



**APPLICATION FOR FORM P AND PHASED STRATA APPROVAL:**

100 Jensen Avenue East, Parksville, BC  
Mail to: P.O. Box 1390, Parksville, BC V9P 2H3

Folio No:	Date:
	File No.

**APPLICANT:**

Name of Applicant(s) (Authorized agent or Registered Owner): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_

Day      Month      Year **SIGNATURE OF APPLICANT**

**REGISTERED OWNER (REQUIRED):**

\*Registered Owner's (Owners') Name(s): \_\_\_\_\_

Registered Owner's Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day      Month      Year **SIGNATURE OF ALL REGISTERED OWNER(S) OF SUBJECT PROPERTY OR AUTHORIZED SIGNATORY OF CORPORATION**

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**

\* If the Registered Owner is a corporation submit Company Search; if there is more than one owner, the application must be signed by the owners having a majority interest in the land. Personal information is collected under the authority of the Strata Property Act and Freedom of Information Act (British Columbia) and will only be used for the purpose of processing the bareland strata application and ancillary documentation. For further inquiries please contact the City's Freedom of Information Coordinator at 100 Jensen Avenue East, Parksville (250) 954-3060.

**PROPERTY DESCRIPTION**

Civic Address: \_\_\_\_\_ Legal Description of Property: (must match Title) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



# City of Parksville

PO Box 1390, 100 Jensen Avenue East  
 Parksville, BC V9P 2H3  
 Phone 250 248-6144

## Form P/Phased Strata Submission Requirements

The following items form a complete submission:

Items to be Submitted for Form P/Phased Strata Application		Submitted (Please Check)		Remarks (if any)
		Yes	No	
1.	A completed application form			
2.	A current (within 30 days) State of Title Certificate: <ul style="list-style-type: none"> <li>• Copies of encumbrances shown on the title (except those relating to mortgages, rail or mineral rights)</li> <li>• Where the owner(s) is a company, a company search listing the names of officers and directors</li> </ul>			
3.	Tax Certificate (showing payment/up to date).			
4.	Original Form P plus 2 copies and/or mylar and 5 prints.			
5.	Letter (and any other supporting material, i.e. environmental report in some cases) explaining subdivision.			
6.	The Fee \$500.00 Form P Signing \$100.00 per lot for Strata Phase Approval.			

## Engineering Pre-Design Submission Requirements

**The following outlines the requirements for a complete Pre-Design Submission:  
(As per Section 2.0, Item 5.0.1 of the Engineering Standards and Specifications Manual. The required water and sewer analysis fees are now implicitly covered by the application fees.)**

<b>ITEMS TO BE SUBMITTED</b>			
		Yes	No <sup>#</sup>
<b><u>A. Pre-Design Submission Package must include:</u></b>			
<b>1.</b>	Two preliminary key plan drawings, as per Section B below (depicting all existing and required/proposed services*)		
<b>2.</b>	Servicing Report:		
	<ul style="list-style-type: none"> <li>Assessing the capacity of all services. Current capacity, and capacity of all services with the proposed development, must be determined (water and sewer capacity are also addressed in item 3, below).</li> </ul>		
	<ul style="list-style-type: none"> <li>Assessing conformance to City bylaws of all existing services along all frontages.</li> </ul>		
	<ul style="list-style-type: none"> <li>Clearly describing all required services identified through the above assessments, and any other services proposed to be installed with the proposed development.</li> </ul>		
<b>3.</b>	All data required by the City of Parksville to conduct a water and sewer analysis for the project. See Schedule 'A' of the City of Parksville Engineering Standards and Specifications, and contact the Engineering Department for further details.		
<b>4.</b>	Stormwater Management / Lot Grading Plan in accordance with City specifications, including Sections D-1 and 2.0. Effects of 10 year and 100 year storms on all pipes adjacent to site and downstream to final outfall required, and all necessary upgrades identified.		
<p><i>The above items must be prepared and sealed by a qualified Registered Professional and are based upon an understanding and review of the As-Built Drawings at Public Works, a site visit, preliminary survey, and a comparison of the existing services and conditions to the bylaws (including works along the frontages). As-built Drawings and bylaws can be obtained at Public Works.</i></p> <p><i>City staff will coordinate the sewer and water analysis testing.</i></p>			
<p>* "<u>services</u>" include, but are not limited to, municipal infrastructure such as water works, sanitary sewerage, storm sewerage and management [including lot grading], road works [sidewalks, landscaped boulevards, etc], access, traffic control devices, street lighting, and utilities such as electrical, telephone, cable TV, junction/utility/service boxes, connection offsets, and natural gas.</p>			
<p><sup>#</sup> appropriate and complete rationale must be provided for required items that are not included, for the City's consideration. Use a separate sheet if necessary.</p>			

