

**VILLAGE OF PORT CLEMENTS**

**BYLAW No. 150**

**PART 6: SCHEDULES**

- A. ZONING MAP
- B. REZONING APPLICATION
- C. BOARD OF VARIANCE APPEAL FORM
- D. DEVELOPMENT PERMIT APPLICATION
- E. DEVELOPMENT PERMIT
- F. MOBILE HOME PARK STANDARDS
- G. MINIMUM LOT SIZES AND SITE AREA SUMMARY

VILLAGE OF PORT CLEMENTS

Box 198  
Port Clements, B.C.  
VOT 1R0

BOARD OF VARIANCE NOTICE OF APPEAL

BYLAW No. 150  
SCHEDULE "C"

Property Owner's Name:

Address of Owner:

City/Town/Village:

Postal Code: Phone Number:

Legal Description:

I/We enclose the following:

- A copy or Certificate of Indefeasible Title
- A plot plan showing the location of buildings and structures involved.
- Other

I/We, the registered owner/s of the above noted property, hereby appeal to the Board of Variance for the following:

- To rule on the following interpretation of Bylaw No. \_\_\_\_, Part \_\_\_\_\_, Section \_\_\_\_\_, as interpreted by \_\_\_\_\_, an employee of the Village of Port Clements.
- To rule on regulations adopted pursuant to Section 734(i) of the Municipal Act specifically:  
\_\_\_\_\_
- To determine if compliance with Part \_\_\_\_\_, Section \_\_\_\_\_ of Bylaw No. \_\_\_\_ relating to the siting, size and shape of building or structure or siting in a mobile home park, will cause undue hardship specifically:  
\_\_\_\_\_
- To allow the following extension of use in a building or structure and structural alterations under Section 722(3) of the Municipal Act: \_\_\_\_\_
- To review the following decision of the Chief Building Inspector under Section 722(4) of the Municipal Act: \_\_\_\_\_
- To allow the following relaxation of Part \_\_\_\_\_, Section \_\_\_\_\_, of Bylaw No. \_\_\_\_ under Section 729(7) of the Municipal Act: \_\_\_\_\_

Signature of Registered Owner/s

Date

VILLAGE OF PORT CLEMENTS

Box 198  
Port Clements, B.C.  
VOT 1R0

APPLICATION TO AMEND ZONING BYLAW  
AND/OR OFFICIAL COMMUNITY PLAN

BYLAW No. 150

SCHEDULE "B"

PLEASE TYPE OR PRINT IN BLACK

Property Owner's Name:

I/We \_\_\_\_\_

Address of Owner:

\_\_\_\_\_

City/Town/Village:

\_\_\_\_\_

Postal Code:

Phone No.:

\_\_\_\_\_

Authorized Agent of the Owner:

\_\_\_\_\_

Address of Agent:

\_\_\_\_\_

City/Town/Village:

\_\_\_\_\_

Postal Code:

Phone No.:

\_\_\_\_\_

Registered owner of Real Property described as (full legal description):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

and presently zoned as: \_\_\_\_\_ hereby make application to the  
Village of Port Clements to amend Bylaw No. \_\_\_\_ as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby also request the following amendment to the Community Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I enclose a copy of the Certificate of Indefeasible Title, and plans of an appropriate scale to support the application.

I enclose an Application fee as required in accordance with Bylaw No. \_\_\_\_.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Date

VILLAGE OF PORT CLEMENTS

Box 198  
Port Clements, B.C.  
VOT 1R0

DEVELOPMENT PERMIT APPLICATION

BYLAW No. 150  
SCHEDULE "D"

Property Owner's Name:

I/We \_\_\_\_\_

Address of Owner:

City/Town/Village:

Postal Code:

Phone No.:

Authorized Agent of the Owner:

\_\_\_\_\_

Address of Agent:

City/Town/Village:

Postal Code:

Phone No.:

Registered owner of Real Property described as (full legal description):

and presently zoned as: \_\_\_\_\_ hereby make application to the Village of Port Clements for a Development Permit for the purpose of:

The estimated value of the proposed development is \$ \_\_\_\_\_.

- I enclose a copy of the Certificate of Indefeasible Title and plans of an appropriate scale to support the application.
- I enclose an application fee as required in accordance with Section 3.4.3 of this Bylaw.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Date

VILLAGE OF PORT CLEMENTS

Box 198  
Port Clements, B.C.  
VOT 1R0

DEVELOPMENT PERMIT

BYLAW No. 150  
SCHEDULE "E"

TO: (PERMITTEE)

ADDRESS:

1. Except as varied or supplemented by this permit, this Development Permit is issued subject to compliance with all applicable bylaws, and Provincial and Federal statutes and regulations.
2. This Development Permit applies to and only to those lands within the Village of Port Clements, and all buildings, structures and other development thereon.

