Town of Lake Cowichan
Application for Land Use Amendment

Folio(s)		Date	

☐ Official Community Plan Land Use Designation $1,000

☐ Bed & Breakfast Rezoning Amendment $750

☐ All Other Rezoning Amendments $2,500

APPLICANT INFORMATION	OWNER INFORMATION
Name	Name
Address	Address
City	City
Postal Code	Postal Code
Phone	Phone
Email	Email

DETAILS OF AMENDMENT REQUEST
Civic address of property
Legal description of property
1. Official Community Plan (OCP) land use designation From _____ to _____
2. Zoning land use category From _____ to _____

APPLICATION REQUIREMENTS

1. A location sketch (4 copies) showing the location of the subject property/(properties) in relation to the surrounding neighbourhood.
2. For OCP land use designation applications provide in writing in an accompanying document the rationale for the requested change, noting matters such as neighbourhood characteristics, supporting OCP policies, natural environment characteristics, and any other rationale to support the application.
3. For rezoning applications provide in writing in an accompanying document a description of how the proposed rezoning conforms to the OCP and is compatible with the neighbourhood. Applications for rezoning that does not conform to the OCP will not be considered in advance of an OCP amendment request. In the case of an application for a Comprehensive Development Zone, a detailed land use plan and set of proposed regulatory text shall be submitted.
4. If there are any registered covenants on the land, a copy must be submitted.
5. A copy of the Certificate of Indefeasible Title or State of Title Certificate for all lands subject to rezoning. The State of Title must be current at the time of application.
6. The application will be accompanied by the fee as per the applicable bylaw.

OFFICIAL COMMUNITY PLAN LAND USE DESIGNATION CHANGE AND REZONING GUIDELINES

1. Attend a pre-submittal meeting with Town staff to discuss the proposal and requirements if necessary.

2. Application processing will occur only upon receipt of a complete application package including payment.

3. Applicants should fully familiarize themselves with the relevant policies of the Official Community Plan and relevant provisions of the Zoning Bylaw prior to submitting the application and preparing development, site or building plans.

4. Applications require a public hearing and notification by mail to neighbouring property owners may be necessary (the Town manages these requirements).

5. The review and approval process comprise of the following elements:

    1) Pre-submittal meeting;

    2) Formal application;

    3) Review by Town consulting planner and other Town staff as required;

    4) Written feedback to applicant on any deficiencies and recommended changes;

    5) Revised plans submitted by applicant and reviewed by the Town;

    6) Notification by mail to people in the vicinity (two-week period);

    7) Staff report prepared for Council with a recommendation/ and any conditions of approval; and

    8) Council meeting and public hearing to consider public input and to consider approval, approval with conditions, or denial of application.

6. Most applications will require a period of ***a minimum of two months*** from the time of a complete application submittal to Council for approval. Complex applications may take longer.

SIGNATURE(S)

Where the applicant is not the REGISTERED OWNER, the application must also be signed by the REGISTERED OWNER

I (We) hereby declare that the above information to the best of my (our) knowledge is true and correct in all respects.

_____   _____
Date   Applicant's Signature

This application is made with my full knowledge and consent.

_____   _____
Date   Registered Owner of Subject Property

STAFF USE ONLY Date _____   Fee paid $_____   Receipt Number _____

The information on this form is collected under the authority of the *Local Government Act*.