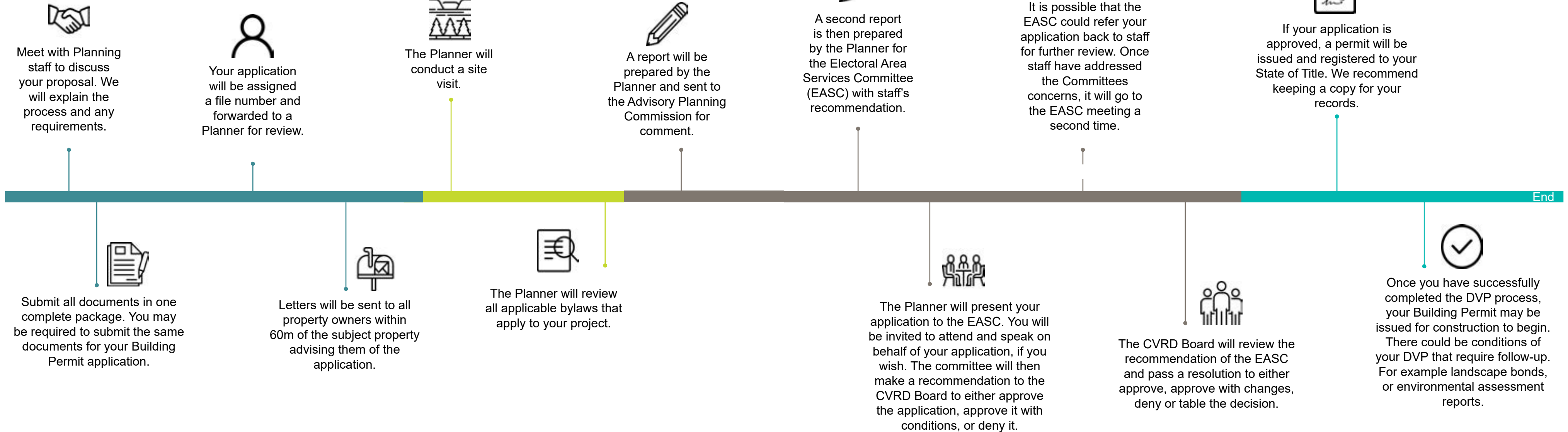
Some things to consider:

- Once you have been assigned a file number, keep a record of it so that you can refer to it as you communicate with Planning staff.
- All development applications are reviewed to ensure that they are in keeping with community goals, objectives and policies.
- The further your proposal differs from established community policies outlined in the Official Community Plan and Zoning Bylaw the more time it may take to process your application.

3. Application Fee

The Development Variance application fee is \$600. Application fees are due when submitting your application. Please note that the CVRD does not accept payment over the phone or online. We do however accept all forms of payment at our office (175 Ingram Street, Duncan BC). Cheques should be payable to the Cowichan Valley Regional District (CVRD). Prior to submitting your application, please contact the CVRD office to find out if you are also within a Development Permit Area (DPA).

III. DEVELOPMENT VARIANCE PROCESS



05 OCP AMENDMENT & REZONING

- I. General OCP Amendment Information
- II. General Rezoning Info
- III. Submitting a Complete Application
- IV. OCP & Rezoning Approval Process

I. GENERAL OCP AMENDMENT INFORMATION

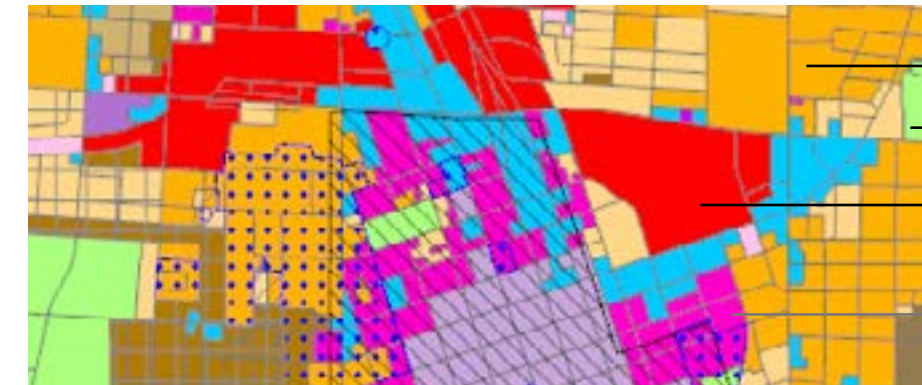
What is an Official Community Plan Amendment?

Each Electoral Area has an Official Community Plan (OCP) that sets objectives and policies for future growth and development in the community. An amendment to the OCP is required when a development proposal (such as a Rezoning or Subdivision application) is inconsistent with the objectives and policies of the OCP. Normally amendments to the OCP are done in conjunction with a Rezoning application and follow the same process.

Do I need to apply for an OCP Amendment?

If your proposal does not align with the objectives, policies and land use designation(s) specified in the OCP, an application to amend the OCP will be required. Keep in mind, a strong rationale must be presented to Planning staff explaining why your proposal cannot work within the existing policies and regulations.

