



This form must be completed by Planning Department, please call 250-390-6510 for assistance

**Building Permit Application
Preliminary Planning Review**

Civic/PID:	Type of Application:
Proposal Description:	

Related File(s):	
Applicable DPA's:	
Land Clearing or Fill Placement Outside Building Envelope?	Archaeological (500 m of the Sea):
Water Features:	Parcel Size:
Zoning:	Parcel Coverage:
Proposed Use:	Required Site Area:
Floodplain Bylaw Applicability (100-200 m):	Total Required Site Area:
Existing Uses/Structures:	Use Compliant?:
Servicing:	Improvement district water area:

Sample Only

Planning Approvals Required?:	Yes	No (see Comments)	Maybe (further information requested)
Covenants Required?:	Yes (see Comments)	No	ie. Per secondary suites policy or hazard lands exemption criteria

Comments:

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Preliminary Planning Review Passed:	Yes	No (see Comments)
Planning Staff Name:	Date:	

PLEASE NOTE: This form must be completed **by Planning Staff** for inclusion in your application **before you may apply for a building permit**. The preliminary intake review process does not guarantee that further information, approvals, or requirements will not be identified once the application has undergone a complete review at a later date. Note that the onus is on the property owner to be aware of all restrictions on their property and to plan development accordingly.

Applicants Signature: _____ **Date:** _____