



## **A Guide to the Siting Approval Process (Quadra Island)**

### **What is a Siting Approval?**

A *siting approval* is a formal process that the Strathcona Regional District (SRD) administers when an application is made **to construct, renovate, repair, or install any building or structure** on Quadra Island.

### **Why do I need one?**

The siting approval process ensures that community standards are achieved and ensures the long-term value of the homeowner's investment in property, by making sure that structures satisfy all relevant regulatory planning requirements. Siting approval is required prior to construction and for the issuance of new street numbers (civic addresses) on Quadra Island.

### **What is reviewed?**

A typical review of an application by the SRD includes examining the requirements for zoning, building siting, site servicing, development permit areas (commercial, industrial or multi-family development), floodplain setbacks, registered documents on title, and Agricultural Land Reserve requirements and constraints.

Any person wishing to site a principal structure of any size, or accessory structure in excess of 20.0 square metres (215.3 square feet), must obtain a Siting Approval as a prelude to doing so.

### **How do I apply?**

An Application for Siting Approval (Quadra Island) can be obtained from the SRD office or from the SRD website at [www.srd.ca](http://www.srd.ca). You are encouraged to obtain further details and advice from planning staff when making an application.

### **For more information contact:**

Community Services Department  
Strathcona Regional District  
990 Cedar Street  
Campbell River, B.C. V9W 7Z8  
Tel: 250-830-6700 Toll free: 1-877-830-2990 Fax: 250-830-6710  
Email: [planning@srd.ca](mailto:planning@srd.ca)  
Website: [www.srd.ca](http://www.srd.ca)

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**APPLICATION FOR SITING APPROVAL - QUADRA ISLAND****1. Application**

Any person wishing to site a principal structure of any size, or accessory structure in excess of 20.0 square metres (215.3 square feet) in the area supported by Bylaw No. 1840 being the "Quadra Island Official Community Plan Bylaw, 1996" of the regional district requires a 'Siting Approval (Quadra Island)'. The owner of the property shall apply using a form provided by the regional district.

**2. Fees**

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing shall be done until fees are paid in full.

**3. Refund**

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

**4. Cancellation**

Applications that are inactive for a period of 12 months are deemed to be abandoned and will be closed. Where appropriate refunds will be provided pursuant to Schedule A-1. An applicant has the right to apply for a one-year extension that must be approved by the regional board and is subject to a payment of 50% of the original application fee.

**5. Reapplication**

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

**6. Application Requirements**

**At the time of application, the applicant shall provide:**

- i) The completed **Application Form**, plus **Proof of Servicing** by either an Island Health approved septic system filing; or if in the Quathiaski Cove sewer system service area, an existing approved sewer connection **or** SRD approval for a new hookup to the sewer system, including the payment of any required connection fees, shall be required.  

Applicant(s) who are not the registered property owner(s) will require the signature of the registered owner(s) in order to authorize the applicant to act as an agent.
- ii) A **Site Sketch (Plot Plan)** of the proposed construction which notes the building dimensions and distances from property lines, the dimensions of existing buildings on the property, the location of any creeks or other waterbodies, and the location of the driveway to a public road right-of-way.
- iii) As every application is unique, there may be further requirements, at the direction of the regional district, to be completed prior to approval of the siting plan. Any additional requirements will be outlined to the applicant by the planning department.
- iv) Following receipt of the information required and payment of all fees, the application will be reviewed by the planning department in view of siting and use. Applicants will then be informed in writing of the outcome of the consideration of the siting proposal.

- (v) Where development, as defined by RAR, is proposed within 30.0 metres (98.4 feet) of a stream, an assessment report, prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation is required. The QEP report must be prepared by the QEP who has carried out the assessment and that;
- i) certifies that the qualified environmental professional is qualified to carry out the assessment,
  - ii) certifies that the assessment methods have been followed, and
  - iii) provides the professional opinion of the qualified environmental professional that:
    - (a) if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area, or
    - (b) if the streamside protection and enhancement areas identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area.



## Application for a Siting Approval (Quadra Island)

**FOR PROPERTY DESCRIBED AS:** *(From your Tax Assessment Notice or Certificate of Title)*

Legal Description:			
Name of Road:		House Number (if known):	

**REGISTERED PROPERTY OWNER**

Name:			
Mailing Address:			
Tel:		FAX	
		Email:	

**AGENT OR APPLICANT** (IF DIFFERENT FROM REGISTERED PROPERTY OWNERS)

Name:			
Mailing Address:			
Tel:		FAX	
		Email:	

**DESCRIPTION OF PROPOSED CONSTRUCTION**

Describe use of structure:	
<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Guest Cabin <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Other	
Is this construction:	<input type="checkbox"/> An entirely new building? <input type="checkbox"/> A structural addition, renovation, or repair of an existing building?

**ENVIRONMENTALLY SENSITIVE AREAS**

Is the proposed construction within 60m (200ft) of the sea, a lake, river, stream, creek, or wetland, swampy area or bog, cliff area, sand dunes, gravel area, etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**SETBACKS OF NEW CONSTRUCTION TO LOT LINES**

*Please indicate Imperial or Metric Measurement*

Construction	To Front Lot Line	To Rear Lot Line	To Left Side Lot Line	To Right Side Lot Line	Maximum Height
Single Family Dwelling					
Secondary Dwelling					
Accessory Structure					
Other (Agricultural, Commercial, etc)					

**PLEASE NOTE THAT WHERE AN AUTHORIZED AGENT ACTS ON THE PROPERTY OWNER'S(S) BEHALF, A LETTER OF AUTHORIZATION IS REQUIRED.**

_____ Signature of Owner or Authorized Agent	_____ Date
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**For Office Use Only**

Planning Services Review Signature:	Date:	Comments/Conditions:
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