EXAMPLES OF
OCP LAND USE
DESIGNATIONS



RESIDENTIAL
PARK
COMMERCIAL
INDUSTRIAL

II. GENERAL REZONING INFO

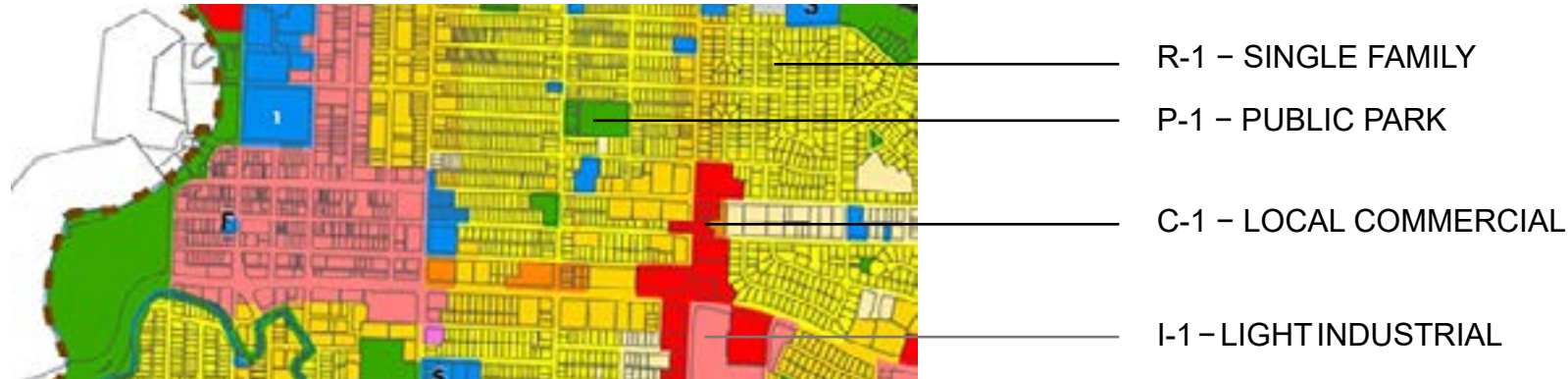
What is the purpose of a Rezoning?

Every property in the CVRD is classified with a “zone”, which determines the type of activities are permitted on a property, the location and size of buildings that can be constructed and the lot size that can be created. A Rezoning is the public process required to change the land use or increase density on a property beyond what is permitted by the Zoning Bylaw – usually by changing the zone of the property.

Do I need to apply for a Rezoning?

While conditions such as a building setbacks or height can be varied through a Development Variance Permit, changing the permitted uses or density in a particular zone requires a change to the Zoning Bylaw through a Rezoning application. If you would like to use your property for an activity not currently permitted under your zoning, you can apply to rezone to a zone under which that use is allowed. You can also apply for rezoning in order to increase the number of residential units permitted to be developed on your property.

EXAMPLES OF ZONES



II. SUBMITTING A COMPLETE APPLICATION

1. Pre-Application Meeting

As every property and development proposal is unique, application requirements can vary. Before you apply, please contact Planning staff to set up a meeting to discuss your application. We will help guide you through the application process.

Here's what to bring:

- The property location (e.g. civic address or parcel identifier)
- A general description of existing conditions (e.g. topography, existing buildings and structures, lot size)
- Illustration(s) of the proposed development (e.g. preliminary site plan, elevations drawings, sketches)

Here's some questions to ask yourself:

- What am I applying for?
- Is my proposal consistent with the OCP objectives & policies for the area?
- Is my proposal consistent with the Zoning?
- What is the rational for requiring an amendment to the OCP and/or rezoning?
- What impact will the proposal have on the surrounding area?

