

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1845, 2022

**A BYLAW TO ESTABLISH DEVELOPMENT APPLICATIONS  
NOTIFICATION PROCEDURES AND FEES FOR PLANNING RELATED PRODUCTS AND SERVICES**

WHEREAS the **Local Government Act** provides that where a local government has adopted an official community plan or a zoning bylaw, the local government must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issuance of a permit pursuant to the **Local Government Act**;

AND WHEREAS the **Local Government Act** provides for applications for amending official community plans, the issuance of development permits, development variance permits, temporary use permits and other permits, the amendment of land use contracts and other bylaws, and the review of subdivision applications;

AND WHEREAS pursuant to the **Local Government Act**, the Board may, by bylaw, impose fees related to applications for bylaw amendments, land use contracts and other agreements, and for the issuance of permits pursuant to the **Local Government Act**, and for the administration and inspection of matters arising pursuant to the **Local Government Act**;

AND WHEREAS pursuant to the **Local Government Act** the Board may, by bylaw, impose a fee or charge in respect of a regional district service;

NOW THEREFORE, The Board of the Regional District of Nanaimo, in open meeting assembled, enacts the following:

**1. Citation**

This bylaw may be cited as “Regional District of Nanaimo Development Application, Notification Procedures and Fees Bylaw No. 1845, 2022.”

**2. Appendices**

The following appendices are attached to and form an integral part of this bylaw and are enforceable in the same manner as this bylaw:

**2.1 Appendix A – Planning Application, Notification, Procedures, and Fees**

### **3. Application and Repeal**

- 3.1 This bylaw applies within Electoral Areas A, C, E, F, G, and H of the Regional District of Nanaimo.
- 3.2 “Regional District of Nanaimo Planning Services Fees and Charges Bylaw No. 1259, 2002” and “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018” are hereby repealed.

### **4 Severability**

If any section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this bylaw.

### **5 Effective Date**

This bylaw shall come into effect upon adoption.

Introduced and read three times this 26th day of April 2022.

Adopted this \_\_\_\_ day of \_\_\_\_, 202\_.

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CHAIR

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CORPORATE OFFICER

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Chair

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Corporate Officer

## **Appendix A**

### **Planning Application, Notification, Procedures, and Fees**

1.0	Definitions.....	4
2.0	Development Application Procedure .....	5
3.0	Application Requirements .....	5
4.0	Public Notification Requirements.....	7
5.0	Signage Requirements.....	8
6.0	Public Information Meetings and Online Engagement .....	9
7.0	Public Hearings .....	9
8.0	Inactive Applications.....	9
9.0	Reapplication .....	10
10.0	Method of Payment.....	10
11.0	Deposits for Applications, Permits, and Land Use Contract Amendments .....	10
12.0	Legal Deposits and Third-Party Review .....	11
13.0	Refunds .....	11
14.0	Planning Related Fees and Charges.....	12
15.0	Servicing Review Fees.....	12
16.0	Service Area Boundary Amendment Application .....	12
17.0	Fee Exceptions .....	13
	Schedule A-1 - Notification Distances and Signage Requirements .....	14
	Schedule A-2 - Planning Application, Services Fees and Charges, and Engineering Review Fees.....	24
	Schedule A-3 - Boundary Amendment Application Fees and Charges.....	29
	Schedule A-4 - Planning Department Products and Mapping Services Fees and Charges.....	30

## 1.0 Definitions

**"Applicant"** means an owner of a property or their assigned agent who submits an application for a bylaw amendment, a permit under Part 14 of the *Local Government Act*, a phased development agreement bylaw or another matter or decision of the Regional District to which this bylaw applies.

**"Building Setback"** means a setback for the construction of a building or other structure established under a land use bylaw or under a bylaw establishing a floodplain.

**"Building Elevation"** means an elevation for a structural support system established under a bylaw establishing a floodplain.

**"Building Elevation Drawings"** means a two-dimensional architectural drawing showing the finished appearance of a proposed building from the north, south, east, and west perspectives.

**"Bylaw Amendment"** means an amendment to a zoning bylaw, an official community plan bylaw, or a Regional Growth Strategy bylaw.

**"Chair"** means the Regional Director who has been delegated by the Regional Board to chair the Public Hearing or the Chair of the Regional District of Nanaimo Regional Board.

**"Chief Administrative Officer"** means the Chief Administrative Officer (CAO) of the Regional District.

**"General Manager"** means the General Manager of Planning and Development for the Regional District of Nanaimo.

**"Manager of Current Planning"** means the Manager of Current Planning for the Regional District of Nanaimo.

**"Online Engagement"** means use of electronic tools such as the Regional District's Get Involved page or other similar methods as deemed acceptable by the Regional District to share development application information and where appropriate to seek public input on an application online.

**"Parcel"** means the smallest area of land which is registered in the Land Title Office, except that a parcel divided pursuant to the *Strata Property Act* and amendment thereto and not contained within a bare land strata plan shall not be considered subdivided for the purpose of this bylaw and includes a lot.

**"Parcel Area"** means the total horizontal area between the lot lines of a parcel.

**"Permit"** means a permit under Part 14 of the *Local Government Act*.

**"Subject Parcel"** means one or more parcels, or parts of parcels, that are the subject of an application for a bylaw amendment, permit, approval or other decision of the Regional District.

**"Property Declaration Form"** means a form setting out the owner's understanding with respect to existing conditions and features of the subject parcel.

