



# Pre-Application Review Request Form

## Planning and Development Services

Email this form along with attachments to [planning@scrd.ca](mailto:planning@scrd.ca). **Please request an upload link if attachments are over 14 Mb.** Planning staff will check your application for completeness and respond with instructions to pay fees. If any information is missing your pre-application review request will be rejected and you will be asked to revise your submission.

### What to Expect

Planning staff will review your proposal and prepare a pre-application outcome letter that outlines preliminary requirements and key issues for you to consider prior to making a formal development application. Depending on the complexity of your proposal staff may schedule a meeting before or after the pre-application outcome letter is complete.

### Planning Ticket Number

If you have previously corresponded with staff and received a Planning Ticket Number (e.g. [Planning #12345] in the subject) please provide the ticket number:

## SECTION A - DEVELOPMENT INFORMATION (TO BE COMPLETED BY THE APPLICANT)

If you know, check the box for each type of application you will be applying for after the outcome of this pre-application review:

- Development Permit (DP)
- Subdivision
- OCP and/or Zoning Bylaw Amendment
- Development Variance Permit (DVP)
- Strata Conversion
- Temporary Use Permit (TUP)
- Other: \_\_\_\_\_
- I Don't Know

### Bylaw Enforcement and Remediation (REM) Pre-Application

Are you submitting for a **Remediation (REM) Pre-Application** due to unauthorized work?  Yes  No **If yes, provide details:**

Bylaw Enforcement Officer	Bylaw Enforcement File Number
Description of the Infraction	

**Note:** This form, supporting documents, and fees must be received **within 30 days** of your Bylaw Notice to avoid further enforcement action.

### Related Applications

Have you applied to another agency or department to authorize parts your proposal?  Yes  No **If yes, provide details:**

Organization	Purpose	File Number

### Description of Development

Describe the development that is proposed, or has taken place, and details for any required variances. Attach additional pages if necessary.

## SECTION B - PROPERTY INFORMATION (TO BE COMPLETED BY THE APPLICANT)

Refer to tax assessment notice, certificate of title, or download an [SCRD Property Report](#).

Civic Address or Legal Description	PID
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## SECTION C - REQUIRED INFORMATION (TO BE COMPLETED BY THE APPLICANT)

All submissions must meet the following general standards:

- Applications and materials submitted must be clear, legible, and precise.
- Measurements must be provided in metric.
- PDF documents must be combined into sets, flattened, and clearly named.

PRE-APPLICATION SUBMISSION REQUIREMENTS	Check Box If Provided
<b>1. Pre-Application Review Request Form (this form)</b>	<input type="checkbox"/>
<b>2. Current Title Certificate (within 30 days)</b> A current Title Search (dated within 30 days of the application) must be provided by the applicant. <a href="#">A Title Search can be obtained the Land Title and Survey Authority of British Columbia (LTSA).</a>	<input type="checkbox"/>
<b>3. Registered Charges on Title</b> Registered Charges (e.g., restrictive covenants, easements, rights-of-way) on title and any associated plans must be provided by the applicant. <a href="#">Registered charges and plans can be obtained from the Land Title and Survey Authority of British Columbia (LTSA).</a>	<input type="checkbox"/>
<b>4. Site Plan</b> An adequate site plan is important to allow staff to understand your proposal and provide comments to guide a formal application. Features included on the site plan may vary depending on the scope and complexity of your proposal, however best efforts should be made to ensure the site plan is to scale, adequately dimensioned, legible and should include: <ul style="list-style-type: none"> <li><input type="checkbox"/> civic address, scale, adjacent roads with names</li> <li><input type="checkbox"/> location, dimensions, and area of existing lots and proposed lots</li> <li><input type="checkbox"/> location and dimensions of all existing and proposed buildings and structures, including retaining walls, sewage disposal fields, parking spaces, and driveways.</li> <li><input type="checkbox"/> distances from lot lines to building faces and building projections as well as the distances between building faces and building projections (e.g. roof overhang, deck, balcony)</li> <li><input type="checkbox"/> location, dimensions, and area of all encumbrances (e.g., covenant, easement, rights-of-way)</li> <li><input type="checkbox"/> present natural boundaries of all waterbodies/watercourses and associated tops-of-bank (e.g. stream, pond, wetland, and ditch)</li> </ul>	<input type="checkbox"/>
<b>5. Other:</b>	<input type="checkbox"/>

## SECTION D - APPLICANT INFORMATION (TO BE COMPLETED BY THE APPLICANT)

By signing and dating this pre-application form I hereby:

- Acknowledge that the Sunshine Coast Regional District shall deal exclusively with me in all matters pertaining to this Pre-Application Review for the property noted in Section B and is under no obligation to communicate with any other person.
- Acknowledge that I have attached the required documentation in Section C and any missing information will result in delays.
- Attest that the information provided on this form and any supplemental application documents is true to the best of my knowledge and acknowledge that any material falsehood or any omission of a material fact made by the applicant may invalidate the requirements and comments provided by staff in the pre-application outcome Letter.

### Applicant

Name	Company	
Address	City / Province	Postal Code
Primary Phone	Email	
Applicant Signature	Date	

**SECTION E - REGISTERED OWNER(S) (TO BE COMPLETED BY THE REGISTERED OWNER(S))**

**All registered owners** of a property must sign and date the application form. Use additional pages if necessary.

**By signing and dating this pre-application form, I/we (the registered owner(s) noted below) hereby:**

- Authorize \_\_\_\_\_ (**applicant's name**) to act on my/our behalf on all matters related to this Pre-Application Review for the property that I/we own noted in Section B.
- Agree to inform the SCRD in writing if there is any change to registered owner(s) of the property, a change of the authorized applicant, or if this authorization is rescinded.

**Registered Owner (or Company Director as per BC Company Summary)**

Name	Company	
Address	City / Province	Postal Code
Primary Phone	Email	
Signature	Date	

**Registered Owner**

Name	Company	
Address	City / Province	Postal Code
Primary Phone	Email	
Signature	Date	

**Registered Owner**

Name	Company	
Address	City / Province	Postal Code
Primary Phone	Email	
Signature	Date	

*Personal information on this application form is collected for the administration, enforcement and processing of this application. Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA), Local Government Act and SCRD bylaws. By submitting this application, you consent that all information submitted in support of this application, may be required to be available for public inspection in accordance with SCRD Bylaws and the FIPPA. If you have any questions about the collection of personal information, contact the SCRD Information and Privacy Coordinator at [legislative@scrd.ca](mailto:legislative@scrd.ca) or 604-885-6800.*