LEGAL DESCRIPTION:

3. This land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this permit:
- 4
  - a) The development shall be carried out according to the following time schedule:
  - b) If the permittee does not commence the development permitted by this permit within \_\_\_\_\_ month(s), of the date of this permit, this permit shall lapse.
5. As a condition of the issuance of this permit, the Village of Port Clements is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this permit. The amount of security to be paid by the permittee shall be determined by the Village of Port Clements. The condition of the posting of the security is that should the permittee fail to carry out the development hereby authorized, according the terms and conditions of this permit, the Village of Port Clements may use the security to carry out the work by its agents or contractors and any expense incurred beyond the value of the security may be recovered in the manner as municipal taxes and any surplus shall be paid over to the permittee, or should the permittee satisfy the conditions of this permit the security shall be returned to the permittee:

There is filed accordingly:

- a) A bearer bond in the amount of \$ \_\_\_\_\_.
- b) A performance bond in a form acceptable to the Village of Port Clements in the amount of \$ \_\_\_\_\_.
- c) An irrevocable letter of credit in the amount of \$ \_\_\_\_\_.

THIS PERMIT IS NOT A BUILDING PERMIT

Authorizing Resolution passed  
by the Council this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

issued this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_

**VILLAGE OF PORT CLEMENTS**

**BYLAW No. 150**

**SCHEDULE "F"**

**RESIDENTIAL MOBILE HOME PARK REGULATIONS AND STANDARDS**

Mobile home parks shall be established or extended in accordance with the following regulations and standards:

**1. GENERAL REQUIREMENTS**

1. No person shall establish, construct, alter or subdivide a mobile home park until written approval of detailed plans or specifications is received and a Mobile Home Park Permit is issued by the Village of Port Clements.
2. Nothing contained in this Schedule shall relieve any person from obtaining the necessary building permits and approvals for buildings and structures constructed, located or relocated in a mobile home park.

**2. MOBILE HOME PARK APPLICATION, FEE, APPROVAL, AND PERMIT**

**2.1 Application**

All applications for approval of plans and specifications shall be made in writing to the Village of Port Clements and shall include two full sets of working drawings to scale showing:

- a) the name and address of the applicant;
- b) the legal description of the land on which the proposed mobile home park is to be established, constructed, altered or extended;
- c) a north arrow and notation of scales used;
- d) the parcel dimensions;
- e) the dimensions and location of the buffer area;
- f) the number, location, dimensions, and designation of all mobile home spaces;
- g) the location, dimensions, and grade of all internal access roads and their relationship to existing highways;
- h) the location and dimensions of all recreation or common areas;
- i) the location and dimension of the owner's/manager's dwelling unit and all other accessory buildings;
- j) the location and details of the source of potable water supply, treatment plants, distribution lines and outlets;
- k) the location and details of all connections to the sewer, sewer lines, septic tank and subsurface disposal fields;
- l) the location and details of all on-site refuse disposal areas;
- m) a landscaping plan for the mobile home park;
- n) all watercourses or waterfrontage within or adjacent to the mobile home park;

- o) all steep banks or slopes within or adjacent to the land concerned; and,
- p) any other information that the Village may deem necessary.

## 2.2 Permit Application Fee

Each application for a Mobile Home Park Permit shall be accompanied by an application fee of \$25.00 for the first mobile home space and \$10.00 for each additional mobile home space shown in the mobile home park plan.

## 2.3 Approval of Application and Permit

1. No person shall establish, construct, or alter a mobile home park without a Mobile Home Park Permit issued by the Village of Port Clements.
2. A Mobile Home Park Permit shall permit the establishment of a mobile home park on the land concerned only in compliance with the mobile home park plan as approved and for which a permit has been issued.
3. A Mobile Home Park Permit shall not be issued until the necessary permits and approvals have been granted by the other authorities also having jurisdiction.
4. Subsequent to examination of an application the Village of Port Clements shall notify the applicant in writing within two months either that a Mobile Home Park Permit is issued or that it is refused and the reasons therefor.
5. In the event that after the issuance of a Mobile Home Park Permit, the construction authorized thereunder is not commenced within six months from the date of issuance, then such permit shall be void, and the work shall not again be commenced until a new permit has been issued and the fee paid.

## 3. STANDARDS

### 3.1 Mobile Home Spaces

1. Every mobile home space shall:
  - a) have a minimum area of 370 m<sup>2</sup>;
  - b) have a maximum of 6% longitudinal and 15% cross or crown gradient;
  - c) have two conveniently located parking spaces in the mobile home space area, and each such parking space shall have a minimum width of 3 m and a minimum length of 6 m;
  - d) be properly drained;
  - e) be clearly numbered; and
  - f) have a clearly discernible mobile home pad.
2. No mobile home shall be located elsewhere in a mobile home park than on a mobile home space, and not more than one mobile home shall be located on a mobile home space.