2. Document Submission

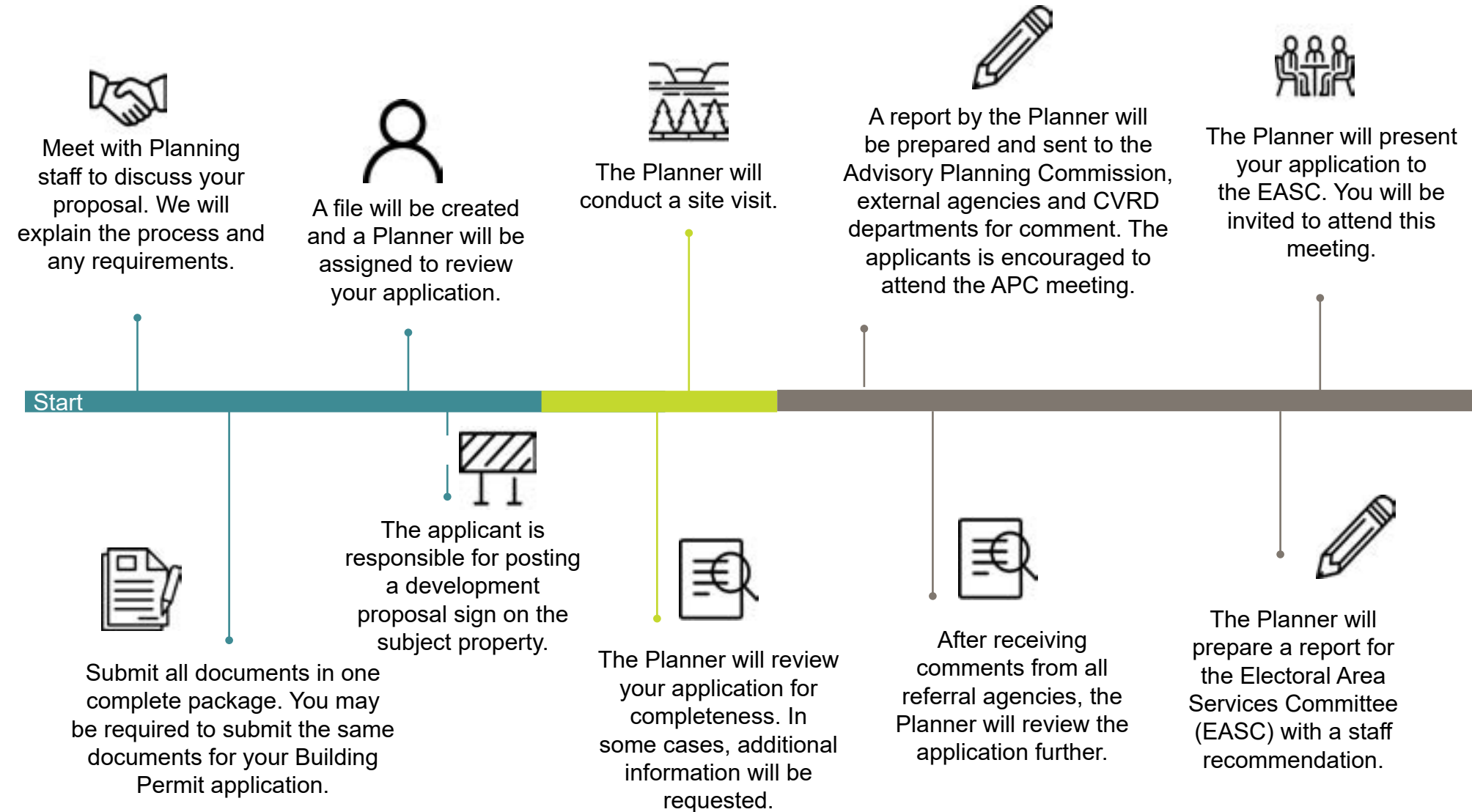
Submitting a complete application is essential to ensuring your application is processed in a timely manner – **staff cannot accept incomplete applications**. The more your proposal is consistent with Regional District’s objectives and guidelines, the less time it takes to process and the greater chance your application will be approved. Below is a list of items to include with your application and some things to consider.

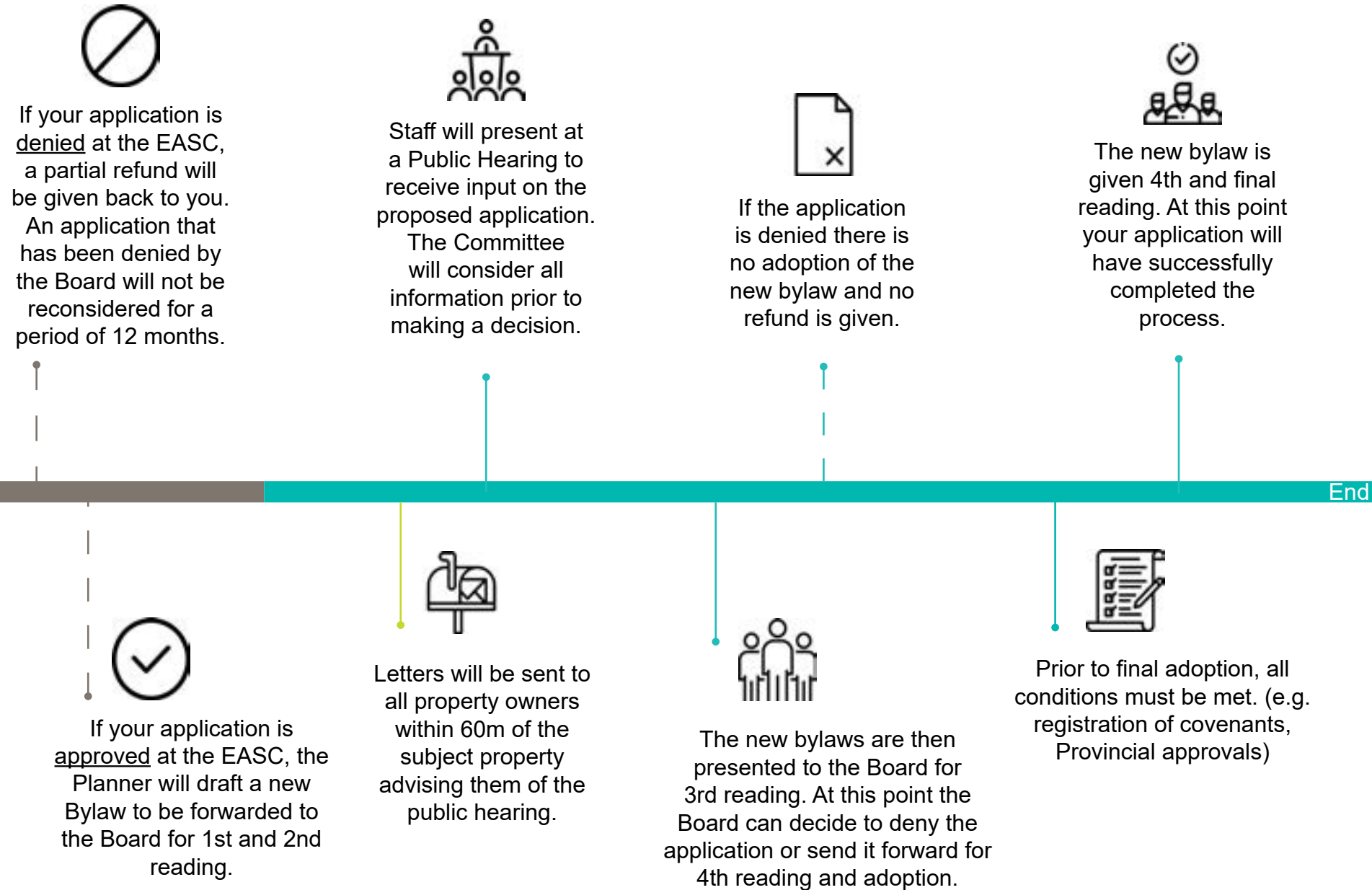
<p>What to include with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> OCP/Rezoning Permit application form <input type="checkbox"/> A recent State of Title and charges (i.e. covenants, easements, rights-of-way) <input type="checkbox"/> A description of the proposed development and why an amendment is sought <input type="checkbox"/> A site plan & elevation drawings <input type="checkbox"/> Site Profile to address site contamination regulations 	<p>Some things to consider:</p> <ul style="list-style-type: none"> • Once you have been assigned a file number, keep a record of it so that you may refer to it as you communicate with Planning staff. • The further your proposal differs from established community policies and regulations outlined in the Official Community Plan and Zoning Bylaw the more time it may take to process your application. • A development application sign must be posted on the subject property soon after the application has been submitted.
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3. Application