**"Public Hearing"** means a Public Hearing held in accordance with the *Local Government Act* for the purpose of providing a reasonable opportunity for all persons who believe that their interest in property is affected

by a proposed bylaw amendment to be heard, or to present written submissions to the Regional Board respecting matters contained in the bylaw that is subject to the hearing.

**"Public Information Meeting"** means a meeting held at the discretion of the Regional District for the purpose of providing an applicant with the opportunity to present a proposal, entertain questions, facilitate discussion, and seek preliminary feedback from those who believe that their interest in property is affected by the proposal.

**"Regional Board"** means the Board of the Regional District of Nanaimo.

**"Regional District"** means the Regional District of Nanaimo.

## **2.0 Development Application Procedure**

- 2.1 An applicant may apply to the Regional District for any of the application types listed in Section 3.0 by submitting the prescribed application form, providing the required information, and submitting the associated application fees.

## **3.0 Application Requirements**

- 3.1 Application requirements apply to applications for:

- (a) a bylaw amendment;
- (b) issuance or amendment of a permit under Part 14 of the *Local Government Act*;
- (c) subdivision;
- (d) land use contract amendment or discharge;
- (e) *Agricultural Land Commission Act* approval;
- (f) liquor and cannabis retail license;
- (g) board of variance;
- (h) adoption of a bylaw to authorize or amend a phased development agreement;
- (i) floodplain bylaw exemption;
- (j) covenant amendment or discharge;
- (k) telecommunication antenna system; and,
- (l) service area boundary amendment.

- 3.2 An owner of land may authorize an agent in writing to act on behalf of the owner and must notify the Regional District in writing if the owner or agent changes.

3.3 An applicant requesting approval for an application type subject to application requirements referred to in Section 3.1 must submit the following information required by the Regional District which generally includes the following:

- (a) a completed application form provided by the Regional District;
- (b) a copy of State of Title Certificate(s) dated within 30 days of the date of application;
- (c) a Corporate Registry Search if the owner is a corporation, current to within 30 days;
- (d) a copy of all covenants, easements, and rights of way and any other encumbrance affecting the use of land registered against the title;
- (e) confirmation that the land is not land to which the *Private Managed Forest Land Act* (British Columbia) applies;
- (f) a copy of approval or permission for the proposed use or development under any applicable provincial enactment;
- (g) confirmation of an approved means of potable water and confirmation of a connection to an approved means of sewage disposal;
- (h) detailed site plan prepared by a BC Land Surveyor in PDF or other format deemed acceptable by the Regional District showing all information applicable to the parcel including:
  - i. boundaries and dimensions of the parcel(s);
  - ii. proposed subdivision of parcel(s);
  - iii. location of existing and proposed roads;
  - iv. location and type of existing and proposed easements, rights of way and covenants;
  - v. location of watercourses, environmentally sensitive areas, eagle and heron nests, natural hazard areas, and their associated setbacks;
  - vi. size and location of an existing and proposed building, or structure and their use or proposed use;
  - vii. applicable building setbacks;
  - viii. applicable development permit areas;
  - ix. location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points;

- x. location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions;
- xi. location and type of existing and proposed landscaping;
- xii. existing and proposed on-site water or wastewater services;
- xiii. location and type of existing and proposed signage;
- (i) a detailed plan of building elevations drawn to a scale not larger than 1:100;
- (j) electronic copies of all plans;
- (k) site profile pursuant to the *Environmental Management Act*, if applicable;
- (l) property Declaration Form pertaining to presence or absence of riparian areas, and eagle and heron nesting trees, and contaminated sites on the subject property;
- (m) professional reports to be provided under “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”, or otherwise requested by the Regional District or an accepted Impact Report Proposal;
- (n) written authorization from an owner for an agent to act on behalf of the owner under Section 3.2 of this bylaw; and
- (o) the applicable application fee set out Schedule A-2 of this bylaw.

3.4 Notwithstanding the above, application and information requirements are at the discretion of the Regional District.

3.5 Information submitted in support of a development application shall be made available for public inspection in accordance with the *Freedom of Information and Protection of Privacy Act*.

#### **4.0 Public Notification Requirements**

4.1 In accordance with the *Local Government Act*, where notice is required to be given of a proposed bylaw amendment by the Regional District to owners and tenants in occupation of the subject parcel and other parcels, notices shall be sent to the owners and tenants in occupation of the subject parcel and within all parcels within the notification distance in accordance with Table 2: Public Notification and Signage Requirements of Schedule A-1, which is attached to and forms part of this bylaw.

4.2 In addition to Section 4.1 above, where notice is required by this bylaw, notice shall be mailed or otherwise delivered to the owners and tenants in occupation of the subject parcel and all parcels within the notification distance in accordance with Table 2: Public Notification and Signage Requirements of Schedule A-1, which is attached to and forms part of this bylaw

4.3 Where notice is required, notification distances shall be measured from the outermost perimeter of the subject parcel.

- 4.4 Advertisements giving notice of a Public Information Meeting or Public Hearing shall be published in a local newspaper in accordance with Table 1: Newspaper Advertisement Requirements of Schedule A-1, which is attached to and forms part of this bylaw.
- 4.5 Notwithstanding Section 4.4 above, for Public Hearings, the requirements of the *Local Government Act* shall prevail in the event of a conflict with the *Local Government Act*.
- 4.6 The Regional District shall post a hard copy of the notice advertising a Public Information Meeting and Public Hearing in a visible location that is publicly accessible at the Regional District Administration Offices.
- 4.7 The Regional District shall post a notice of each Public Information Meeting and Public Hearing on its website and may, in addition, post a notice of each Public Information Meeting or Public Hearing on its social media platforms or by other electronic means.

