

**PUBLIC NOTICE
SIGN GUIDELINES**

REQUIRED PUBLIC NOTICE SIGN(S) TO BE ERECTED ON THE SUBJECT PROPERTY WHICH REQUIRE AN OFFICIAL COMMUNITY PLAN (OCP) OR ZONING BYLAW AMENDMENT.

Instructions:

Signage to be installed in accordance with Section 7 and Schedule "B" of "Development Application Procedures and Fees Bylaw, 2007, No. 1422".

An Example:

OCP, REZONING APPLICATIONS
(INDICATE APPLICABLE APPLICATION(S))

FILE NO. _____

APPLICANT OR AGENT'S NAME AND ADDRESS

TELEPHONE NO.

PLAN OF THE PROPOSED SITE
WITH NORTH ARROW AND
STREET NAMES

EXAMPLE:

THIS PROPERTY IS PRESENTLY
ZONED: _____

APPLICATION TO REZONE
TO _____
ZONE WHICH WOULD
PERMIT _____

FOR FURTHER INFORMATION
CONTACT THE COMMUNITY PLANNING
DEPARTMENT
TELEPHONE: (250) 954-4697

Required Format:

- o Size: 6 foot width, 4 foot height.
- o Dark Blue Background with white lettering and a 5.08 cm (2 inch white border).
- o Map: White background with dark blue highlights.
- o Lettering: Block Capitals
- o City Logo: 8 inches high in black (Optional).

THE CITY OF PARKSVILLE
Community Planning Department

100 Jensen Avenue East
P.O. Box 1390
Parksville, B.C. V9P 2H3
Tel: (250) 954-4697
Fax: (250) 954-4685

CITY OF PARKSVILLE

CERTIFIED

BYLAW NO. 1422

**A BYLAW TO ESTABLISH DEVELOPMENT APPLICATION
PROCEDURES AND FEES**

WHEREAS the Council of the City of Parksville has adopted an Official Community Plan and a Zoning and Development Bylaw;

AND WHEREAS the *Local Government Act* requires the Council to establish procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issue of a permit;

NOW THEREFORE the Municipal Council in open meeting assembled enacts as follows:

1. TITLE

This bylaw may be cited as the "Development Application Procedures and Fees Bylaw, 2007, No. 1422"

2. DEFINITIONS

"Owner" includes a person authorized by the owner of real property to be his agent.

"Subdivision" means:

- (a) a subdivision as defined in the *Land Title Act*; or
- (b) a subdivision as under the *Strata Property Act*.

3. SCOPE

(a) This bylaw shall be applicable to all lands within the City of Parksville.

(b) This bylaw shall apply to:

- (i) Amendments to:
 - A. An Official Community Plan;
 - B. A Zoning Bylaw; or
 - C. A Land Use Contract
- (ii) Issuance of:
 - A. Development Permits; and
 - B. Development Variance Permits
- (iii) Approval of subdivisions.

4. APPLICATIONS

Applications for amendments or permits shall be made on a form provided by the City and shall include any information relevant to the proposed development that may be required by the City in order to conduct a thorough review and analysis of the proposed

development. Without limiting the generality of this section the information requested may include any, or all, of the following:

- (a) street address of property
- (b) legal address of property
- (c) site plan
- (d) certificate of title
- (e) summary of proposed development including benefits and impacts on the community
- (f) detailed drawings of the proposed development
- (g) summary of existing land uses adjacent to the subject property
- (h) copy of all relevant charges registered on the legal title of the property
- (i) signature of the applicant
- (j) payment of the prescribed fees.

5. FEES

At the time of application for a bylaw amendment, permit or subdivision approval, the applicant shall pay to the City an application fee as set out in Schedule "A" attached to and forming part of this bylaw.

6. NOTICE

Where the *Local Government Act* or *Community Charter* requires a local government to mail or otherwise deliver notice of an intended action, the Corporate Officer shall mail or otherwise deliver the notice of the intended action to all owners and tenants in occupation of property which is:

- (a) subject to the intended action; and
- (b) within fifty (50) metres of the subject property.

7. SIGNAGE

Applicants for a official community plan, zoning bylaw or land use contract amendment shall post development notice sign(s) on the subject property as outlined in Schedule "B" attached to this bylaw, a minimum of ten (10) days prior to the public hearing, date or date of the Council meeting at which the application will be considered.

8. REFUSAL – AMENDMENTS AND PERMITS

Where an application, amendment bylaw or permit has been refused by Council, the City shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal.

