



The Village of Tahsis  
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## PRELIMINARY DEVELOPMENT APPLICATION PROCEDURE (Required Prior to All Development Applications)

### What is a Preliminary Application?

Owners of properties often request Village staff to provide an indication of the development potential of their properties, or an indication of whether approval is likely for their proposal. These questions require research of current plans, bylaws and policies, as well as a site review and discussion with various Village departments. In response to such inquiries, the Village has developed a **“Preliminary Application”** process. While staff cannot predict whether Council will support any proposal, staff can identify key issues the applicant should address and assess whether the overall intent of the proposal fits with adopted long-term planning policies. The preliminary application also provides an opportunity for the applicant to obtain community feedback at an early stage.

Development of properties may involve one or more of the following planning procedures, including:

- Official Community Plan Amendment
- Rezoning
- Subdivision
- Development Permit
- Development Variance Permit

The preliminary application process will clearly indicate to the applicant whether the proposal is in line with current planning policy and which planning procedures are required to complete the development. The process will also provide the applicant with a summary of Village requirements, identify any technical requirements (such as engineering studies or environmental requirements), identify design objectives and highlight Community Association concerns that will need to be addressed in a detailed proposal. This information is intended to provide direction and assist the applicant in determining whether it is feasible to proceed with the detailed application.

### Application Fee:

The fee for a preliminary application review is \$500.

### Submission Requirements

Submission requirements for the preliminary application are nominal, and are intended to allow applicants to briefly describe their proposal, without incurring the costs of professionally prepared plans at this early stage. Application requirements are indicated on the application form (obtainable from the Village counter), and include the following. **Incomplete applications will not be accepted.**

- Preliminary application fee (\$500);
- Written authorization from the registered land owner(s) of the subject property or authority for an agent to act on their behalf;
- Title Search (see item below)
- Legal description and municipal address(es) of properties included in the application;
- Written outline of the proposed development, including a description of the present and intended use of the site. The outline should indicate the rationale for the project and indicate the impacts and benefits to the community (6 copies);
- A site plan and/or other supporting plans or photographs which indicate the intent of the proposal. (Detailed architectural or landscape plans are **not** necessary at the preliminary application stage.) (6 copies submitted in 8 1/2" x 11", 11" x 17" or full size.)
- The site plan/sketch should indicate any existing trees and natural features that might affect the proposal, including areas of steep slope or watercourses.
- A copy of the plan/sketch reduced to 8 1/2 x 11 is required. The plan must be readable at this scale for distribution to the community and neighbours.

## TITLE SEARCH

All Preliminary Applications must be accompanied by a title search dated no more than five days prior to the date of the application. The Village can obtain a title search on your behalf, provided that the fee is paid before the search is obtained. For more information, inquire at the Village Office.

## PROCESSING PROCEDURES:

Following submission of the preliminary application, the following steps take place:

- **Department Review** - The Village Development Department co-ordinates the review of the application with respect to the Environment, Engineering, Building, Land and Bylaw Services, and Fire Department (as appropriate to the application). The departmental review will provide preliminary comments on policy issues. Additional information or revisions that will be required if the application proceeds to the detailed stage will also be identified.
- **Referral to other agencies** – Depending on the complexity of the application and the level of design development provided, the application may be presented to relevant committees of Council or other agencies for comment and direction at an early stage.
- **Community Review** – For rezoning proposals, the applicant is encouraged to present their proposal at a public meeting to discuss the preliminary concept. Adjacent neighbours will be advised of the application.
- **Summary Letter to Applicant** – The applicant will be provided with a summary letter, which outlines all Village requirements and community issues. Applicants can then decide whether to proceed with the detailed application. Typically, the following will be included in the summary letter:
  - An indication from staff whether the application appears feasible, whether it may or may not receive staff support, and the conditions and/or objectives that need to be satisfied to receive staff support.
  - A list of the planning procedures needed to complete the development proposal.
  - The recommended sequence of development approvals will be outlined, with a general indication of the timeframe required.
  - Servicing requirements for the development will be noted.
  - Any technical issues requiring resolution will be noted. For example, if the site is indicated as a geotechnical hazard area, the requirements for a Development Permit will be noted.
  - Any community issues that are identified by the community association or affected neighbours.
  - Any comments from the advisory bodies.

## TIMING FOR PRELIMINARY APPLICATION PROCESS

The preliminary application process requires approximately six to eight weeks to complete. This amount of time is required for staff analysis, site visit, agency and neighbour referrals, and preparation of the summary report to the applicant. At the end of this process, applicants should have a clear indication of the steps needed to complete their detailed application. If any significant policy, design or technical issues are apparent, these will be identified.