## **5.0 Signage Requirements**

- 5.1 Signage shall be posted in accordance with Schedule A-1 – Notification Distances and Signage Requirements, which is attached to and forms part of this bylaw.
- 5.2 Where signage is required by this bylaw, it shall be provided at the expense of the applicant.
- 5.3 All signage shall be made of weather resistant material and shall be in general accordance with the specifications outlined in Schedule A-1 - Notification Distances and Signage Requirements, attached to and forming part of this bylaw. The Manager of Current Planning or their designate may update and/or change the sign content without an amendment to this bylaw.
- 5.4 A minimum of one sign per parcel being considered as part of the application in a location that provides an unobstructed view from the nearest constructed highway is required.
- 5.5 Notwithstanding 5.4 above, in the case of a parcel having more than one highway abutting the parcel, a minimum of one sign for each highway frontage in locations that provide unobstructed views from the said highways.
- 5.6 Notwithstanding 5.4 and 5.5 above, where a parcel abuts intersecting highways, provided the sign is posted at the corner of the intersecting highways in such a manner as to provide an unobstructed view from both highways, the posting of one sign will be considered sufficient.
- 5.7 The applicant must submit photographs to the Regional District showing all installed signs within 48 hours of the sign(s) being posted.
- 5.8 The sign(s) must be promptly removed at the expense of the applicant after the completion of the Public Hearing, following a decision being made on the application, or immediately after withdrawing or closing an application, as applicable and to the satisfaction of the Regional District.
- 5.9 In the case of the Regional District's intent to consider 3rd reading where a Public Hearing has been waived, notification shall follow the notification requirements for a Public Hearing.



## **6.0 Public Information Meetings and Online Engagement**

- 6.1 A Public Information Meeting (PIM) may be held for any application described in this bylaw as determined by the Regional District.
- 6.2 Online engagement may be undertaken either in addition to or in the place of a PIM at the discretion of the Regional District. Where online engagement occurs, a notice advising the public of the development application and opportunities for online engagement shall be placed in accordance with Table 2: Public Notification and Signage Requirements of Schedule A-1, which is attached to and forms part of this bylaw.
- 6.3 Where online engagement occurs either in addition to or in the place of a PIM, the Regional District shall make development application information available to the public and shall, where appropriate, provide an opportunity to provide input in a form satisfactory to the Regional District for a minimum of four weeks starting from the day the online engagement goes live to the public.
- 6.4 The Regional District at its discretion, may post development application information online to inform the public about current development applications.

## **7.0 Public Hearings**

- 7.1 A Public Hearing may be held in person, by electronic means, or other communication methods in accordance with the *Local Government Act*.
- 7.2 In the absence of any member of the public in attendance after a minimum of 15 minutes from the advertised time of commencement of the hearing, the Chair will call the Public Hearing to order and immediately declare the Hearing closed.
- 7.3 Any costs associated with the postponement of a hearing, due to failure of the applicant to comply with the requirements of this bylaw, shall be paid by the applicant, in addition to the application fees previously paid.

## **8.0 Inactive Applications**

- 8.1 Where an applicant under this bylaw has not pursued the application for a period of 12 months, after being asked by the Regional District to provide further information or follow a procedure outlined in this bylaw, the Manager of Current Planning or their designate will notify the applicant in writing of the impending cancellation and provide an additional 30 days to follow the procedure or to complete the application to the satisfaction of the Regional District.
- 8.2 Notwithstanding 8.1 above, in the case of subdivision, the applicant will be notified of impending cancellation if, after 12 months following the expiration of the preliminary layout approval or preliminary layout extension or preliminary layout review status, the applicant has not satisfied the application requirements to the satisfaction of the Regional District.
- 8.3 If after 30 days of the Manager of Current Planning notifying the applicant of the impending cancellation, the applicant has not provided the information or followed the procedure required to

complete the application, the application is deemed to be inactive, and the file will be closed and, if applicable, a refund paid to the applicant in accordance with Section 13.0.

- 8.4 If an application is closed in accordance with this section, should an applicant wish to resume an application, the applicant may do so by submitting a new application along with the fees prescribed in this bylaw.
- 8.5 The Manager of Current Planning or their designate may postpone an impending cancellation, if a written extension request is received from the applicant within the period specified in Sections 8.1 or 8.2 above to the satisfaction of the Manager of Current Planning.

## **9.0 Reapplication**

- 9.1 In accordance with the *Local Government Act*, reapplication for a development application that has been refused by the Board shall not be considered within a 12-month period immediately following the date of refusal. Reapplication within the 12-month period immediately following the date of refusal may only be varied by an affirmative vote of at least two thirds of the Board members eligible to vote on the reapplication.

## **10.0 Method of Payment**

- 10.1 All fees shall be required to be paid upon acceptance of a completed application in a form satisfactory to the Regional District.