9. TIME LIMIT, EXTENSION AND REAPPLICATION

- (a) Development Permits shall lapse if construction has not begun within two years of issuance.
- (b) Extensions may be considered to development permits subject to the payment of a further fee equal to fifty percent (50%) of the total original fees provided the application for extension is made prior to the permit lapsing. The length of time of any extension that may be granted will be at the discretion of the City but may not exceed an additional two years.
- (c) Subject to the *Local Government Act*, reapplication for an amendment or a permit that has been refused by the Council shall not be considered within a six (6) month period immediately following the date of refusal.

(d) If Council has not adopted an amending bylaw within twelve (12) months after the date it was given third reading by Council, the bylaw will lapse and will be of no force or effect and an applicant who wishes to proceed with the activity or development that was the subject of the application must make a new application.

10. REPEAL

"City of Parksville Procedure Bylaw, 1993, No. 1158" and all its amendments are repealed.

11. EFFECT

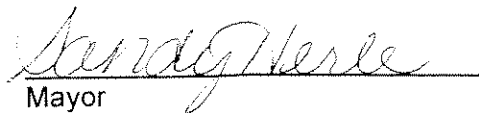
This bylaw shall come into effect on the date of adoption.

READ A FIRST TIME this 15th day of January 2007

READ A SECOND TIME this 15th day of January 2007

READ A THIRD TIME this 15th day of January 2007


ADOPTED this 5th day of February 2007



Mayor



Corporate Administrator

CERTIFICATE OF ADOPTION
OF BYLAW NO. 1422


Laurie Taylor
CORPORATE ADMINISTRATOR

SCHEDULE A OFBYLAW NO. 1422

Clerk

LAURIE TAYLOR

CORPORATE ADMINISTRATOR

SCHEDULE "A"

APPLICATION FEES

Application Type	Fee
OCP Amendment	\$2500.00 Plus the cost of consultant fees where required by City policy.
Zoning Bylaw Amendment	\$2500.00 per lot (less than 2 ha in size) \$5000.00 per lot (2 ha up to 4 ha in size) \$7500.00 per lot (4 ha up to 8 ha in size) \$10,000.00 per lot (over 8 ha in size)
Development Permit	\$500.00 plus \$1.50/m ² of gross floor area
Development Variance Permit	\$2000.00
Subdivision: First 5 lots Next 20 lots Over 25 lots	\$3000.00 plus \$400.00 per lot plus \$300.00 per lot
Strata Title Conversion	\$500.00
Application for Strata Phase Approval	\$100.00 per strata lot
Form P Signing	\$500.00
Land Use Contract Amendment	\$500.00
Second Landscape Inspection	\$100.00
Consultant's Fees	Where required by City policy to be charged back to an applicant; the applicant must deposit with the City, an amount equal to 50% of the estimated costs provided by the Consultant, prior to the processing of the application being started. The balance of the fees must be paid prior to the application process being completed.
Legal Fees	Where required by City policy to be charged back to an applicant; the applicant must pay the fees prior to the processing of the application being completed.

Laurie Taylor

Clerk

LAURIE TAYLOR
CORPORATE ADMINISTRATOR

SCHEDULE "B"

DEVELOPMENT NOTICE SIGN REQUIREMENTS

Where Development Notice Sign are required under this bylaw, they shall comply with the following:

1. Location

All development notice signs shall be placed on property that is subject to an application under this bylaw so that they are clearly visible from the street, approximately three (3) metres inside the property line.

2. Number

One sign is required for each one hundred (100) metres of street frontage provided that no more than three signs are required for any one site.

3. Content

The signs may include the following information, as applicable to the application:

- (a) present and proposed zoning of property
- (b) The City's rezoning file number.
- (c) Any requested variances of City's bylaws
- (d) Any additional information the City may require.

4. Sign Installation

Development notice signs shall be located so as not to interfere with pedestrian or vehicle traffic or obstruct visibility from streets, lanes or driveways and must be installed in a safe, sturdy manner capable of withstanding wind and weather.

5. Sign Specifications

The required signage shall be made up at the applicant's expense according to the City's specification.

6. Sign Removal

Development notice signs shall remain in place until the conclusion of the public hearing, or until the development application has been abandoned. Development notice signs must be removed within seven (7) days of the conclusion of the public hearing or council meeting where the permit application was considered.

7. Statutory Declaration Required

The applicant must provide the City with a statutory declaration in the approved format that all development notice signs required by this bylaw have been installed on the land involved before the application will be considered at an Advisory Planning Commission meeting, a public hearing or a council meeting.

8. Postponement of Consideration of Application

Failure to post the required development notice signage shall result in the postponement of the Advisory Planning Commission consideration of the application, the public hearing, or council consideration of the application. Any costs incurred by the City for public notification as a result of such postponement shall be the responsibility of the applicant.