



DISTRICT OF PORT HARDY
APPLICATION FOR ZONING AND/OR
OFFICIAL COMMUNITY PLAN
AMENDMENT

The information requested in this application is required to expedite the review process and assist District staff in preparing a recommendation to Council.

This form will only be accepted if it is completed in full and accompanied by all required attachments.

Application Process

- Once the completed application is received, it is circulated to District departments for review and comment.
- Comments are amalgamated into a report and a staff report is prepared that will recommend that Council move to public hearing or that Council reject the application without benefit of public hearing. Council is free to accept or reject the staff recommendations. They will either reject the application or direct staff to prepare the necessary bylaw amendments and prepare for public hearing.
- All property owners within 50 m of the subject property will be notified of this application and be given an opportunity to view it and comment on it.
- The application may be circulated to the following internal and external agencies:

District Operational Services	Ministry of Transportation
Community Consultative Committee	Ministry of Environment (Provincial)
Parks & Recreation Commission	Department of Fisheries and Oceans
Telus	Neighbouring First Nations
BC Hydro	Other agencies as deemed necessary

Required Information

- | | |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Complete application package signed by the registered owner(s) of the subject property<input type="checkbox"/> Certificate of State of Title dated no more than ten days prior to the date of application.<input type="checkbox"/> Copy of covenants registered on the land<input type="checkbox"/> Application fees.<input type="checkbox"/> Completed Schedule 1, Site Profile, as per the Waste Management Act, for the subject property.<input type="checkbox"/> Written statement of intent outlining the proposed use of the subject property and reasons/rationale for the proposal, including | <ul style="list-style-type: none">how it will benefit the surrounding neighbourhood.<input type="checkbox"/> Letter of authorization - if the applicant is not the owner, a letter must be provided from the owner authorizing the applicant to act on his/her behalf.<input type="checkbox"/> Plan completed by a registered BC Land Surveyor detailing location, lot dimensions, highway, public roadways, right of way, location of creeks, water courses and wetlands, pertinent topographic features and current buildings on site including all current setbacks. |
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You will be required to place a sign on your property, as detailed in the District of Port Hardy Development Application Procedures Bylaw. Please discuss these requirements with the Planning Department.



DISTRICT OF PORT HARDY
APPLICATION FOR ZONING AND/OR
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AMENDMENT

TYPE OF APPLICATION

- Zoning Amendment
- Official Community Plan Amendment
- Joint Zoning & OCP Amendment

REGISTERED OWNER

First Name _____ Last Name _____

Company Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell _____

Email _____

AGENT OR CONSULTANT WORKING UNDER THE WRITTEN AUTHORITY OF THE OWNER

Contact
First Name _____ Last Name _____

Company Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell _____

Email _____

PROPERTY INFORMATION

Civic Address _____

Legal Description _____

Size of property _____ Number of current parcels _____

Present Land Use (OCP) Designation _____ Present Zoning _____

Description of the Existing Use

Services currently existing or readily available to the property (check applicable area)

Road Access	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Water Supply	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If no, state proposed water supply method _____		
Sewage Disposal	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		If yes, state District system or disposal method _____		
		If no, state proposed sewage disposal method _____		
Hydro	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Telephone	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
School Bus Service	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

SPECIFICS OF PROPOSAL

Approximate commencement date of proposed project _____

**Proposed Land
Use (OCP)
Designation** _____

**Proposed
Zoning** _____

Description of any proposed text amendment (use a separate sheet if necessary)

OWNER(S) OR AGENT/CONSULTANT AUTHORIZATION (Only complete one)

OWNER(S), IF PERSONALLY APPLYING

I/We, _____
(Name of Owner - please print)

solemnly declare that I/we am/are the registered owner(s) of the real property described as

(Legal description of property)

and that I/we am/are registered as such in the Land Registry Office in Victoria, BC. I/We hereby declare that the foregoing information is true and proper and I/we make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

AGENT OR CONSULTANT, IF APPLYING ON BEHALF OF THE OWNER

I, _____ solemnly declare that I am the authorized agent of
(Name of Agent/Consultant - please print)

(Name of Owner(s) - please print)
who is/are the registered owner(s) of the real property described as

(Legal description of property)

It is understood that, until the District of Port Hardy is advised in writing that I am no longer acting on behalf of the undersigned owner, the District shall deal exclusively with me in respect to all matters pertaining to the proposed application. I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Agent: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

District of Port Hardy
PO Box 68, 7360 Columbia Street
Port Hardy, BC V0N 2P0
Telephone: 250 949-6665 Fax: 250 949-7433
www.porthardy.ca

FOR OFFICE USE ONLY

Application and processing fee \$ _____
Statutory public hearing advertising \$ _____
Mapping the amendment(s) on Zoning and/or OCP maps \$ _____

Total Due \$ _____
=====

Payment received

Date _____ Receipt number _____

Application reviewed by _____

Notes:

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