## **11.0 Deposits for Applications, Permits, and Land Use Contract Amendments**

- 11.1 Where an application requires advertising of a Public Information Meeting or a Public Hearing, an applicant shall be responsible for the full costs of all expenses; including the advertising for the notification of a Public Information Meeting or a Public Hearing, the costs of the meeting venue(s) and all other costs associated with obtaining public input, in addition to any applicable application fees.
- 11.2 Where an application, a permit, or a land use contract amendment requires advertising, an applicant shall be responsible for the full costs of all advertising expenses; including the advertising for the notification of a Public Information Meeting or a Public Hearing, in addition to any applicable application fees.
- 11.3 Advertising deposits shall be paid by the applicant at the time of application submission in accordance with Table 1: Advertising Deposits of Schedule A-2, which is attached to and forms part of this bylaw.
- 11.4 Prior to an application being considered for approval, the applicant shall pay all outstanding expenses that exceed the amount of the deposit collected from the applicant as per 11.3 above.

## **12.0 Legal Deposits and Third-Party Review**

- 12.1 An applicant shall be responsible for paying the full cost of direct legal expenses arising from legal work required in conjunction with the processing of an application, including the preparation and review of legal documents.
- 12.2 An applicant shall not be responsible for paying legal expenses incurred by the Regional District for obtaining advice or opinions which represent the Regional District's interests.
- 12.3 An applicant shall be responsible for paying the Regional District's portion of the costs for resolution of non-acceptance of a Regional Growth Strategy bylaw amendment including facilitation or arbitration by a neutral third party.
- 12.4 An applicant shall be responsible for paying the cost of a third-party review of a professional report as deemed necessary by the Manager of Current Planning.
- 12.5 Prior to an application being considered for approval, the applicant shall pay all outstanding expenses related to the third-party review.

## **13.0 Refunds**

- 13.1 Where an amendment application is withdrawn by the applicant prior to the amendment being considered by the Regional Board for first reading, the Regional District shall pay to the applicant, within 30 days from the date of withdrawal, a refund in the amount of 50 percent (50%) of the application fee.
- 13.2 Where an amendment application is refused by the Regional Board or withdrawn by the applicant prior to notification of a Public Hearing, the Regional District shall pay to the applicant, within 30 days of refusal or withdrawal, a refund in the amount of 25 percent (25%) of the application fee.
- 13.3 Where the Board proceeds with a Public Hearing or a notification for an amendment application pursuant to the *Local Government Act*, the Regional District shall not provide a refund of any portion of the application fee to the applicant.
- 13.4 No refund shall be provided by the Regional District to an applicant with respect to a development permit application, a development variance permit application, a temporary use permit application, a subdivision application, any other permit, or another matter or decision of the Regional District to which this bylaw applies.
- 13.5 Notwithstanding the above, if an application is withdrawn by the applicant or closed by the Regional District prior to Regional District staff expending more than 2.0 hours of work on the application, as determined by the Manager of Current Planning, the Regional District shall pay to the applicant, within 30 days of withdrawal, a refund in the amount of 100 percent (100%) of the application fee.
- 13.6 The Regional District shall refund any unspent Advertising Deposits to the applicant within 30 days of a decision being made on an application, an application being closed by the Regional District, or of an application being withdrawn.

#### **14.0 Planning Related Fees and Charges**

- 14.1 Application fees and fees for planning-related services and charges shall be paid in accordance with Table 2: Planning Application and Planning-Related Services Fees and Charges of Schedule A-2, which is attached to and forms part of this bylaw.
- 14.2 Fees for the purchase of maps, bylaws, publications and other products or mapping services shall be in accordance with Table 1: Planning Department Products and Mapping Services Fees and Charges of Schedule A-4, which is attached to and forms part of this bylaw.

#### **15.0 Servicing Review Fees**

- 15.1 In addition to planning related fees and charges otherwise payable under this bylaw, an owner shall pay to the Regional District the amounts of the fees and charges set out Table 3: Engineering Review Fees of Schedule A-2, which is attached to and forms part of this bylaw, in relation to the following:
  - (a) to review the feasibility of constructing and/or altering the sewer and water systems for the purpose of extending the infrastructure into the proposed development and as described in “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” as amended or replaced, and;
  - (b) to review plans and specifications for works and services for the purpose of providing “design stage approval” and field inspections of works and services that have been installed by or on behalf of a developer.

#### **16.0 Service Area Boundary Amendment Application**

- 16.1 An applicant may request a Service Area Boundary Amendment request by written submission to the regional district in a form satisfactory to the Regional District.
- 16.2 An applicant who submits a Service Boundary Amendment request must pay a fee to be known as a “Boundary Amendment Application Fee”.
- 16.3 The amount of the Service Boundary Amendment Application Fee payable is specified in Table 1: Service Boundary Adjustment Application Fees and Charges of Schedule A-3, which is attached to and forms part of this bylaw.
- 16.4 The Service Boundary Amendment Application Fee must be paid at the time the application is submitted and is not refundable.
- 16.5 A Service Boundary Amendment Application will be processed once all other fees and charges associated with a service have been paid. Associated fees and charges include, but are not limited to legal fees, capital charges, development cost charges and latecomer fees.
- 16.6 Legal fees for a Service Boundary Amendment Application are refundable net of any costs incurred by the Regional District of Nanaimo, except where the amount owing is less than \$50.

## **17.0 Fee Exceptions**

- 17.1 Except for the cost of advertising associated with any application or permit, fees for planning services do not apply to a non-profit organization registered under the *Society Act*.

## Schedule A-1 - Notification Distances and Signage Requirements

**Table 1: Newspaper Advertisement Requirements**

Meeting Type	Number of Advertisements	Timing of Advertisements
Public Information Meeting	1 Edition	The notice shall appear not less than 3 and not more than 10 days before the Public Information Meeting.
Online Engagement in lieu or in addition to Public Information Meeting	1 Edition	The notice shall appear not more than 10 days after the date in which the online engagement goes live to the public.
Public Hearing	2 Consecutive Editions	The second advertisement must be not less than 3 and not more than 10 days before the hearing.

**Table 2: Public Notification and Signage Requirements**

Application Type	Notification Distance and Signage Type	Notification Timing (For signage timing see below)
Bylaw amendment in Electoral Area F	500 metres Sign Type 1	i. Not more than 10 days after the date in which the online engagement goes live to the public;  ii. A minimum of 10 days prior to a scheduled Public Information Meeting or where there is no Public Information Meeting a minimum of 10 days prior to the Electoral Area Services Committee meeting at which the application will be first considered; or,
Bylaw amendment in Electoral Areas A, C, E, G, and H that would allow for less than 20 additional residential units on the subject parcel; or affects a subject parcel having an area less than 4000 m <sup>2</sup> zoned or to be zoned for the purpose of commercial or industrial development	200 metres Sign Type 1	
Bylaw amendment in Electoral Areas A, C, E, G, and H that would allow for 20 or more additional residential units; or affects a parcel area equal to or greater than 4000 m <sup>2</sup> for the purpose of commercial or industrial development	500 metres Sign Type 1	
Phased Development Agreement or amendment other than a minor amendment	500 metres Type 1	
Temporary Use Permit	200 metres Sign Type 1	

Application Type	Notification Distance and Signage Type	Notification Timing (For signage timing see below)
Non-medical Cannabis Retail Licence	300 metres	iii. At least 10 days prior to a Public Hearing or in the case where a Public Hearing is waived, at least 10 days before the Board considers 3 <sup>rd</sup> reading of the Bylaw, as applicable.
	Sign Type 1	
Park Land Dedication	100 metres	
	Sign Type 1	
All Liquor Licence and Liquor-Related applications to the Liquor and Cannabis Regulation Branch	200 metres	
	Sign Type 1	
Covenant Amendment (for covenants registered to fulfil the conditions of an application approved by the Regional Board)	A distance equal to the distance used for notification of the application which resulted in the covenant	A minimum of 10 days prior to the Electoral Area Services Committee meeting at which the application will be first considered
	Sign Type 1	
Covenant Amendment (for Delegated approvals, subdivision, and all other cases)	Notification not required	
	Sign Type 2	
Development Variance Permit and Development Permit with Variance	100 metres	A minimum of 10 days prior to Electoral Area Services Committee meeting at which the application will be first considered.
	Sign Type 2	
Development Permit, Subdivision, Floodplain Bylaw Exemption, Frontage Relaxation, Agricultural Land Reserve	Notification not required	
	Sign Type 2	A minimum of 10 days prior to Electoral Area Services Committee meeting at which the

Application Type		Notification Distance and Signage Type	Notification Timing (For signage timing see below)
			application will be first considered.
<b>Signage Timing</b>			
Signage must be installed in accordance with the following:			
Type 1	<ul style="list-style-type: none"> <li>i. a minimum of 10 days prior to a scheduled public information meeting and 10 days prior to a scheduled public hearing;</li> <li>ii. where there is no public information meeting or public hearing, a minimum of 10 days prior to the Electoral Area Services Committee meeting at which the application will be first considered;</li> <li>iii. not more than 10 days after the date in which the online engagement goes live to the public; or,</li> <li>iv. or least 10 days prior to the application being considered for approval by the Electoral Area Services Committee or a designate authorized by the Regional Board.</li> </ul>		
Type 2	Signage shall be installed not more than 10 days after the Regional District has acknowledged receipt of an application.		



**Table 3: Requirements Specific to Telecommunications Antenna System Applications**

Electoral Area	Application Type	Notification Distance	Signage Type	Additional Requirements
ALL	Telecommunication Antenna Systems	<p>The applicant shall send a notice to all property owners as follows:</p> <ul style="list-style-type: none"> <li>• 10 metres for every one metre in proposed tower height for a freestanding antenna system</li> <li>• 10 metres for every one metre in height for a Building/Structure-Mounted Antenna System</li> </ul>	Type 1	<ul style="list-style-type: none"> <li>• The applicant shall also provide a notice to Innovation, Science, and Economic Development Canada's Regional Office and Community Associations to the satisfaction of the Regional District.</li> <li>• Notwithstanding any other provision of this bylaw, where a Public Information Meeting is held, notification and newspaper advertisement shall be in accordance with Section 4.0 of this bylaw.</li> </ul>
		<p>The applicant shall send a notice to all neighboring Land-Use Jurisdictions, Emergency Service Providers, and School Districts as Follows:</p> <p>The greater of:</p> <ul style="list-style-type: none"> <li>• 500 metres; or</li> <li>• for every one metre in height for a Freestanding Antenna System or 10 metres for every one metre in height for a Building/Structure-Mounted Antenna System.</li> </ul>		

