

# Pre-Application Form



## The Pre-Application Meeting

A pre-application meeting with SCRD Planning staff is required before submitting an application to help ensure that all the requirements are met before application submission. A pre-application meeting may also be used to seek technical guidance on a complex application in the early stages of conceptual development. The information below is required in advance of scheduling and paying for your pre-application meeting.

You will find many of the required details for your parcel at the following locations:

SCRD Property Viewer Map found here: <https://maps.scrd.ca/PropertyReports/>

SCRD Zoning Bylaws and Official Community Plans can be found here: <https://www.scrd.ca/Planning#>

## What to expect

Technical staff will review the property information in advance of a Pre-Application meeting. In the meeting you will present your proposed project details. Technical staff will provide guidance about any further requirements for the application. The corresponding application checklist provided by staff guides the conversation. You will receive an Outcome Letter after the meeting that specifies the requirements discussed in the meeting.

## Pre-Application Meeting Information Requirements

### Parcel:

- Parcel PID: \_\_\_\_\_
- Civic Address: \_\_\_\_\_
- OCP land use: \_\_\_\_\_
- Zoning: \_\_\_\_\_

### If applicable:

- Development Permit Areas: Yes No If yes, which ones: \_\_\_\_\_
- Tree Cutting Permit Areas: TCP A TCP B No TCP
- Parcel contains unmapped ditches, streams, or wetlands: Yes No
- Agricultural Land Reserve Designation: Yes No
- Property Information Request # \_\_\_\_\_

Staff Use

### Owner:

Property Owner Name(s): \_\_\_\_\_

### Proposed Development:

Detailed description of Proposed Development:

### Application Type Proposed (select all that apply):

Development Permit(s)

Subdivision or Strata

Development Variance Permit

Board of Variance

Zoning Amendment

OCP Amendment

Tree Cutting Permit

## Document Requirements:

Documents required for Pre-Application Meeting:

Certificate of Title, and related title documents (covenants, easements, Rights of Way)

Sketch or site plan: of proposed development showing location of buildings or structures, existing and proposed, Development Permit Areas including any mapped or unmapped creeks, wetlands, marine or freshwater shorelines, covenants, easements, Rights of Way.

Property Report from the SCRD Property Viewer

Authorized Agent Form, if applicable

Staff Use

## Before Moving Earth, Cutting Trees, working in or near water:

**Your project success and timeline is dependent on meeting requirements that are local, Provincial and Federal. Avoid extra costs, stop-work orders and visits from enforcement officers by:**

- **Contacting the appropriate First Nation for review.** Indigenous governments and the Heritage Conservation Act of BC work to protect heritage that may not be known or visible to you or previous owners of the parcel.
- Apply for a Development Permit if required on the property. If Development Permit Area(s) exist on the parcel, an approved Development Permit is required before earth moving or cutting trees.
- **Knowing the Timing Windows to Protect Species:** Provincial and Federal regulations determine when trees can be felled and when work in or near water can take place.
  - Bird Nesting Window: BC Wildlife Act
  - Work in or Near (fresh) Water: Water Sustainability Act
  - Work in or near any water that may impact fish, DFO
- Acquire and understand each of documents listed on the Certificate of Title

**If email correspondence has guided the pre-application discussion, please provide the email correspondence Ticket Number:** \_\_\_\_\_

## Applicant Acknowledgement

**Incomplete applications will not be accepted.**

To the best of my knowledge, the proposal is consistent with the property use, density, and siting regulations within the Zoning Bylaw and I understand that should any nonconformance be discovered, the development permit application will require more time to complete.

I / we hereby declare that all of the above requirements and supporting documentation are accurate and submitted in support of this request for a Pre-Application Meeting.

**Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**NOTE:** if you are not the parcel owner, the parcel owner must complete the Appointment of Agent form.

## Staff Use:

Pre-application Type(s): \_\_\_\_\_ Fee: \_\_\_\_\_

Staff Member Reviewing: \_\_\_\_\_ Meeting Date: \_\_\_\_\_



Planning and Development Division  
Sunshine Coast Regional District  
Fax: 604-885-7909  
Email: [planning@scrd.ca](mailto:planning@scrd.ca)

## Appointment of Agent for Planning and Development Permits and Property Information

**TO: Manager of Planning and Development, Sunshine Coast Regional District**

I, We, \_\_\_\_\_ (the "Registered Owner")  
(Legal name(s) appearing on the Title)

Own the lands described below and confirm the appointment of:

\_\_\_\_\_  
(Enter legal name of consultant/corporation/individual appointed as Agent)

\_\_\_\_\_  
(Address of Agent)

\_\_\_\_\_  
(Telephone number of Agent)

To act as my/our agent with respect to all matters relating to planning permits and property information requests for

\_\_\_\_\_ regarding lands described as:

\_\_\_\_\_  
(Civic address of Property)

\_\_\_\_\_  
(Enter legal description of Property)

It is understood, that:

1. The Sunshine Coast Regional District shall deal with the above-noted agent with respect to all matters pertaining to the matter described and is under no obligation to communicate with the Registered Owner(s) or any other person while this appointment remains in effect;
2. The above-noted agent has the authority to make all necessary arrangements with the Sunshine Coast Regional District, to perform all matters and to take all necessary proceedings with respect to the matter described; and
3. A written letter from the Registered Owner(s) or their Authorized Agent is required to cancel this appointment.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_  
(Enter place where form executed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

(Signature of Registered Owner(s) or Authorized Signatory for Owner Corporation or Strata Corporation. Please note that ALL legal owners must sign this document. Electronic signatures are only acceptable if accompanied by photo identification.)

\_\_\_\_\_  
(Name of Owner Corporation or Strata Corporation)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone number of Registered Owner or Authorized Signatory for Owner Corporation or Strata Corporation)