## **B. Preliminary Key Plan Drawing Standards**

	Yes	No
• All drawings must be signed and sealed by a qualified Professional Engineer registered in BC		
• Standard Sheet size must be A1 metric. If more than one sheet is required, note the westerly or southerly as Key Plan A, with additional plans noting Key Plan B, C etc.		
• 1:500 scale unless otherwise approved (1:250 is acceptable for small and concentrated projects)		
• Standard drafting procedures must be used (e.g. for line types, line densities, symbols, dimensioning, etc.)		
• Lettering must be upper case and must have a minimum font size of 2.5 mm		
• All elevations must be shown in metric geodetic datum [mean sea level 0]		
• All survey work must be tied into the Integrated Survey Monument System [ISM] and include the monument reference number[s]		
• The development site must be outlined in bold		
• Legal descriptions & civic addresses must be noted for subject property and surrounding properties		
• Lot dimensions must be noted		
• All existing and proposed statutory right of ways or easements and their permitted uses must be shown on the drawing (registration numbers must be noted for existing easements)		
• All existing services in the area must be depicted and identified (e.g. including service connections and driveways)		
• All “new” (i.e. required and/or proposed) services must be depicted and identified (with bold line thickness)		
• All other relevant features must be depicted and identified (e.g. structures, retaining walls, etc.)		
• Existing relevant on-site features must be depicted and identified [ <i>i.e.</i> buildings and structures, wells, water, sewer, septic, storm works, hydro, cable, or underground or overhead servicing]		
• All dimensions must be noted on the drawing		

**Note** – Incomplete Submission Packages will be returned to the Consultant.  
 For complete information please see City of Parksville Engineering Standards and Specifications.  
 Copies are available at the Public Works and Parks facility at  
 1116 Herring Gull Way [250-248-5412]

# SUSTAINABLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> <li>• Residential</li> <li>• Commercial</li> <li>• Institutional</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial</li> </ul>	

## Environmental Protection and Enhancement

Please explain how the development protects and/or enhances the natural environment.

1.	Conserve, restore, or improve native habitat?			<b>EXPLANATION</b>
2.	Remove invasive species?			
3.	Involve innovative ways to reduce waste, and protect the air quality?			
4.	Include an ecological inventory?			

Please explain how the development contributes to the more efficient use of energy.

5.	Use climate sensitive design features (passive solar, minimize the impact of wind, and rain, etc.)?			<b>EXPLANATION</b>
6.	Provide on-site renewable energy generation such as solar energy or geothermal heating?			
7.	Propose buildings constructed in accordance with LEED, and the accepted green building standards?			

Please explain how the development facilitates good environmentally friendly practices.

8.	Provide on-site composting facilities?			<b>EXPLANATION</b>
9.	Provide an area for a community garden?			
10.	Include a car free zone?			
11.	Include a car share program?			

Please explain how the development contributes to the more efficient use of water.

12.	Use drought tolerant plants?			<b>EXPLANATION</b>
13.	Use rocks and other materials in the landscaping design that are not water dependant?			

14.	Recycle water and wastewater?			
15.	Provide for zero stormwater run-off?			
16.	Utilize natural systems for sewage disposal and storm water?			
17.	Use low flush toilets?			

**Please explain how the development protects, enhances or minimizes its impact on the local natural environment.**

18.	Provide conservation measures for sensitive lands beyond those mandated by legislation?			<b>EXPLANATION</b>
19.	Cluster the housing to save remaining land from development and disturbance?			
20.	Protect groundwater from contamination?			

**Please explain how the development protects a 'dark sky' aesthetic by limiting light pollution and light trespass from outdoor lighting.**

21.	Include <u>only</u> "Shielded" light fixtures, where 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted?			<b>EXPLANATION</b>
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**Please explain how the project will be constructed sustainably.**

22.	Reduce construction waste?			<b>EXPLANATION</b>
23.	Utilize recycled materials?			
24.	Utilize on-site materials / reduce trucking?			
25.	Avoid contamination?			