## Schedule A-1 - Development Application Signage Specifications

### TYPE 1 DEVELOPMENT APPLICATION SIGN

Line

1	(APPLICATION TYPE) APPLICATION No. PL20XX-XXX	
2	AN APPLICATION HAS BEEN SUBMITTED TO THE REGIONAL DISTRICT OF NANAIMO	
3	TO (REZONE/REDESIGNATE) THIS PROPERTY FROM _____ TO _____	
4	<div style="text-align: center;"> <p>Location Map</p> <p>Civic Address/Legal Description</p> </div>	<b>FOR FURTHER INFORMATION CONTACT:</b>
5		APPLICANT:
6		NAME:
7		ADDRESS:
8		PHONE:
9	A PUBLIC _____ WILL BE HELD	
10	DATE:	
11	TIME:	
12	LOCATION (if applicable): / the way in which the hearing is to be conducted	
13	ADDRESS: / Link and/or details on how to access the meeting electronically	
14	HAVE YOUR SAY ONLINE	
15	For more information about this application, to provide feedback and submit questions go to: <b>getinvolved.rdn.ca/pl20xx-xx</b>	REGIONAL DISTRICT OF NANAIMO PLANNING AND DEVELOPMENT 6300 HAMMOND BAY ROAD NANAIMO, BC V9T 6N2 PHONE: 390-6510 or 1-877-607-4111 askplanning@rdn.bc.ca
16	Feedback must be received (insert start time of meeting) by (date of meeting).	

Where a public information meeting is to be held, the sign will indicate the date, time, and location of that meeting. Where a public hearing is to be held after the public information meeting, the applicant will change the sign to indicate the date, time and place of the hearing.

## Schedule A-1 - Development Application Signage Specifications

### TYPE 1 DEVELOPMENT APPLICATION SIGN DETAILS

#### Lettering:

White Background / Royal Blue Lettering  
Royal Blue Border around Sign  
Royal blue colour codes for printer as follows:

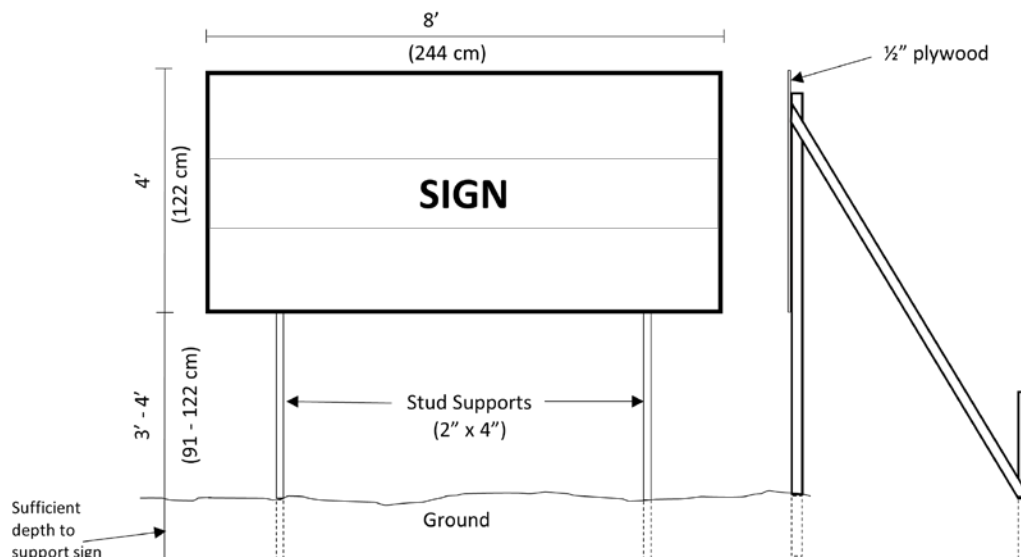
PANTONE® #301C	CMYK - 100/40/0/40
RGB - 0/82/147	HEX - 005293
Printing on Uncoated: PANTONE® #2945U	CMYK – 100/40/0/50

Lettering in BLOCK CALIBRI CAPITALS with the following minimum height sizes for each Notice:

Line	Minimum Height	Line	Minimum Height
1	12.4 cm (5")	10	4.0 cm (1.5")
2	7.5 cm (3")	11	4.0 cm (1.5")
3	7.5 cm (3")	12	4.0 cm (1.5")
4	7.5 cm (3")	13	4.0 cm (1.5")
5	4.0 cm (1.5")	14	4.0 cm (1.5")
6	4.0 cm (1.5")	15	4.0 cm (1.5")
7	4.0 cm (1.5")	16	7.5 cm (3")
8	4.0 cm (1.5")		
9	4.0 cm (1.5")		

Font height may be adjusted to accommodate the required information.

#### Sign Installation:

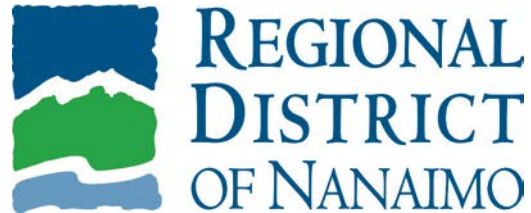


**Schedule A-1 - Development Application Signage Specifications**

**TYPE 2 DEVELOPMENT APPLICATION SIGN TEMPLATE (2 sided)**

(This page is Intentionally Blank)

Side 1



## DEVELOPMENT APPLICATION No. PL20XX-XXX

AN APPLICATION HAS BEEN SUBMITTED TO THE REGIONAL DISTRICT OF NANAIMO for:

**SUBJECT PROPERTY:**

LEGAL DESCRIPTION:

ADDRESS:

ZONING:

SUMMARY OF PROPOSAL:

**FOR FURTHER INFORMATION CONTACT:**

APPLICANT:

NAME:

CONTACT:

PHONE:

**LEARN MORE ONLINE (DELETE IF NOT ONLINE)**

For more information about this application go to: (DELETE IF NOT ONLINE)

**RDN CONTACT:**

| [askplanning@rdn.bc.ca](mailto:askplanning@rdn.bc.ca)

Side 2

# **PLEASE POST IN A VISIBLE LOCATION FRONTING A PUBLIC ROADWAY**

(Where there is more than one road, one sign must be posted fronting each road)

**&**

## **PROVIDE CLEAR PLASTIC WEATHER PROTECTION OVERLAY**

## **MUST REMAIN POSTED UNTIL ADVISED BY RDN STAFF**

## **Schedule A-1 - Development Application Signage Specifications**

### **TYPE 2 DEVELOPMENT APPLICATION SIGNAGE REQUIREMENTS**

#### **Design Requirements:**

1. Signage shall be printed by the applicant or by the Regional District at the Regional District's discretion on paper or other suitable weatherproof material a minimum of 8.5" x 11".
2. Signage shall be in accordance with Section 5 of this bylaw.
3. The Regional District shall provide the applicant with the appropriate sign content upon receipt of a request from the applicant.
4. The signage shall be supported by a 4 inch by 4 inch post, existing building, fence, or other means that ensure public visibility.
5. If printed on paper, the sign shall be laminated or placed in a clear plastic covering to protect the sign from the elements.
6. The "Learn More Online" section will not be utilized unless the RDN provides development application information online in relation to the applicable application type.

## Schedule A-2 - Planning Application, Services Fees and Charges, and Engineering Review Fees

**Table 1: Advertising Deposits**

Application Type	Deposit Amount
Zoning Amendment or Official Community Plan Amendment	\$1,500
Zoning Amendment concurrent with an Official Community Plan Amendment	\$2,000
Temporary Use Permit, Land Use Contract, or Development Permit where a Public Information Meeting is to be held	\$1, 000
All Liquor Related Licences or endorsements	\$1,500
Official Community Plan Amendment which requires a Regional Growth Strategy Amendment	\$3,000
Non-Medical Cannabis Retail Licence	\$1,500

**Table 2: Planning Application and Planning-Related Services Fees and Charges**

Application Type	Application Fees	
<b>Zoning Amendment</b>	<b>Base Fee \$800</b>	<b>PLUS THE FOLLOWING ADDITIONAL FEES</b>
		1. For a residential use, \$100 per dwelling unit for the first 20 dwelling units, \$50 per dwelling unit in excess of 20 dwelling units and up to 200 dwelling units; and, where there are more than 200 dwelling units, \$25 per dwelling unit thereafter.
		2. For a commercial use, \$100 for each 0.1 hectare of site area or portion thereof.
		3. For a resort commercial use, \$100 per unit for the first 20 units and where there is more than 20 units, \$50 per unit in excess of 20 units.
		4. For an industrial use, \$100 for each 0.1 hectare of site area or portion thereof.
		5. For a rural use, a resource use, or a recreation use, \$100 for each hectare or portion thereof of parcel area.
		6. For an institutional use, \$100 for each .1 hectare of site area or portion thereof of parcel area, to a maximum application fee of \$3,000.
		7. For a comprehensive development use involving several uses, each use is calculated separately and combined with the base fee.



Application Type	Application Fees		
<b>Concurrent Zoning and Official Community Plan Amendment</b>	Base Fee \$1,500	<b>PLUS THE FOLLOWING ADDITIONAL FEES</b>	
		1.	For a residential use, \$100 for each of the first 20 dwelling units and \$50 for each dwelling unit in excess of 20 dwelling units.
		2.	For a commercial use, \$100 for each 0.1 hectares of site area.
		3.	For a resort commercial use, \$100 for each of the first 20 resort commercial units and \$50 for each resort commercial unit in excess of 20 resort commercial units.
		4.	For an industrial use, \$100 for each 0.1 hectares of site area.
		5.	For a rural, resource, or recreation use, \$100 for each hectare or portion thereof of parcel area.
		6.	For an institutional use, \$100 for each 0.1 hectare of site area or portion thereof.
		7.	For a comprehensive development use involving several uses, each use is calculated separately and combined with the base fee.
<b>Subdivision</b>	Base Fee \$300	<b>PLUS THE FOLLOWING ADDITIONAL FEES</b>	
		1.	For a conventional subdivision \$300 for each parcel proposed to be created including any remainder.
		2.	For a building strata conversion or a phased building strata subdivision \$300 for each building strata lot proposed.
		3.	For a bare land strata subdivision application \$300 for each bare land strata lot proposed.
		4.	For a lot line adjustment subdivision application \$300 for each lot line proposed to be adjusted.
		5.	The additional fee for a subdivision application where there is a request(s) for relaxation of the minimum 10% perimeter frontage requirement shall be \$400.
<b>Development Permit</b>	1.	For a multiple dwelling unit development, \$400 plus \$50 per dwelling unit.	
	2.	For a commercial development, \$400 plus \$1 per square metre of commercial floor space.	
	3.	For an industrial development, \$400 plus \$1 per square metre of gross floor area.	

Application Type	Application Fees	
	4.	For a special case, including environmental, natural hazard, sensitive ecosystems, watercourse protection, farm land protection, and signs, \$200 where no variance to regulations are required and \$400 in cases where a variance or variances are required.
	5.	For a development permit approved by delegation of the Board, \$200.
<b>Liquor and Cannabis Licence</b>	1	Liquor or Food Primary application shall be \$800.
	2	Food Primary application with an associated application to amend the current land use designation shall be \$400.
	3	The fee for a temporary amendment Director approved application shall be \$400.
	4	The fee for a temporary amendment Board approved application shall be \$800.
	5	The fee for a Non-Medical Cannabis Retail Licence shall be \$4,000.
<b>Official Community Plan Amendment</b>	<b>\$800</b>	
<b>For an application to amend an official community plan bylaw which includes an RGS amendment, the fees shall be as follows:</b>	1	for an RGS amendment involving less than 15 hectares of land or less than 15 dwelling units, a fee of \$3,700.00 in addition to the fee for an Official Community Plan amendment is required;
	2	for an RGS amendment involving 15 to 29 hectares of land or 15 to 29 dwelling units, a fee of \$12,350.00 in addition to the fee for an Official Community Plan amendment is required;
	3	for an RGS amendment involving 30 to 49 hectare of land or 30 to 49 dwelling units, a fee of \$24,700.00 in addition to the fee for an Official Community Plan amendment is required; and

Application Type	Application Fees	
	4	for an RGS amendment involving 50 hectares of land or more or 50 dwelling units or more, a fee of \$37,000.00 in addition to the fee for an Official Community Plan amendment is required.
Land Use Contract Discharge or Amendment	\$800	
Development Variance Permit	\$400	
Floodplain Management Bylaw Exemption	\$400	
Board of Variance	\$400	
Covenant Amendment or Discharge	\$800	
Land Use Confirmation Letter	\$40	
Cannabis Producer Land Use Confirmation Letter	\$500	
Telecommunications Antenna System	\$4,000	
New Phased Development Agreement	\$1,000	
Phased Development Agreement Amendment	\$800	
Applications to the Agricultural Land Commission	As specified by the <b><i>Agriculture Land Commission Act</i></b> and <i>Agricultural Land Reserve General Regulation</i> .	
Temporary Use Permit	\$800 for a new permit and \$400 for a request to renew an existing permit.	
Development Permit Concurrent with an Amendment Application	\$200 if there is no variance(s) requested and \$400 if a variance(s) is requested in addition to all other applicable fees.	

**Table 3: Engineering Review Fees**

Development Review and Approval Item	Fees	
<b>Feasibility Analysis at the time of Subdivision Application Submission</b>	\$250 for the first lot plus \$25 for each additional lot	
<b>Plans and Specifications Review for Design Stage Acceptance and Field Inspections</b>	<b>The greater of:</b>	
	1.	\$2,500 or
	2.	<p>A fee which shall be calculated as the total of:</p> <ul style="list-style-type: none"> <li>• 4% of the value of construction for the first \$100,000 of value; and</li> <li>• 3.5% of the value of construction for the next \$300,000 of value; and</li> <li>• 3% of the value of construction for the next \$350,000 of value; and</li> <li>• 2.5% on any amount of the construction value in excess of \$750,000;</li> </ul> <p>where the value is the value of the works and services to be installed and based on the Engineer's Certified Project Cost as approved by the Regional District's Manager of Engineering Services.</p>
<b>Other Charges</b>	1.	Photocopies (8.5 x 11 inch pages): \$0.35 per page
	2.	Engineering standards and specifications: \$75
	3.	Cost of engineering plans at actual costs incurred by the Regional District.

### Schedule A-3 - Boundary Amendment Application Fees and Charges

**Table 1: Service Boundary Adjustment Application Fees and Charges**

Fee Type	Amount
Boundary Amendment Application Fee	\$300
Legal Fee	\$400 for the first two registered property owners and \$100 for each additional registered property owner.

## Schedule A-4 - Planning Department Products and Mapping Services Fees and Charges

**Table 1: Planning Department Products and Mapping Services Fees and Charges**

Maps	Colour	Black/White	Other Fees
Up to 12 x 18 inches Up to 24 x 36 inches Up to 36 x 72 inches Longer than 72 inches	\$3	\$2	
	\$7	\$5	
	\$14	\$10	
	\$3 per linear foot	\$2 per linear foot	
Cadastre Map Book		\$125	
Custom Printed Map		\$50 per hour (minimum \$30) plus cost of individual map sheets as	
Digital Image Map Book (.pdf)		\$75	
Map Layers (digital data format) – see footnote below		\$50 per hour (minimum \$50)	
"Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987"; text only		\$25	
"Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002"; text only		\$10	
Full size double sided version of the text and reduced schedules of an official community plan		\$10	
Miscellaneous regional or planning study		\$25	
RDN Parks Plan		\$10	
Background report		\$10	
Legal survey plan 8.5" by 11"		\$1.50	
Legal survey plan 11" by 17"		\$2	
Photocopies		\$0.35	
Other document or publication not listed above		\$10	
1. Map Layers (digital data format) - The General Manager Finance & Information Services may reduce fees for Map Layers (digital data format) where reciprocal information is exchanged with a purchaser.			