

Development Permit Application Checklist



Required Items

- All Development Permits Require the Following:**
- Pre-Application Meeting with Planning Staff Date Completed: (_____)
 - Application Fee(s)
 - Completed Development Permit Application Form
 - Certificate of Title and copy of all relevant Covenants and Charges
 - Site Disclosure Statement
 - Proposed Site Plan and Project Data
 - Preliminary Stormwater Management Plan
 - Completed Checklist
- All Form & Character Development Permits Require the Following:**
- Building Elevations
 - Building Renderings or Massing Model
 - Landscape Plan
 - Design Rationale
 - Material / Sample Board
 - Neighbourhood Context/ Streetscape
- All Steep Slope Development Permits Require the Following:**
- Slope Analysis
 - Grading Plan
 - Geotechnical Report
 - Environmental Assessment
 - Tree Management Plan (TMP)
- All Aquatic / Environmental Development Permits Require the Following:**
- Riparian Area Assessment (For Watercourse Variances)
 - Environmental Assessment (For all other Variances)

Additional Items

- | Required | Submitted | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Company Search |
| <input type="checkbox"/> | <input type="checkbox"/> | Appointment of Agent Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Acoustic Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Shadow Study |
| <input type="checkbox"/> | <input type="checkbox"/> | View Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Variance Rationale |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Archaeological Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Interface Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Grading Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | BCLS Height Survey |

Please discuss your application with Current Planning Staff to determine if these additional items are required

Incomplete applications will not be accepted and will be returned with a summary of missing information.

I / we hereby declare that all the above statements and the information and materials have been submitted in the support of this application.

_____ Date

_____ Applicant Signature (*print name below*)

Relevant documents and plans must be sealed by the appropriate professionals.

All documents must be provided electronically via cloud link.

Request a cloud link from: Planning.admin@nanaimo.ca

Acoustic Study (1 copy): A report identifying existing noise levels and methods of noise abatement.

Appointment of Agent Form (1 copy): Required if the applicant is not the registered owner of the subject property.
[Appointment of Agent Application Form](#)

Archaeological Assessment (1 copy): Please contact the British Columbia Association of Professional Archaeologists for further information.

BCLS Height Survey (1 copy): A height survey will be required in order to establish the extent of a height variance. The survey, which must be completed by a British Columbia Land Surveyor, must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.

Building Elevation (1 copy): Proposed building elevations showing the building all sides.

Building Renderings (1 copy): Proposed building renderings showing perspective views from different angles.

Certificate of Title and all relevant Covenants and Charges (1 copy): Copy of the Certificate of Title or Title Search for subject land(s), and a copy of all relevant covenants and charges, no older than two weeks at the time of application.

Company Search (1 copy): Detailed information about a company including their company signing officers with authority to appoint agents.

Design Rationale (1 copy): Written explanation of project conformity to relevant guidelines and items such as form and character, surrounding context, and building materials.

Environmental Assessment (1 copy): To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

Fire Interface Assessment (1 copy): Identify areas of high risk or potential for fire hazard including assessment and mitigation possibilities.

Geotechnical Report (1 copy): To assess the suitability of the site if land stability problems and/or coal workings are present.

Landscape Plan (1 copy): In accordance with [Zoning Bylaw 4500, Part 17 - Landscaping](#). A detailed plant list, cost estimate, and site lighting plan is required.

Neighbourhood Context / Streetscape (1 copy): A drawing or photomontage showing how the proposed development fits in the street.

Preliminary Site Servicing and Stormwater Management Plan (1 copy): A report showing how post-development run-off release rates are designed to consider the capacity of the downstream drainage system and the erosion of any downstream watercourses. The design must ensure that the frequency and magnitude of erosion events do not increase when compared to the predevelopment conditions.

Proposed Site Plan and Project Data (1 copy): Showing dimensions of all legal property lines, rights-of-way and easements, north arrow, scale, and date of plan. Dimensions and setbacks of proposed and existing buildings. Location, numbering and dimension of all off-street parking. Existing and proposed access points to site. All watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries. Data table on Site Plan summarizing the proposed development including, but not limited to, site area; site coverage; unit count; gross floor area; floor area ratio; building height; amenity area; and parking requirements.

Riparian Area Assessment (1 copy): As per the Provincial Riparian Area Protection Regulations (RAPR), this assessment must be completed for projects which propose development within the riparian setback. Prior to issuance of the development permit, confirmation is required from the Ministry that they have received the report. The assessment must be completed by a Qualified Environmental Professional (QEP). [Riparian Areas Protection Regulation](#)

Shadow Study (1 copy): Typical study is undertaken during Equinox at intervals of 9:00 a.m., 12:00 p.m., 3:00 p.m.

Site Disclosure Statement – required for rezoning, development permit, subdivision or site alteration permit (soil removal) applications per the Environmental Management Act. Available from the Ministry of Environment. Consult the Ministry of Environment [Site Disclosure Statement](#)

Site Grading Plan (1 copy): Prepared to show the existing site conditions along with proposed changes, including any structures to be built, and the associated water drainage patterns.

Slope Analysis (1 copy): Consult the [Steep Slope Development Permit Guidelines](#)

Traffic Study (1 copy): To include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Tree Management Plan (1 copy): To show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees. [Tree Management Plan](#)

Variance Rationale (1 copy): A written rationale for all proposed variances.

Please do not submit this page, this is for your information only

Development Permit Application Form



- | | | |
|--|---|---|
| <input type="checkbox"/> Watercourses (DPA1) | <input type="checkbox"/> Environmentally Sensitive Areas (DPA2) | <input type="checkbox"/> Natural Hazard Lands (DPA3) |
| <input type="checkbox"/> Nanaimo Parkway Design (DPA4) | <input type="checkbox"/> Steep Slope Development (DPA5) | <input type="checkbox"/> Stewart Avenue Corridor (DPA6) |
| <input type="checkbox"/> North Terminal Avenue Area (DPA7) | <input type="checkbox"/> Old City Neighbourhood (DPA8) | <input type="checkbox"/> Commercial, Industrial, Institutional, Multiple Family and Mixed Commercial Residential Development (DPA9) |

Contact Information

Name of Applicant (Primary Contact) _____

**If the applicant is not the registered owner an Appointment of Agent form will be required.*

Company Name (If Applicable) _____

Phone 1 _____ Phone 2 _____

Email _____

Mail Address _____

Copies of Correspondence

Please indicate any other parties that would like copied on all correspondence for this application

Name _____ Email Address _____

Name _____ Email Address _____

Property Information

Subject Property Address _____

Legal Description _____

***Must match title**

Current Zoning _____ Current OCP Designation _____

Is this a renovation or addition to an existing building Yes No

Signature

I / we hereby declare that all of the above statements and the information and materials submitted in support of this Development Permit are, to the best of my knowledge, true and correct in all aspects.

Date

Applicant Signature (print name below)

Application Fees

The following fees must be paid to the City of Nanaimo at the time of application

- | | |
|---|---------------|
| <input type="checkbox"/> Development Permit | \$ 750 |
| <small>* \$750 + \$2 per 100 m² of new / additional gross floor building area (max \$2000)</small> | |
| <input type="checkbox"/> Watercourse Development Permit (SFD / No Construction) | \$ 100 |

Additional Information:

Once approved, a Development Permit is valid for two years and will expire if the project has not been substantially started within two years. If the permit expires, a new Development Permit Application must be submitted, along with an Application Fee and a Letter of Rationale indicating the reason for the permit renewal.