Fees for OCP & Rezoning applications vary depending on the type of development your proposing. Ask Planning staff or refer to the Development Application Procedures and Fee Bylaw found on our website. Application fees are due when submitting your application. Please note that the CVRD does not accept payment over the phone or online. We do however accept all forms of payment at our office (175 Ingram Street, Duncan BC). Cheques should be payable to the Cowichan Valley Regional District (CVRD).

III. OCP & REZONING APPROVAL PROCESS





06 SUBDIVISION

- I. General Subdivision Information
- II. Submitting a Complete Application
- III. Subdivision Referral Process

I. GENERAL SUBDIVISION INFORMATION

What is a Subdivision?

Subdivision is the process of dividing a property into smaller parcels of land. Subdivision can also include consolidating two or more properties into one lot, adjusting or realigning an existing property or creating several strata lots from one or more existing properties. In order to subdivide a piece of land, the proposed lot must meet the minimum lot size established in the CVRD Zoning Bylaw. In addition, the new parcel must meet the standards for water supply and sewer servicing outlined in the CVRD Subdivision Bylaw.

Do I need to apply for a Subdivision?

If you are thinking of dividing your property into smaller parcels of land, realigning the existing property lines or consolidating one or more properties into a single parcel, you will need to submit an application to subdivide.

Subdivision applications in the CVRD are approved by the Ministry of Transportation and Infrastructure. Applications are referred to other authorities and agencies that are involved in the approval process, such as the CVRD and Island Health.

The CVRD's role in the subdivision process is to ensure the Official Community Plan objectives and policies are followed in addition to the regulations set out in the Zoning Bylaw and Subdivision Bylaw.



II. SUBMITTING A COMPLETE APPLICATION

1. Pre-Application Meeting

As every property and development proposal is unique, application requirements can vary. Before submitting your application to the Ministry of Transportation and Infrastructure (BC MoT), please contact Planning staff to set up a meeting to discuss your application. We will help ensure your application meets CVRD policies and regulations.

