

## **Regional District of Nanaimo Development Application, Notification Procedures and Fees Bylaw No. 1845, 2022**

### **CONSOLIDATED FOR CONVENIENCE ONLY**

This is a consolidation of Bylaw No. 1845 with the bylaws listed below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Regional District of Nanaimo does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

<b>Amendment Bylaw</b>	<b>Adoption Date</b>
1845.01	January 30, 2024

**The bylaw numbers in brackets and bolded at the end of an item of this consolidation refer to the last bylaw that amended each section of the principal bylaw: Regional District of Nanaimo Development Application, Notification Procedures and Fees Bylaw No. 1845, 2022.**

Consolidated: January 2024

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 1845**

**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 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 the 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 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 26th day of April 2022.

Third reading rescinded this 27th day of July, 2022.

Amended and read a third time this 27th day of July, 2022.

Adopted this 27th day of July, 2022.

*ORIGINAL SIGNED*  
\_\_\_\_\_  
*CHAIR*

*ORIGINAL SIGNED*  
\_\_\_\_\_  
*CORPORATE OFFICER*

Appendix 'A' to accompany "Regional District of Nanaimo Development Application and Notification Procedures and Fees Bylaw No. 1845, 2022".

*ORIGINAL SIGNED*

\_\_\_\_\_  
Chair

*ORIGINAL SIGNED*

\_\_\_\_\_  
Corporate Officer

**Appendix 'A'**  
**Planning Application, Notification, Procedures, and Fees**

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## 1.0 Definitions

### 1.1 In this Bylaw:

**"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.

**"General Manager"** means the General Manager of Planning and Development for the Regional District of Nanaimo or any person appointed to perform the duties of the position of General Manager during the temporary absence of the General Manager.

**"Manager of Current Planning"** means the Manager of Current Planning for the Regional District of Nanaimo, any person appointed to perform the duties of the position of Manager of Current Planning during the temporary absence of the Manager of Current Planning.

**"Non-Statutory Public Meeting"** means a meeting, not required by the *Local Government Act* held at the discretion of the Regional District that is open to general public for the purpose of soliciting public feedback on a development application.

**"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 regarding an application.

**"Owner"** means a person registered in the Land Title Registry records as an Owner of land.

**"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 or application 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.

**"Regional District Public Notice Bylaw"** means the *"Regional District of Nanaimo Public Notice Bylaw No. 1851, 2022"* as amended or replaced.

**"Statutory Public Meeting"** means a meeting held to satisfy the requirements of the *Local Government Act* that is open to general public for the purpose of soliciting public feedback on a development application.

**"Statutory Public Notification"** means the designated methods of notifying the public as per the Regional District Public Notice Bylaw.

**"Water Services"** means the Regional District of Nanaimo Water Services department that is responsible for operation and maintenance of all Regional District of Nanaimo water and sewer collection services. [B1845.01]

1.2 Schedules attached to this bylaw form part of this bylaw:

- (a) Schedule A-1 - Notification Distances and Signage Requirements
- (b) Schedule A-2 - Planning Application, Services Fees and Charges, and Engineering Review Fees
- (c) Schedule A-3 - Boundary Amendment Application Fees and Charges
- (d) Schedule A-4 - Planning Department Products and Mapping Services Fees and Charges

## 2.0 Development Application Procedure

2.1 An Application for any of the application types listed in Section 3.0 must be submitted by the Applicant using the prescribed application form provided by Regional District.

2.2 At the time of application, the Applicant will pay to the Regional District all fees as prescribed in **Schedule A-2** of this bylaw.

## 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) a minimum Parcel frontage exemption;
  - (e) land use contract amendment or discharge;
  - (f) phased strata conversion under the *Strata Property Act*;
  - (g) *Agricultural Land Commission Act* approval;
  - (h) liquor and cannabis retail license;
  - (i) any use under the *Liquor Control and Licensing Act*;
  - (j) any use under the *Cannabis Control and Licensing Act*;
  - (k) Board of Variance;
  - (l) adoption of a bylaw to authorize or amend a phased development agreement;
  - (m) floodplain bylaw exemption;
  - (n) covenant amendment or discharge;
  - (o) telecommunication antenna system; and,
  - (p) service area boundary amendment.
- 3.2 By providing written notice addressed to the Regional District, an Owner may authorize an agent to act on behalf of the Owner. The Owner must provide written notification to the Regional District if the authorization is changed or cancelled, or if the Ownership property subject to the application is changed.
- 3.3 An Applicant requesting approval for an application type subject to application requirements referred to in Section 3.1 must submit the information required by the Regional District including the following:
- (a) a completed application form provided by the Regional District;
  - (b) a copy of the 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 on 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 source 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 any existing and proposed buildings, or structures 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, and garbage and recycling provisions;
  - xi. location and type of existing and proposed landscaping;
  - xii. existing and proposed on-site water or wastewater services; and
  - 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) if applicable, a 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 Statutory Public Notification Requirements**

- 4.1 Where notice is required to be published by the *Local Government Act*, notice shall be in accordance with the Regional District Public Notice Bylaw (See Table 1: Newspaper and Website Requirements of Schedule A-1 which specifies the minimum requirements for statutory notification which is provided for convenience only).
- 4.2 The Regional District Public Notice Bylaw shall prevail for statutory notification requirements in the event of conflict with this Bylaw.