### 3.2 Mobile Home Standards

1. Every mobile home located on a mobile home space shall be supported by a double blocking system of blocking in which blocks of alternate courses are placed at 90 degrees.
2. The following in a mobile home shall be in accordance with the regulations of the authority having jurisdiction:
  - a) the installation and maintenance of all oil burners and oil-burning equipment and appliances using inflammable liquids as fuel;
  - b) the storage and disposal of inflammable liquids and oils;
  - c) the installation, maintenance, carriage, and use of compressed-gas systems;
  - d) the plumbing and electrical installation;
  - e) the connections to services.
3. Skirtings shall be installed within sixty days of installation of a mobile home on mobile home pad.
4. Any additions to a mobile home, exclusive of a carport, shall not be larger in area than 20% of the floor area of the mobile home.

### 3.3 Accessory Buildings and Structures

1. One storage shed or utility building may be constructed on each mobile home space provided that the building has:
  - a) a maximum height of 3 m;
  - b) a maximum floor area of 9.0 m<sup>2</sup>.
2. Common accessory buildings and structures shall be limited to buildings and structures generally intended for the common use of mobile home park occupiers and includes facilities for storage, laundry, service and recreation.

### 3.4 Owner's/Manager's Dwelling Unit

The space allotted for the owner's/manager's dwelling unit shall be developed in the same manner as a mobile home space where applicable except where the residence is not a mobile home, then the minimum space allotted shall be 500 m<sup>2</sup>.

### 3.5 Siting

No part of any mobile home or any addition shall be located within:

- a) 6.0 m of another mobile home or addition thereto;
- b) 3.0 m of an internal access road or common parking area;
- c) 1.5 m of rear and side mobile home space lines;
- d) 6.5 m of any common accessory building.



### 3.6 Access

1. No mobile home park shall be established or extended unless the highway access to the mobile home park is approved by the authority having jurisdiction.
2. A second access from a highway separated by at least 60 m from the first access shall be provided to each mobile home park containing 50 or more mobile home spaces.
3. Access to all parts of a mobile home park shall be via the internal access roads and no part of a mobile home park shall have direct access from a highway.

### 3.7 Layout

The minimum frontage of each mobile home space on the internal access road shall be 12 m, except in the case of a mobile home space abutting a cul-de-sac in which case the minimum frontage shall be 6 m.

### 3.8 Internal Access Roads

1. All internal access roads within a mobile home park shall be:
  - a) of a hard durable surface so as not to produce dust;
  - b) well drained;
  - c) maintained;
  - d) adapted to the topography.
2. The maximum grade of all internal access roads shall be 7%.
3. The minimum internal access road width requirements shall be as follows:
  - a) Access roads to and from a mobile home park to a highway shall have a minimum surfaced width of 6.5 m and a right-of-way width of 15 m. No parking shall be allowed on such internal access roads.
  - b) All other internal access roads:
    - i) with parking on both sides shall have a minimum surfaced width of 11 m and a right-of-way of 14 m;
    - ii) with parking on one side, shall have a minimum surfaced width of 8.5 m and a right-of-way of 12 m;
    - iii) with no parking shall have a minimum surfaced width of 5 m and right-of-way of 12 m.
4. Cul-de-sacs shall not exceed 100 m in length.
5. Dead end internal access roads and cul-de-sacs shall have a turning circle right-of-way at the dead end with a radius of at least 12 m.

### 3.9 Parking

For every four mobile home spaces, one additional parking space shall be provided, and shall:

- a) be located in the internal access road and/or in grouped parking areas of no larger than twenty parking spaces;
- b) have a minimum width of 3 m and a minimum length of 6 m;
- c) be provided and maintained with a hard durable surface that does not produce dust;
- d) be properly drained.

### 3.10 Buffer Area

1. To provide a buffer area, the mobile home spaces shall be located not less than 6.5 m from that boundary of the mobile home park abutting a highway and not less than 5 m from the remaining boundaries of the mobile home park.
2. Within a buffer area:
  - a) no recreational or service areas may be located, except for waterfront recreation or amenity areas;
  - b) no mobile home spaces or owner's/manager's residence may be located;
  - c) no building or structure may be erected or placed, except a fence, a wall, or mobile home park identification sign not exceeding 1.5 m<sup>2</sup> in area;
  - d) no sewage disposal system, other than such parts of such system as may be underground, shall be located;
  - e) no vehicle parking shall be located;
  - f) no internal access roads, except those that directly connect the road system of the mobile home park to a highway, shall traverse the buffer area.
3. Where a mobile home park is separated from a neighbouring parcel by a watercourse then for the purpose of establishing the buffer area, the mobile home park boundary adjacent to the watercourse shall be deemed to be the centre line of that watercourse.