2. Document Submission

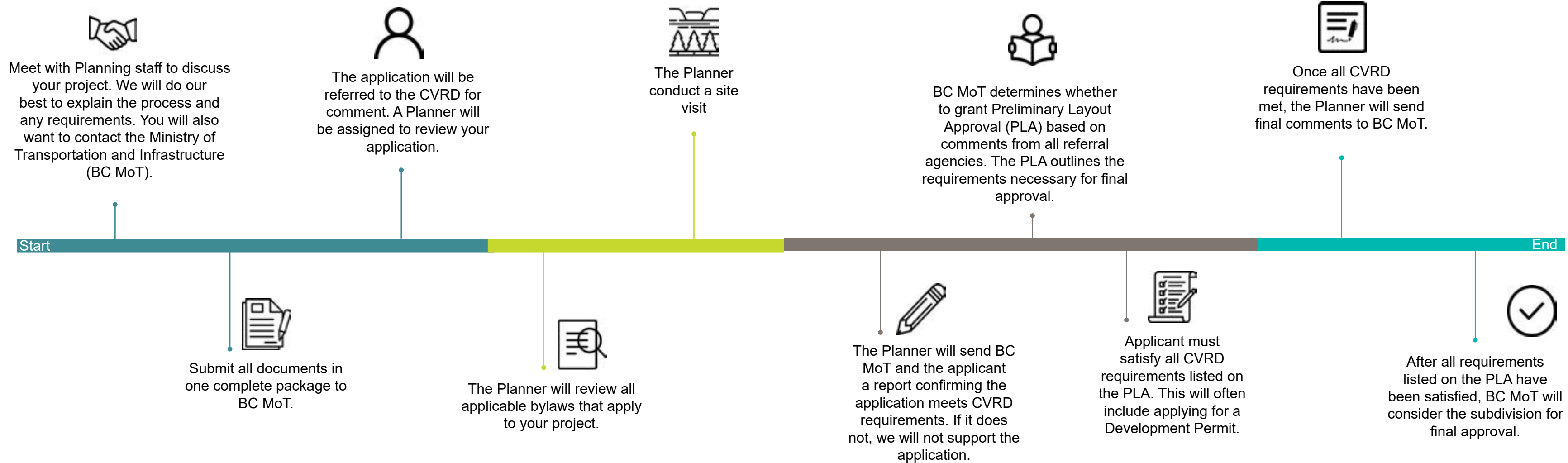
Submitting a complete application is essential to ensuring your application is processed in a timely manner. The more your proposal is consistent with Regional District's objectives and guidelines, the less time it takes to process and the greater chance your application will be approved. Below is a list of items to consider when putting your application together:

- Does your proposal meet the minimum parcel size as outlined in the Zoning Bylaw?
- Does your proposal trigger a Development Permit?
- Do the existing and proposed buildings comply with setback regulations?
- How will the parcel(s) be serviced by drinking water and sewage disposal?
- Is Park dedication required?

3. Application Fee

There is a \$500 application fee for each new parcel or boundary adjustment. The fee is due to the CVRD Land Use Services Department prior to receiving Ministry approval. Refer to the Ministry of Transportation and Infrastructure website for the general application fee.

III. SUBDIVISION REFERRAL PROCESS



07 BUILDING PERMIT

- I. General Building Permit Information
- II. Submitting a Complete Application
- III. Building Permit Process



I. GENERAL BUILDING PERMIT INFORMATION

What is the purpose of a Building Permit?

A Building Permit is required to ensure your development is in compliance with the BC Building Code and with the CVRD Building Bylaw and Zoning Bylaw. Building Officials work with applicants to ensure code compliance for all development within the CVRD. There are different types of permits that the Building Department issues. The most common permits are for residential and commercial buildings, demolition, retaining walls, change of use and suites.

Do I need to apply for a Building Permit?

If you are proposing to construct a building or structure larger than 10 m² you will be required to submit a Building Permit application. Renovations and alterations to existing buildings also generally require Building Permits.

Do I need to apply for a Development Permit first?

Depending on the type of development proposed, a Development Permit may be required. Always check with Planning staff before preparing your documents for a Building Permit.



II. SUBMITTING A COMPLETE APPLICATION

1. Pre-Application Meeting

As every property and building project is unique, application requirements can vary. Before submitting your application, please contact Building staff to discuss your application.

2. Document Submission

Submitting a complete application is essential to ensuring your application is processed in a timely manner. Below is a general list of items to include with your application and some things to consider.

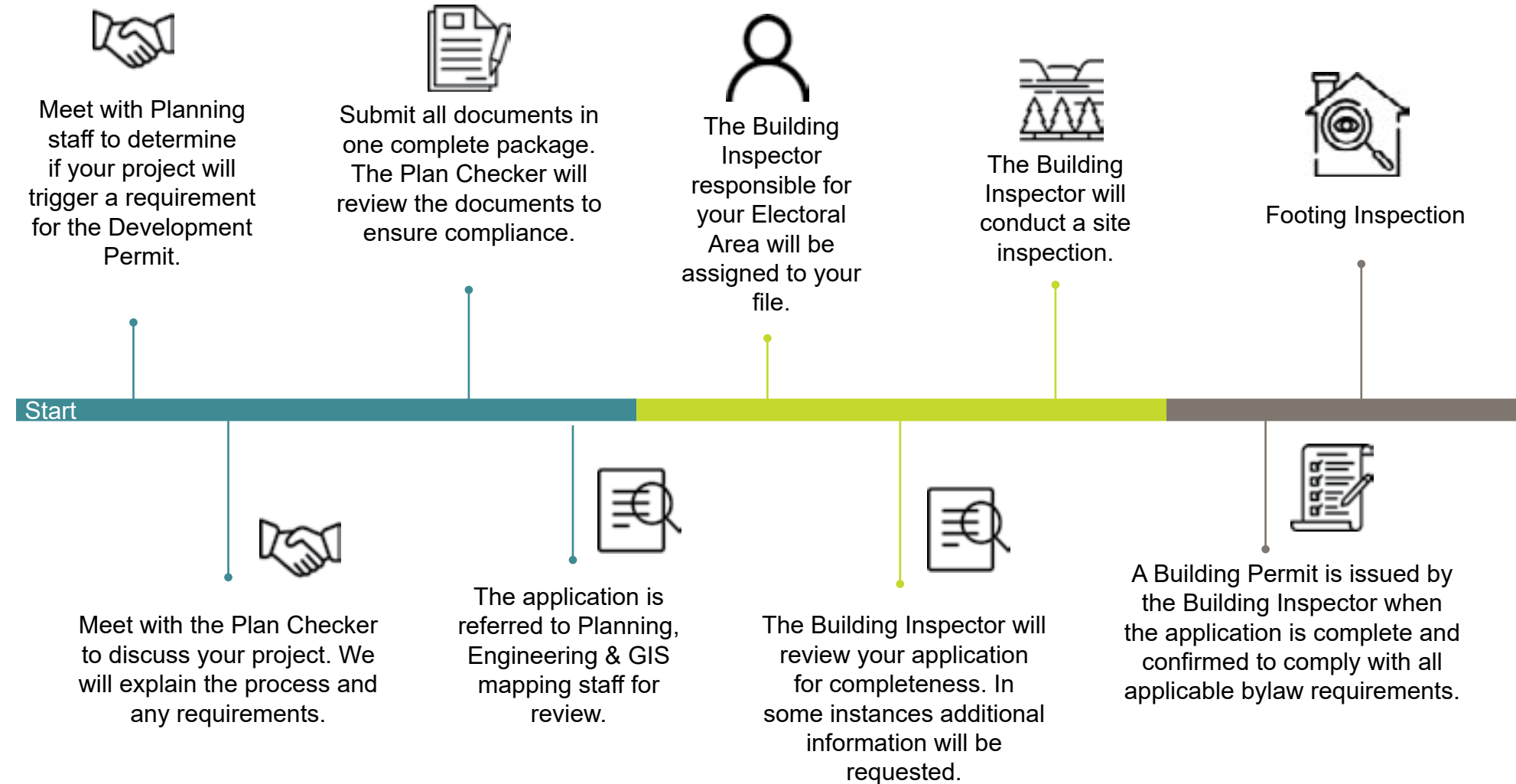
What to include with your application:

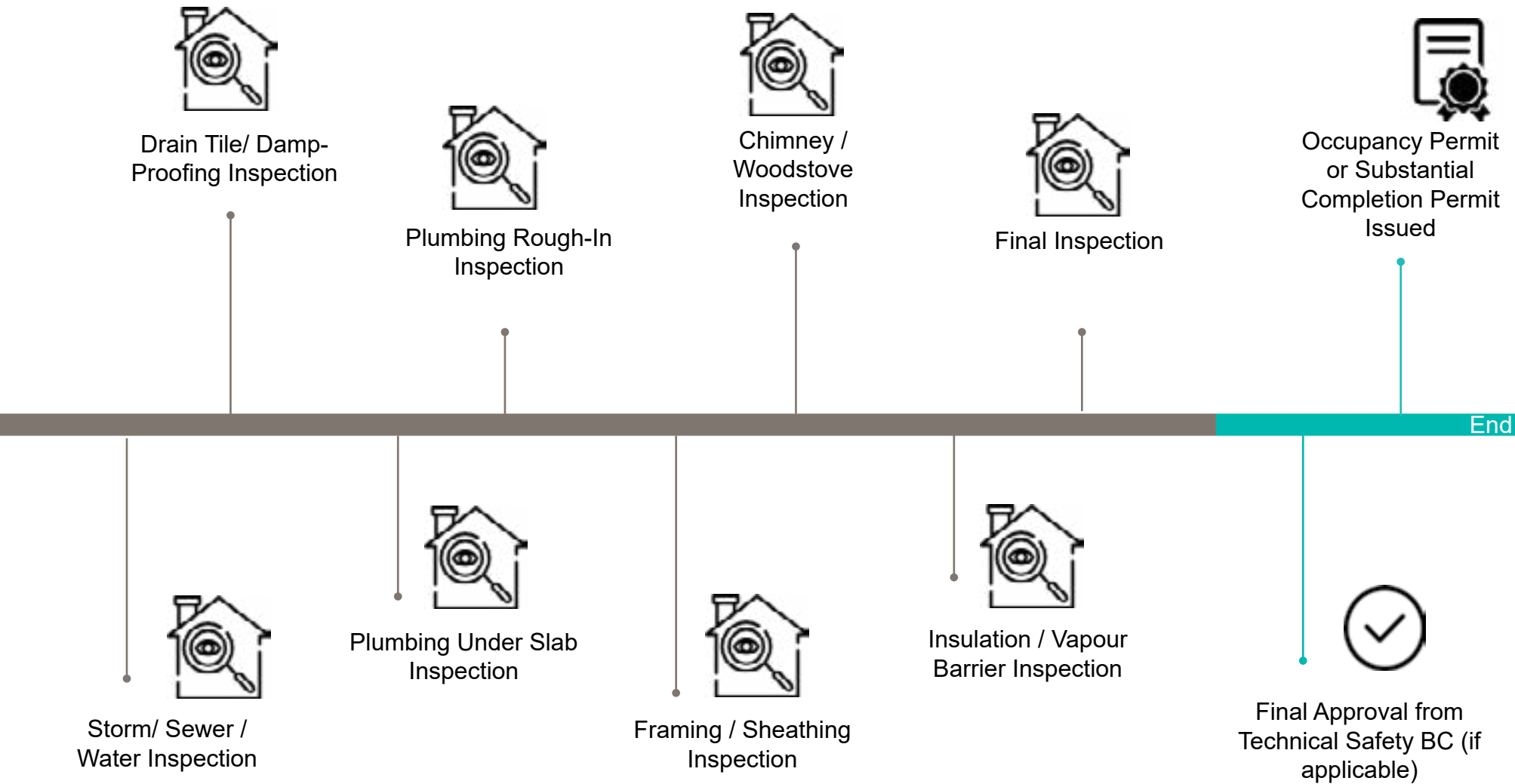
<input type="checkbox"/> Building Permit application form	<input type="checkbox"/> State of Title & associated charges
<input type="checkbox"/> 2 hard copies, and 1 digital copy of scaled drawings with proposed construction	<input type="checkbox"/> Additional supplementary documentation to support the application (if applicable)