#### **5.0 Other Notification Requirements**

- 5.1 Public notification of all Non-statutory Public Meetings held in conjunction with a bylaw amendment or other development application shall be published in a local newspaper in accordance with Table 1: Newspaper and Website Requirements of Schedule A-1.
- 5.2 The Regional District shall post all public notices at the public notice posting place located in the Regional District Administration Building.
- 5.3 In accordance with the *Local Government Act*, where notice is required to be given to affected property owners and tenants of a proposed Bylaw Amendment or Development Variance Permit by the Regional District to Owners and tenants in occupation of the Subject Parcel and other Parcels, a notice shall be mailed or otherwise delivered to the Owners and tenants in occupation of the Subject Parcel and to all Parcels within the notification distance specified in Table : Public Notification and Signage Requirements of Schedule A-1.
- 5.4 In addition to Section 5.1 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 distances specified in Table 2: Public Notification and Signage Requirements of Schedule A-1
- 5.5 Notification distances shall be measured from the outermost perimeter of the subject parcel.
- 5.6 The Regional District may post a notice of each non-statutory public meeting on its website, social media platforms, or by other electronic means as determined by the Regional District.

#### **6.0 Signage Requirements**

- 6.1 Signage shall be posted in accordance with the posting requirements of Schedule A-1 – Notification Distances and Signage Requirements.
- 6.2 Where signage is required by this bylaw, it shall be provided at the expense of the Applicant.
- 6.3 All signage shall be made of weather resistant material and shall be in general accordance with the specifications set out 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 is authorized to update and change the sign content requirements from time to time.

- 6.4 An Applicant shall post a minimum of one sign per Parcel being considered as part of an application in a location that provides an unobstructed view of the sign from the nearest constructed highway.
- 6.5 Notwithstanding 6.4 above, in the case of a Parcel having more than one highway abutting the Parcel, an Applicant shall post a minimum of one sign for each highway frontage in locations that provide unobstructed view of the signs from the said highways.
- 6.6 Notwithstanding 6.4 and 6.5 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 of the sign from both highways, the Applicant may post one sign.
- 6.7 The Applicant must submit photographs to the Regional District showing all installed signs within 48 hours of the sign(s) being posted.
- 6.8 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.
- 6.9 Where the Regional Board decides not to hold a Public Hearing, notification of the Board's intent to consider 1<sup>st</sup> reading shall be in accordance with Sections 4 and 5 of this bylaw as shown in Table 1: Newspaper and Website Requirements of Schedule A-1 and Table 2: Public Notification and Signage Requirements.

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

- 7.1 The Regional District may require a Public Information Meeting for any application described in this bylaw.
- 7.2 Online engagement may be undertaken either in addition to or in the place of a Public Information Meeting 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.
- 7.3 Where Online Engagement occurs either in addition to or in the place of a Public Information Meeting, 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.
- 7.4 The Regional District, at its discretion, may post development application information online to inform the public about current development applications.

## **8.0 Public Hearings**

- 8.1 A Public Hearing may be held in person, by electronic means, or other communication methods in accordance with the *Local Government Act*.

- 8.2 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.
- 8.3 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.

## **9.0 Inactive Applications**

- 9.1 Where an Applicant under this bylaw has not pursued an 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.
- 9.2 Notwithstanding 9.1 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.
- 9.3 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 14.0.
- 9.4 If after an application is closed in accordance with this section, an Applicant wishes to resume an application, the Applicant may do so by submitting a new application along with the fees for a new application prescribed in this bylaw.
- 9.5 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 9.1 or 9.2 above to the satisfaction of the Manager of Current Planning.

## **10.0 Reapplication**

- 10.1 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.

## **11.0 Method of Payment**

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

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

- 12.1 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.
- 12.2 Where an application for 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.
- 12.3 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.
- 12.4 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 pursuant to section 12.3 above.

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

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 Prior to an application being considered for approval, the Applicant shall pay all outstanding expenses related to the legal and/or third-party review.

## **14.0 Refunds**

- 14.1 Where a Bylaw Amendment application is withdrawn by the Applicant prior to the Bylaw 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.
- 14.2 Where a Bylaw 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.

- 14.3 Where the Board proceeds with a Public Hearing or a notification for a Bylaw 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.
- 14.4 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.
- 14.5 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.
- 14.6 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.

#### **15.0 Planning Related Fees and Charges**

- 15.1 The Applicant shall pay Application fees and fees for planning-related services and charges in accordance with Table 2: Planning Application and Planning-Related Services Fees and Charges of Schedule A-2.
- 15.2 Where a person wishes to purchase maps, bylaws, publications, and other products or mapping services, the person shall pay the fees set out in Table 1: Planning Department Products and Mapping Services Fees and Charges of Schedule A-4.

#### **16.0 Servicing Review Fees**

- 16.1 In addition to planning related fees and charges otherwise payable under this bylaw, an Applicant shall pay to the Regional District the amounts of the fees and charges set out in Table 3: Engineering Review Fees of Schedule A-2 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 that will become part of Water Services’ infrastructure. [B1845.01]

#### **17.0 Service Area Boundary Amendment Application**

- 17.1 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.

- 17.2 An Applicant who submits a Service Boundary Amendment request must pay a “Boundary Amendment Application Fee” as set out in Table 1: Service Boundary Adjustment Application Fees and Charges of Schedule A-3 at the time the application submitted. The Service boundary Amendment Application Fee is not refundable.
- 17.3 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, and latecomer fees. [B1845.01]
- 17.4 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.

#### **18.0 Fee Exceptions**

- 18.1 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 and Website Requirements**

Meeting Type	Number of Advertisements	Timing and Type of Advertisements
Public Hearing <sup>1</sup>	1 Edition  As per the Regional District Public Notice Bylaw	As per the Regional District Public Notice Bylaw:  i. Publish the notice in a newspaper that is distributed in the affected area not less than 3 days and not more than 10 days before the Public Hearing.  ii. Publish on the Regional District website at least seven (7) days before the date of the matter for which notice is required, unless otherwise specified by legislation.
Regional Board's intent to consider 1 <sup>st</sup> reading of a proposed bylaw amendment where a Public Hearing is not being held	1 Edition  As per the Regional District Public Notice Bylaw	As per the Regional District Public Notice Bylaw:  i. Publish the notice in a newspaper that is distributed in the affected area not less than 3 days and not more than 10 days before the Regional Board is scheduled to consider 1 <sup>st</sup> reading.  ii. Publish on the Regional District website at least seven (7) days before the Regional Board is scheduled to consider 1 <sup>st</sup> reading.
Public Information Meeting and other non-statutory meetings	1 Edition	i. Publish the notice in a newspaper that is distributed in the affected area not less than 3 days and not more than 10 days before the Public Information Meeting or other Non-Statutory Meeting.  ii. Publish on the Regional District website at least seven (7) days before the Public Information Meeting or other Non-Statutory 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.

<sup>1</sup> Statutory public notification shall be in accordance with the Regional District Public Notice Bylaw.

**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	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 Public Information;  iii. A minimum of 10 days prior to a Public Hearing; and,  iv. In the case where the Regional Board decides not to hold Public Information Meeting or a Public Hearing, at least 10 days before the Board considers 1st reading of the Bylaw,  as applicable.
	Sign Type 1	
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	
Non-medical Cannabis Retail Licence	300 metres	
	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	A minimum of 10 days prior to the Electoral Area Services Committee meeting at which the application will be first considered



<b>Application Type</b>		<b>Notification Distance and Signage Type</b>	<b>Notification Timing</b> (For signage timing see below)
		resulted in the covenant	
		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	
<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. at 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> <hr/> <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>	<b>Type 1</b>	<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>

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

**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	Location Map Civic Address/Legal Description	<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><a href="http://getinvolved.rdn.ca/pl20xx-xx">getinvolved.rdn.ca/pl20xx-xx</a></b>	REGIONAL DISTRICT OF NANAIMO PLANNING AND DEVELOPMENT 6300 HAMMOND BAY ROAD NANAIMO, BC V9T 6N2 PHONE: 390-6510 <u>or</u> 1-877-607-4111 <a href="mailto:askplanning@rdn.bc.ca">askplanning@rdn.bc.ca</a>
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 - Notification Distances and Signage Requirements**