<b>Environmental Score</b> Total Number of "Yes"		<b>/25</b>	<b>/22</b>	% =
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## Community Character and Design

**Does the development proposal provide for a more "complete community" within designated nodal centres?**

1.	Improve the mix of compatible uses within an area?		<b>EXPLANATION</b>
2.	Provide services, or an amenity in close proximity to a residential area?		
3.	Provide a variety of housing in close proximity to a public amenity, transit, or commercial area?		

<b>Please explain how the development increased the mix of housing types and options in the community.</b>				
4.	Provide a housing type other than single family dwellings?			<b>EXPLANATION</b>
5.	Include rental housing?			
6.	Include seniors housing?			
7.	Include cooperative housing?			
<b>Please explain how the development addresses the need for attainable housing in Parksville.</b>				
8.	Include the provisioning of Affordable Housing units?			<b>EXPLANATION</b>
<b>Please explain how the development makes for a safe place to live.</b>				
9.	Have fire protection, or include fire prevention measures such as removal of dead fall, on-site pumps, etc?			<b>EXPLANATION</b>
10.	Help prevent crime through the site design?			
11.	Slow traffic through the design of the road?			
<b>Please explain how the development facilitates and promotes pedestrian movement.</b>				
12.	Create green spaces or strong connections to adjacent natural features, parks and open spaces?			<b>EXPLANATION</b>
13.	Promote, or improve trails and pedestrian amenities?			
14.	Link to amenities such as school, beach & trails, grocery store, public transit, etc.? (provide distance & type)			
<b>Please explain how the development facilitates community social interaction and promotes community values.</b>				
15.	Incorporate community social gathering places? (village square, halls, youth and senior facilities, bulletin board, wharf, or pier)			<b>EXPLANATION</b>
16.	Use colour and public art to add vibrancy and promote community values?			
17.	Preserve heritage features?			
<b>Community Character Score</b> Total Number of "Yes"		<b>17</b>	<b>17</b>	% =

## Economic Development

Does the development proposal infill an existing developed area, as opposed to opening up a new area to development?

1.	Fill in pre-existing vacant parcels of land?			<b>EXPLANATION</b>
2.	Utilize pre-existing roads and services?			
3.	Revitalize a previously contaminated area?			

Please explain how the development strengthens the local economy.

4.	Create permanent employment opportunities?			<b>EXPLANATION</b>
5.	Promote diversification of the local economy via business type and size appropriate for the area?			
6.	Increase community opportunities for training, education, entertainment, or recreation?			
7.	Use local materials?			
8.	Use local labour?			
9.	Improve opportunities for new and existing businesses?			

**Economic  
Development Score**  
Total Number of "Yes"

/9



/9

% =

<b>TOTAL</b>	/51	/38	<b>Disclaimer:</b> Please note that Staff is relying on the information provided by the applicant to complete the sustainability checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
<b>% TOTAL</b>			

Other sustainable features?

# ACCESSIBLE COMMUNITY BUILDER CHECKLIST

	<ul style="list-style-type: none"> <li>• Multifamily Residential</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial</li> <li>• Industrial</li> <li>• Institutional</li> </ul>	

**NOTE:** The City of Parksville has adopted this checklist as an informal guide to assist developers in considering the needs of persons with disabilities. These guidelines do not absolve one from meeting the minimum standards of the BC Building Code but rather provide guidance on steps that may be taken beyond code in order to better accommodate persons with disabilities.

<b>Parking</b>				
1.	Will there be parking that is designated for persons with disabilities?			<b>EXPLANATION</b>
2.	Will 2% (or more) of parking spaces be designated as handicap parking?			
3.	Will designated handicap space be located within 50 metres of an accessible entrance?			
4.	Will handicap parking spaces be located on level surfaces?			
5.	Will handicap parking spaces be located on hard paved surface?			
6.	Will near by sidewalks be easy to access? For example, is there a curb-cut ramp adjacent the designated parking space?			
7.	Will handicap parking spaces have a minimum width of 3.9 metres?			
8.	Will the designated space maintain a vertical clearance of at least 2.4 metres?			
<b>Parking Score</b> Total Number of "Yes"		/8	/8	% =

<b>Access (paths to entrance)</b>				
1.	Will the path from parking or street be a minimum of 920 mm wide?			<b>EXPLANATION</b>
2.	Will the path consist of a hard travel surface?			