3. Application Fees

Building Permit fees vary depending on the type of development you are proposing. Ask a Building Inspector or check the Building Bylaw for fee information.

III. BUILDING PERMIT PROCESS





08 SECONDARY SUITES & ACCESSORY DWELLING UNITS

- I. Secondary Suite General Information
- II. Accessory Dwelling Unit General Info
- III. Secondary Suites & Accessory Dwelling Units within the ALR

I. GENERAL SECONDARY SUITE INFO

What is a Secondary Suite?

A secondary suite is a separate residential unit within a home; it is generally located in the basement and is significantly smaller than the home. The CVRD Zoning Bylaw for each Electoral Area regulates the maximum size of total floor space a secondary suite can occupy in a home.



At Ground Level



Below Ground Level

Can I put a Secondary Suite in my House?

Secondary suites are permitted in most residential and rural zones throughout the CVRD. Check your Electoral Area Zoning Bylaw to confirm if it is a permitted use in your zone. If your zone permits secondary suites, there is additional criteria that you need to take into consideration, particularly the size of the lot and if it is located in a service area. Lots that are not within a service area are subject to Island Health's distance separation regulations between a well and septic system.

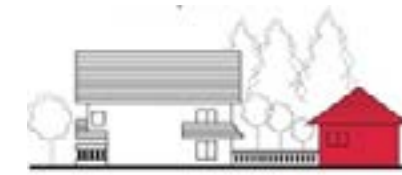
- 1 **Lot Size** | Does your lot meet the minimum lot size requirement?
- 2 **Community Water** | Is your lot serviced by a community water system or is it on a well?
- 3 **Community Sewer** | Is your lot serviced by a community sewer system or is it on a septic system?
- 4 **Development Permit** | Does the construction of an accessory dwelling unit trigger a Development Permit?

* **NOTE | ONLY ONE SECONDARY SUITE OR ACCESSORY DWELLING UNIT IS PERMITTED PER LOT**

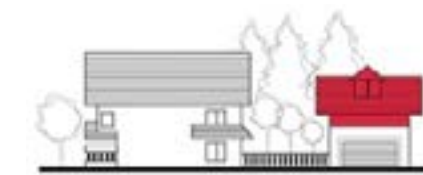
II. GENERAL ACCESSORY DWELLING INFO

What is an Accessory Dwelling Unit?

An accessory dwelling unit (ADU) also commonly known as a granny suite, small suite or carriage house is a smaller house located on the same lot as a single family dwelling. The building can be purpose built or may be a conversion of/or addition to an existing garage or accessory building. The maximum permitted size of the unit varies across Electoral Areas, so always check the Zoning Bylaw.



Stand Alone



Above a Garage

Can I have an Accessory Dwelling Unit?

An accessory dwelling unit (ADU) is permitted in most residential and rural zones throughout the CVRD, except for Electoral Area G (Saltair/Gulf Islands). Check your Electoral Area Zoning Bylaw to confirm if it is a permitted use in your zone. If your zone permits an ADU, there is additional criteria that you need to take into consideration. Lots that are not within a service area are subject to Island Health's distance separation regulations between a well and septic system.

- 1 **Lot Size** | Does your lot meet the minimum lot size requirement?
- 2 **Community Water** | Is your lot serviced by a community water system or is it on a well?
- 3 **Community Sewer** | Is your lot serviced by a community sewer system or is it on a septic system?
- 4 **Development Permit** | Does the construction of an accessory dwelling unit trigger a Development Permit?

* **NOTE | ONLY ONE SECONDARY SUITE OR ACCESSORY DWELLING UNIT IS PERMITTED PER LOT**

III. SECONDARY SUITES & ACCESSORY DWELLING UNITS WITHIN THE ALR

If your property is located within the Agricultural Land Reserve (ALR), the lot is subject to the *Agricultural Land Commission Act*. If this is the case, the CVRD may only permit one dwelling on a property unless it is required for farm use. For more information on what qualifies as a farm use, refer to the Agricultural Land Commission's "Temporary Farm Worker Housing" and "Permanent Farm Help Dwelling" guides found on their website.

Are Secondary Suites permitted within the ALR?

Yes, as long as the CVRD Zoning Bylaw for your electoral area lists 'secondary suite' as a permitted use and all applicable regulatory criteria are met. The secondary suite does not need to be occupied by immediate family.

Are Accessory Dwelling Units permitted within the ALR?

