



Flood Management Bylaw Exemption Application Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

Complete Application Form

The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.

Completed Geohazard Assurance Statement

Provide a report prepared by a Qualified Professional with experience or training in conducting flood risk assessments. Please also complete the [CVRD Geohazard Assurance Statement](#).

Geotechnical Engineer Report

A report from a professional engineer is required to establish the flood construction level.

Site Disclosure Statement

The Province of BC requires all development permits to include a completed Site Disclosure Statement.

Site Plan Prepared By BC Land Surveyor

The plan should include:

- North Arrow and Scale
- Location and dimensions of all lot lines
- Location of all existing and proposed buildings and structures
- Location of all watercourses including creeks, streams, rivers, and ditches
- The flood construction level specified for the floodplain.
- Location and dimensions of proposed buildings and setbacks to existing lot lines, right-of-ways, easements, and covenants

State of Title

A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Staff May Also Request:

BC Company Search

If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

Plan of Proposed Subdivision

To confirm adequate access for evacuation, and emergency responders for all parcels.