**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:

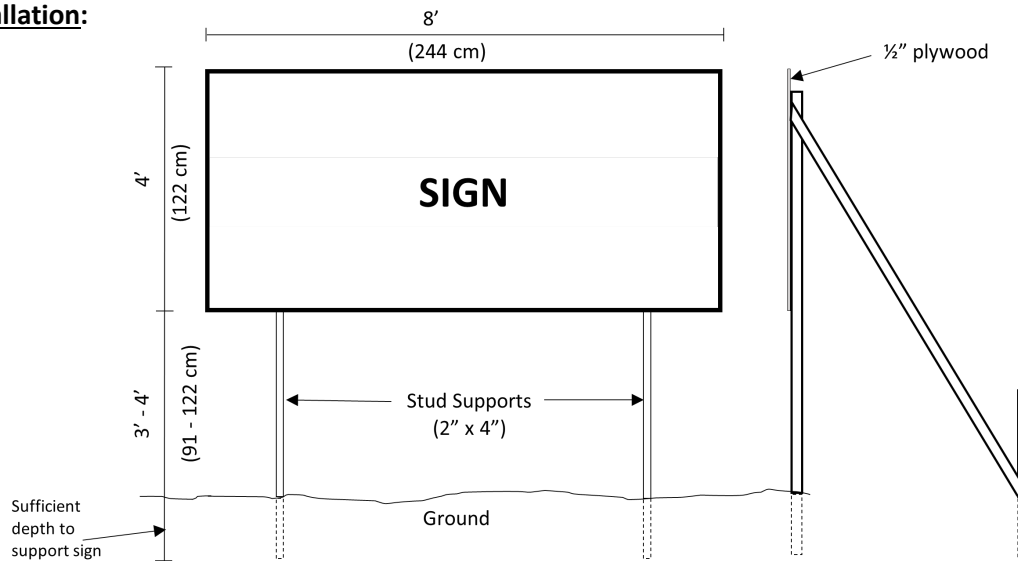
PANTONE® #301C	CMYK - 100/40/0/40
RGB - 0/82/147	HEX - 005293
Printing on Uncoated: PANTONE® #2945U	CMYK – 100/40/0/50

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 - Notification Distances and Signage Requirements**

**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)

**REGIONAL DISTRICT OF NANAIMO – CURRENT PLANNING**

**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 - Notification Distances and Signage Requirements**

### **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 inches x 11 inches.
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	\$1,000
Zoning Amendment concurrent with an Official Community Plan Amendment	\$1,500
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	\$1,000
Official Community Plan Amendment which requires a Regional Growth Strategy Amendment	\$2,500
Non-Medical Cannabis Retail Licence	\$1,000

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

Application Type	Application Fees	
<b>Zoning Amendment</b>	Base Fee \$800	<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.
		<b>PLUS THE FOLLOWING ADDITIONAL FEES</b>

Application Type	Application Fees		
<b>Concurrent Zoning and Official Community Plan Amendment</b>	Base Fee \$1,500	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
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.	
	4.	For a special case, including environmental, natural hazard, sensitive ecosystems, watercourse protection, farm land protection, and signs, \$200 where no variance to regulations	

Application Type	Application Fees	
		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>	\$800	
<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
	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.

Application Type	Application Fees
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 <i>Agriculture Land Commission Act</i> 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: Water Services Review Fees [B1845.01]**

Development Review and Approval Item	Fees
Feasibility Analysis at the time of Subdivision Application Submission	\$25 per lot for properties outside of an RDN water or sewer service area; or \$250 for the first lot plus \$25 for each additional lot for properties within an RDN water or sewer service area.
Plans and Specifications Review for Design Stage	1. \$2,150 for the first lot plus \$50 for each additional lot where water or sewer services will be installed onto existing watermains or sewer mains, or

<b>Acceptance and Field Inspections</b>	2.	In the case where a watermain or sewermain will be constructed, extended or altered in order to service the property, the fee will be <b>The greater of:</b>
	2a.	\$4,900, or
	2b.	<p>A fee which shall be calculated as the total of:</p> <ul style="list-style-type: none"> <li>• 4% of the value of works for the first \$150,000; and</li> <li>• 3.5% of the value of works for the next \$300,000; and</li> <li>• 3% of the value of works for the next \$350,000; and</li> <li>• 2.5% of the value of works in excess of \$800,000;</li> </ul> <p>where the value of works includes construction, engineering, inspections, testing, and all other services in relation to that asset, and based on the Engineer’s Certified Project Cost as approved by the Regional District’s Manager of Water Services.</p>
<b>Legal Fees</b>	<p>\$1,600 for the first two registered property owners, and \$100 for each additional property owner,</p> <p>where a covenant or statutory right of way is to be prepared and/or registered on the land title as part of a subdivision or multi-family development.</p>	

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

**Table 1: Boundary Amendment Application Fees and Charges [B1845.01]**

<b>Fee Type</b>	<b>Amount</b>
<b>Boundary Amendment Application Fee</b>	\$300
<b>Legal Fees</b>	\$700 for the first two registered property owners, and \$100 for each additional 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	\$3	\$2	
Up to 24 x 36 inches	\$7	\$5	
Up to 36 x 72 inches	\$14	\$10	
Longer than 72 inches	\$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 above	
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.			