3.	Will the path be slip resistant?				
4.	Will the path be barrier free (no steps, stairs or obstructions over 13 mm high)?				
5.	Will the path have a slope of less than 1 unit rise for every 12 units of length?				
6.	Will adequate maneuvering space be provided? (i.e.: 1.5 X 1.5 m turning space)				
7.	Will protection from hazards (both on the ground and above) be provided?				
8.	Will the accessible entrance be obvious and easy to find?				
9.	Will there be more than one entrance that is easily accessible for persons with disabilities?				
<b>Access Score</b> Total Number of "Yes"		<b>/9</b>	<b>/9</b>		% =

<b>Entrance</b> (main entrance or accessible entrance)				
1.	Will the door be a minimum of 812 mm wide?			<b>EXPLANATION</b>
2.	Will the door have large, easy to grasp handle?			
3.	Will the door be easy to open manually?			
4.	Will the door feature an automated opening device?			
5.	If the main entrance will not be accessible, is there an alternative accessible entrance?			
6.	Will the accessible entrance be easy to locate?			
<b>Entrance Score</b> Total Number of "Yes"		<b>/6</b>	<b>/6</b>	% =

<b>General Building Interior</b>				
1.	Will doors be at least 812 mm wide?			<b>EXPLANATION</b>
2.	Will the threshold at doors be less than 13 mm high?			
3.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)			
4.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.			
5.	Will the pull side of the door have a clear area of at least 457 mm?			
6.	Will hallways and interior travel routes be at least 914 mm wide?			
7.	If carpet is to be used will it be low-pile, tightly woven and secured?			
8.	If drinking fountains will be present are they accessible and will there be a clear floor space of at least 762 X 1219 mm?			

9.	If public phones are to be available will they be mounted to be at an accessible height (top of phone no higher than 1219 mm)?			
10.	Will the public phone be hearing-aid compatible? Will it have a volume control?			
11.	If there will be four or more public phones in a given location will one of them be text capable?			
12.	If glass doors are to be present, will they include an eye level high contrast visual clue, such as a colour?			
13.	Will all alarm systems include both audio and visual signals (bells and flashing lights)?			
<b>General Building Interior Score</b> Total Number of "Yes"		<b>7</b>	<b>13</b>	% =

<b>Stairs / Escalators</b>		yes <input type="checkbox"/> no <input type="checkbox"/>		
1.	Will stairs feature non-slip surfaces?			<b>EXPLANATION</b>
2.	Will steps feature tactile edges?			
3.	Will steps feature high visibility, high contrast edges?			
4.	Will stairs have continuous railings on both sides, with extensions beyond the top and bottom?			
<b>Stairs / Escalators Score</b> Total Number of "Yes"		<b>4</b>	<b>4</b>	% =

<b>Ramps</b>		yes <input type="checkbox"/> no <input type="checkbox"/>		
1.	Will the ramp have a slope of 1:12 or less? (for every 12 cm along the base the height of the ramp increases 1 cm)			<b>EXPLANATION</b>
2.	Will the ramp have a non-slip surface?			
3.	Will the ramp rise no more than 762 mm between landings?			
4.	Will the unobstructed ramp width be at least 914 mm?			
5.	Will the ramp have a railing? [May also be required by building code ]			
<b>Ramp Score</b> Total Number of "Yes"		<b>5</b>	<b>5</b>	% =

<b>Elevators</b>		yes <input type="checkbox"/> no <input type="checkbox"/>					
1.	Will the elevator feature a minimum unobstructed floor space of 750 mm X 1200 mm?						<b>EXPLANATION</b>
2.	Will access to elevator control buttons be unobstructed?						
3.	Will all elevator control buttons be located at a height between 381 mm to 1219 mm from the floor?						
4.	Will the control buttons feature a tactile indication of floors, such as brail or raised letters?						
5.	Will the elevator feature both visual and audible indication of doors opening and closing?						
6.	Will an emergency intercom be present that is identified by brail and raised letters?						
<b>Elevator Score</b> Total Number of "Yes"				<b>/6</b>	<b>/6</b>	<b>% =</b>	