### 3.11 Recreation Area

1. Not less than 5% of the gross site area of the mobile home park shall be devoted to tenant's recreational uses, and shall be provided in a convenient and accessible location. For the purpose of calculating recreational space requirement, any indoor recreational space provided shall be counted as double its actual area.
2. The recreational areas shall not include buffer areas, parking areas, common accessory buildings, internal access roads and mobile home spaces.
3. In mobile home parks where more than 1000 m<sup>2</sup> of recreation space is required, two or more recreational areas may be provided.
4. Recreation areas in the mobile home park, except indoor recreation facilities, shall be of a grass, asphaltic or a hard durable surface and shall be properly landscaped.

### 3.12 Refuse Disposal

1. No person residing in a mobile home park shall dispose of refuse or any sort of waste except in accordance with arrangements made by the owner/manager of the mobile home park, and approval by the authority having jurisdiction.
2. The owner/manager of a mobile home park may establish one or more containers within the park for the collection of refuse. Such containers shall be durable, insect-tight, water-tight and rodent-proof.

### 3.13 Water System

1. In the event that the mobile home park is not served by a community water system, then every mobile home park shall have a water supply system built to the standards of the Village of Port Clements.
2. The water supply system shall furnish a constant supply of potable water that is under a minimum working pressure of 200 K Pa and not over a maximum working pressure of 350 K Pa at all outlets.
3. The water supply system shall distribute water to:
  - a) each service building, if required;
  - b) each mobile home space by a distribution branch line with a minimum diameter of 18 mm;
  - c) each hydrant;
  - d) all hose bibs.

### 3.14 Sewage Disposal

If the mobile home park is not served by a community sewer system, then every mobile home park shall be served by a septic disposal system constructed to the standards of the relevant provincial enactments.

### 3.15 Fire Hydrants

Fire hydrants meeting the requirements of the Village of Port Clements subdivision standards shall be installed and connected to the internal water supply of a mobile home park such that no mobile home space is beyond 120 m from a fire hydrant, as measured along the internal access road.

### 3.16 Streetlighting

Streetlighting shall be installed and maintained to adequately illuminate the travelled portion of the internal access roads at the following locations:

- a) the intersection of internal access roads and public highway;
- b) all internal intersections;
- c) the turning circle of cul-de-sacs;
- d) any point at which an internal access road changes direction 30 degrees or more.

**VILLAGE OF PORT CLEMENTS**

BYLAW No. 150

**SUMMARY OF  
MINIMUM LOT SIZES AND SITE AREAS****SCHEDULE "G"**

<u>Zone/Use</u>	<u>Minimum Lot Size or Site Area</u>
(1) Residential Urban (R-1)	558 m <sup>2</sup>
(2) Rural Residential (R-2)	.5 ha (5000 m <sup>2</sup> )
(3) Residential Multi-Family (RM-1)	
Two-family	558 m <sup>2</sup>
Triplex, Four-plex	1,116 m <sup>2</sup>
Apartments, Townhouses	2,232 m <sup>2</sup>
(4) Mobile Home Park (MH-1)	.8 ha
(5) Mobile Home Subdivision (MH-2)	465 m <sup>2</sup> per lot .8 ha site area
(6) Core Commercial (C-1)	
Hotel, Motel	1,115 m <sup>2</sup>
Combined Commercial/Residential	368 m <sup>2</sup>
Other Commercial Uses	225 m <sup>2</sup>
(7) Commercial Service (C-2)	900 m <sup>2</sup>
(8) Marine Commercial (M-1)	
Retail, Pubs, Restaurant	368 m <sup>2</sup>
Hotel, Motel	1,115 m <sup>2</sup>
Other Uses	500 m <sup>2</sup>
(9) Marine Industrial (M-2)	1,000 m <sup>2</sup>
(10) Tourist Recreation (T-1)	
Campgrounds	4,000 m <sup>2</sup>
Other Uses	900 m <sup>2</sup>
(11) Light Industrial (I-1)	
With Community Sewer and Water Systems	558 m <sup>2</sup>
With Community Water, No Community Sewer	1,394 m <sup>2</sup>
No Community Water or Sewer	1,860 m <sup>2</sup>
(12) Heavy Industrial (I-2)	
Light Industrial Uses	2,000 m <sup>2</sup>
Heavy Industrial Uses	8,000 m <sup>2</sup>
(13) Park and Public Use (P)	368 m <sup>2</sup>
(14) Resource Use (RS-1)	4.0 ha