The Agricultural Land Commission (ALC) regulations provide for an accommodation that is above an **EXISTING** building. The floor space for the accommodation cannot be greater than 90m² and only take up a single level of the existing building. In addition, the lot on which the accessory dwelling unit is located must be operated as a farm and classified as a "farm" under the *Assessment Act*. There is no restriction on who can occupy the additional constructed accommodation (family, renter, farm workers). Alternatively, the ALC permits one manufactured home in addition to a single family dwelling **ONLY IF** the manufactured home is occupied by the property owner's immediate family; however, you are not permitted to have both a manufactured home and an accessory dwelling unit on the farm.

Is a Secondary Suite AND an Accessory Dwelling Unit permitted on a lot within the ALR?

No. The CVRD Zoning Bylaws prohibit both a secondary suite and an accessory dwelling unit on one lot.

09 DESIGN ELEMENTS

- I. Site Design
- II. Building Design
- III. Landscape Design
- IV. Lighting Design

I. SITE DESIGN

It is important that building form, architectural style, detailing and materials contribute to the character of an area. Buildings should contribute towards distinctiveness and avoid development that could be found anywhere. New buildings should fit in and make a positive contribution to their surroundings.

AVOID | AIM FOR

Earthworks, rock blasting & retaining walls	Developing with the slope and natural site features
Vegetation clearing and deforestation	Retaining vegetation especially mature trees and shrubs
Siting parking & waste bins adjacent to the street	Buffering parking & waste facilities with landscaping



II. BUILDING DESIGN

Buildings comprise a large segment of the built landscape and thus have a large impact on the character of neighbourhoods. Building designs that take into consideration the public realm promote vitality and vibrancy of a street.

AVOID | AIM FOR

Blank walls & large unbroken facades	A mix of window spacing, colour changes, terracing
Orientating buildings away from the public realm	Orientating buildings, entrances & windows to face the street
Large scale box buildings	Terraced buildings with varying rooflines



III. LANDSCAPE DESIGN

Landscape design can contribute to the aesthetics and character of a neighbourhood. Landscaping provides numerous benefits, including habitat spaces, stormwater absorption and visual and noise buffering. Using a mix of perennial and annual plantings can create a dynamic landscape throughout all seasons of the year.

AVOID | AIM FOR

Non-native plant species	A diverse palette of native plant species
Rock pits and drainage directly into ditches	Incorporating landscaping with drainage systems
Impervious surfaces (pavement)	Permeable surfaces such as pavers and aggregate



IV. LIGHTING DESIGN

When done properly, exterior lighting can create a visually dynamic space at night. Lighting can be used to enhance the form, colour and texture of a building, while at the same time creating a safer, more appealing space. This design element is especially important in our West Coast environment.

AVOID | AIM FOR

Glare & light spill to the public realm or night sky	Spot lighting or down lighting to highlight building design
Dark, poorly lit areas	Strategically placed lighting at entrances & walkways
Over-illumination of buildings, signs, store fronts	Minimal lighting, and when necessary, soft lighting



10 HIRING PROFESSIONALS

Going through the development process can be complicated and technical, especially if it is your first time. Hiring a professional can help you through the application process. We encourage hiring the appropriate professional(s) to assist you with preparing your application. The table below lists a variety of professionals involved in the development process.

Professional	Designation	When you might need them...	Where to find them
Architect	AIBC	<ul style="list-style-type: none"> Site Layout and Building Design 	www.aibc.ca
Agrologist	P. Ag.	<ul style="list-style-type: none"> Natural Resource and Forest Management Water Resource Planning 	www.bcia.com
Biologist	RPBio	<ul style="list-style-type: none"> Riparian Area Assessment Environmental Impact Assessment Habitat Restoration Plan 	www.professionalbiology.com
Development Planner	MCIP, RPP	<ul style="list-style-type: none"> Official Community Plan Amendments Rezoning Comprehensive, High Density, Commercial & Industrial Developments 	www.pibc.bc.ca
Engineer/Geo-scientist	P.Geo or P.Eng	<ul style="list-style-type: none"> Hazardous Lands (e.g. steep slopes) Floodplain Hydrology Report Retaining Walls Contaminated Sites Profile 	www.egbc.ca
Landscape Architect	BCSLA	<ul style="list-style-type: none"> Landscaping Plan Habitat Restoration Plan Site Plan & Grading Plan Drainage Plan 	www.bcsla.org
Surveyor	BCLS	<ul style="list-style-type: none"> Land Survey Subdivision 	www.abcls.ca

11 COMMON CONTACTS

AGENCIES

Agricultural Land Commission

Archaeology Branch of British Columbia

BC Land Title & Survey Authority

Front Counter BC

Island Health

Ministry of Forests, Lands & Natural Resource Operations

Ministry of Transportation and Infrastructure (Electoral Areas G & H)

Ministry of Transportation and Infrastructure (Electoral Areas A, B, C, D, E, F & I)

WHEN YOU MIGHT NEED THEM

Applying for agricultural DP's

If you find an archaeological site

For a copy of the State of Title

All Provincial applications

Questions regarding septic fields

In stream work & water licenses

All matters related to roads and subdivision applications

NUMBER

1.800.387.6121

1.250.953.3334

1.877.577.5872

1.877.855.3222

1.250.737.2010

1.877.855.3222

1.250.751.3246

1.250.952.4515