<b>Public Washroom</b>		yes <input type="checkbox"/> no <input type="checkbox"/>					
<b>Main Washroom</b>							<b>EXPLANATION</b>
1.	Will there be signs at non-accessible washrooms directing disabled persons to accessible facilities?						
2.	Will the signage identifying the washroom use large icons?						
3.	Will the signage identifying the washroom be readable via touch, such as Braille?						
4.	Will the main door to the washroom be at least 812 mm wide?						
5.	Will the threshold to enter the washroom be less than 13 mm high?						
6.	Will the door be equipped with accessible handles not more than 1219 mm high? (accessible handle should be operable with a closed fist)						
7.	Will the door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force						
8.	Will there be a clear path to all fixtures that is at least 914 mm wide?						
9.	Will sinks be a minimum of 680 mm high, 750 mm wide and 1200 mm deep?						
10.	Will faucets be capable of being operated with a closed fist?						
11.	Will vanity mirrors be mounted with the bottom reflective surface at a height of 1016 mm or less?						
12.	Will there be at least one grab bar or railing on the side wall?						
<b>Washroom Stall</b>							

13.	Will there be at least one accessible stall (or if washroom is single occupant) that is accessible?		
14.	Will there be an unobstructed maneuvering space in front of the accessible washroom or stall of 1524 mm X 1524 mm?		
15.	Will the door to the stall be a minimum of 760 mm wide?		
16.	Will the stall door be operable with a closed fist?		
17.	Will the stall door use a locking mechanism of a lever type that is easy to latch and un-latch? Such that is could be operated by a closed fist?		
18.	Will the stall door be easy to open? i.e.: requires less than 21.6 newtons (5 pounds) of force.		
19.	Will there be at least one grab bar on the side wall nearest to the toilette?		
20.	Will the space inside the stall be at least 1.6 m X 1.5 m?		
21.	Will the toilette have a seat height of between 432 mm – 482 mm?		
22.	Will there be 900 mm of clear space beside the toilette and 760 mm of clear space in front?		
<b>Public Washroom Score</b> Total Number of "Yes"		/22	% =

<b>T O T A L S</b>	<b>Parking</b>	%	If category is not applicable enter: <b>N / A</b>
	<b>Access</b>	%	
	<b>Entrance</b>	%	
	<b>General Building Interior</b>	%	
	<b>Stairs / Escalators</b>	%	<b>Disclaimer:</b> Please note that Staff is relying on the information provided by the applicant to complete the accessibility checklist analysis. The City of Parksville does not guarantee that development will occur in this matter.
	<b>Ramps</b>	%	
	<b>Elevator</b>	%	
	<b>Public Washroom</b>	%	

## Other things to consider....

General Retail			Clothing Store Fitting Rooms		
1.	Will aisles be a minimum of 1100 mm wide?		1.	Will the fitting room (or rooms) have a minimum space of at least 1.5 m X 1.5 m	
2.	Will benches be provided for patrons to rest on as needed?		2.	Will the fitting room (or rooms) provide grab bars for persons to hold on to?	
3.	Will the lighting be adequate? For example, persons with reduced vision rely on bright and high contrast lighting.		3.	Will the door to the fitting room (or rooms) have a minimum width of 750 mm?	
4.	Will product be displayed at a height that is appropriate for persons using wheelchair or scooters?		4.	Will the fitting room door operate with a closed fist?	
5.	Will product displays be clear from the aisle and entrances so that the passage of persons in wheelchairs or scooters is not impeded?		5.	Will the fitting room door use a locking mechanism of a lever type that is easy to latch and un-latch?	
<b>Total</b>		<b>/5</b>	<b>Total</b>		<b>/6</b>
Auditorium & theater			Restaurant, Café or Dining Room		
1.	Will there be designated seating areas?		1.	Will some of the tables be accessible for persons in wheelchairs? (730 mm high, 680 mm knee clearance, 480 mm deep)	
2.	Will there be seating for a companion beside?		2.	Will menus be offered in a large font (14 point or larger) or will they be available in Braille?	
3.	Will there be clear sight lines / viewing corridors?		<b>Total</b>		<b>/2</b>
4.	Will headphones be available for the hard of hearing?				
<b>Total</b>		<b>/4</b>			

Other accessible features?