

**Tsawout First Nation
Land Office
LAND DEVELOPMENT PROCESS
CHECK LIST**

Received By: _____ Date Received: _____

Project Name: _____

Developer Name: _____

Contact Person: _____ Contact #: _____

Stage 1 "Application"

1. The Developer pays the required fees and submits the appropriate applications and checklists:
 - Rezoning, Land Use Amendment, and Temporary Use Permit Application Form
 - Rezoning, Land Use Amendment, and Temporary Use Permit Application Checklist
 - Subdivision, Development and Servicing Application Form
 - Subdivision, Development and Servicing Application Checklist

2. The Tsawout First Nation Lands Department does an initial review of the application for completeness and to determine if the proposed Land Use conforms to the zoning regulations. If not, an application for Rezoning or Land Use Amendment is required.

3. The Lands Manager refers the application and attached plans and documents for review to the following departments as appropriate:
 - Tsawout Capital Department or other appropriate departments
 - Tsawout Lands Management Committee (LMC)
 - Tsawout Environmental Consultant
 - Tsawout Engineering Consultation
 - Tsawout Archeological Consultant
 - Ministry of Transportation (if under MOT roads jurisdiction)
 - Department of Fisheries and Oceans
 - Health Canada
 - District of Central Saanich
 - Collect recommendations from LMC and send to Council

4. Providing that all requirements, regulations and laws have been satisfied, the Lands Manager gives notification to the applicant that the application is ready to be considered by Tsawout First Nation Council for initial decision.
 - a) BCR to Approve

Stage II: (If necessary) Rezoning, Land Use Amendment, Temporary Use Permit

5. Council reviews the information and the recommendations compiled by the Lands Manager, and Council decides to decline the application or accept it with or without conditions.
6. If Council approves the application, the Lands Manager registers the Temporary Use Permit, Rezoning or Land Use Amendment and provides confirmation to the applicant.
 - a) BCR to Approve

Stage III: Subdivision

7. Council reviews the information and the recommendations compiled by the Lands Manager, and Council decides to decline the application or accept it, with or without conditions.
8. If Council approves the application, the Lands Manager will register the subdivision and provides confirmation to the applicant.
 - a) BCR to Approve the Application

Stage IV: Conceptual Development Plan – Approval in Principle

9. The applicant provides any additional information requested by the Lands Manager and, if they have not done so yet, the applicant provides detailed plans and engineering.
10. Council reviews the information and the recommendations compiled by the Lands Manager and Council decides to decline the application or accept it, with or without conditions.
11. If Council approves the application, the Lands Manager registers the Approval in Principle and provides confirmation to the applicant.
12. The applicant may begin laying out the subdivision or development but cannot begin construction until Council grants a Development Permit.

Stage V: Development Permit

13. The applicant provides any additional information requested by the Lands Manager and, if they have not done so yet, the applicant provides final detailed plans and engineering.
 - a) Appraisal/Valuation of Project
 - b) Community Benefit Contribution
14. Council reviews the information and the recommendations compiled by the Lands Manager, and Council decides to decline the application or accept it with or without

conditions.

- 15. If Council approves the application, the applicant posts any required bonds and the Lands Manager registers the Development Permit and provides confirmation to the applicant.
- 16. The applicant is authorized to begin construction and development in accordance with the terms and conditions set out in the Development Permit.

Stage VI: Substantial Completion

- 17. The applicant provides any available as-built plans and drawings and a certified statement from a registered professional and requests confirmation of substantial completion.
- 18. Provided the certified statement from the registered professional is in order, the Lands Manager registers a notice of substantial completion and notifies the applicant.
- 19. The Lands Manager releases the performance bond but retains 10% maintenance bond for one year.

Stage VII: Completion

- 20. The applicant provides all outstanding as-built drawings and plans and certified completion documents from certified professionals.
- 21. Provided the certified statement from the registered professional is in order, the Lands Manager registers the as-built documents and a notice of completion and notifies the applicant.
- 22. If there are no defaults or unaddressed maintenance issues, the Lands Manager releases the remaining 10% maintenance bond within one year after the notice of substantial completion.
- 23. Issue Occupancy Permit

NOTES:
