



Campbell River Airport
Publically Owned A-1 Lands

Development Guide



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CONTACT US

For more information regarding development and planning activities at the Campbell River Airport, please contact the Property Services Department at

(250) 286-5709

For more information regarding permits and the Works and Services Agreement, please contact Community Planning & Development Services at

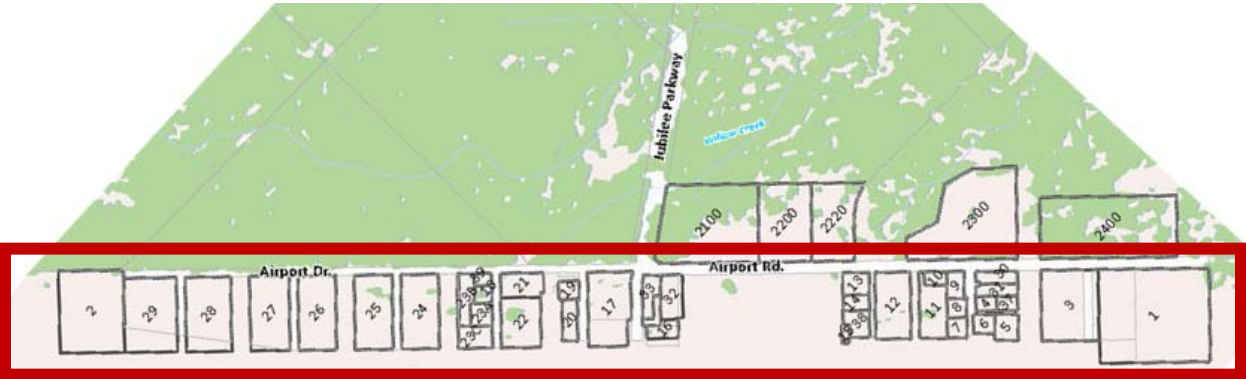
(250) 286-5725

Preamble

The City of Campbell River has created this Guide to assist potential applicants with the process for developing the publically-held lands at the Campbell River Airport.

As the zoning in place on the publically-held parcels are Airport One (A-1), an applicant seeking to lease land for development must enter into an **Airport Land Lease Agreement**. If an applicant is also planning to construct a building, a **Development Permit, a Works and Services Agreement, and a Building Permit** may also be required.

The publically-held parcels are located within the Campbell River Airport and have access off of Airport Drive:



Per the City of Campbell River Zoning Bylawⁱ, Zone A-1 allows the following uses, which rely on the airport run-way or other uses associated with the airport operations:

- Agriculture, silviculture
- Aircraft fuel depot
- Aircraft hangar
- Aircraft sales and/or service
- Airport and/or landing strip
- Airport passenger terminal and service facilities
- Ancillary storage yard
- Aviation related service commercial and/or light industrial

- Disaster services centre
- Freight transfer depot
- Heliport
- Manufacturing, assembly, disassembly, processing, or packaging of materials and goods
- Marijuana operation
- Office
- Parking lot
- Restaurant
- Retail store not exceeding 125 square metres per lease area
- Self-storage
- Vehicle rental and ancillary servicing
- Warehouse

Federal Regulatory Bodies

NAV CANADA will require that a Land Use Submission Form ([available on their website](#)) be submitted prior to any construction. NAV CANADA assesses and approves all proposals for land use near airports and air navigation infrastructure to ensure that air navigation system safety and efficiency are not compromised by proposed land development. This is usually a 30 day turnaround.

Transport Canada may also impact development under their authoritative document, the Aerodromes Standards and Recommended Practices (TP 312 5TH Edition), which is available for download on their website ([hyperlink](#)). The TP 312 describes specifications for facilities and technical services provided for or located within an aerodrome.

Definitions

The following terms and definitions are provided as a reference from the City of Campbell River Zoning Bylaw for the Airport One (A-1) Zone.

Lot Area – The minimum site area for “lease lots” shall be not less than 550 square metres.

Lot Coverage – The maximum site coverage for buildings on “lease lots” is 65%.

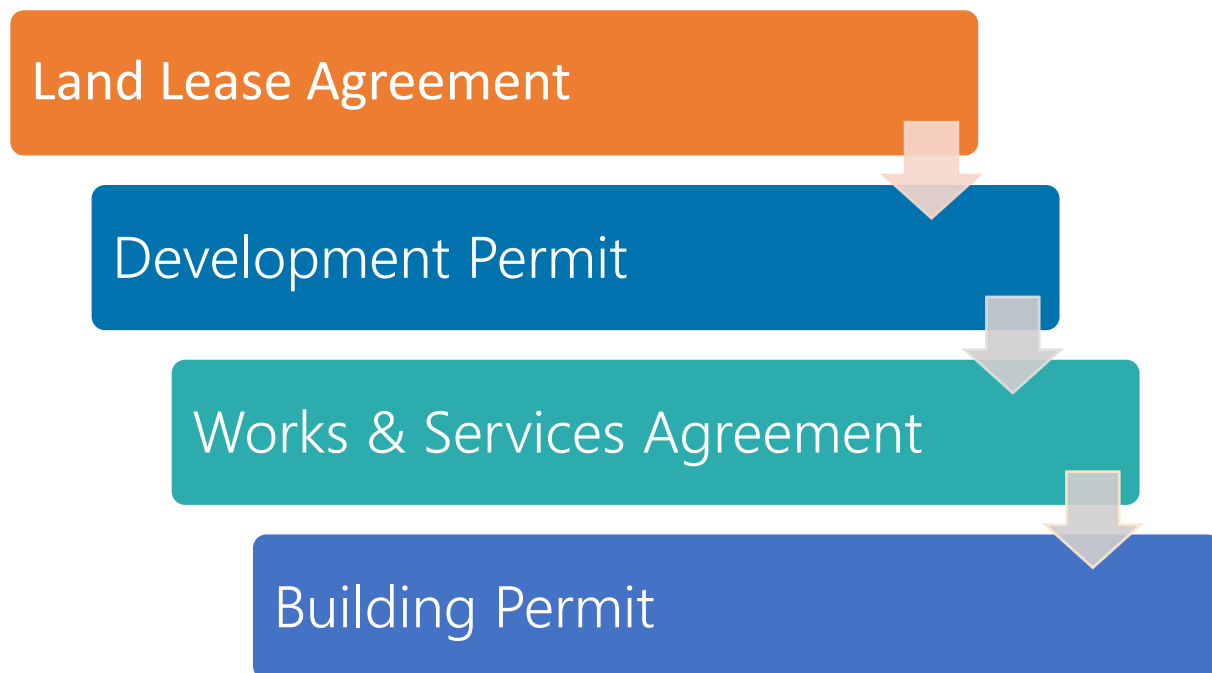
Minimum Dimensions Required for Yards – *Yards in this zone must have the following minimum dimensions:* Yard and setback requirements shall be in accordance with Transport Canada Airport Regulations and spatial separation requirements of the BC Building Code.

Building Height – The maximum height of all buildings and structures shall be in accordance with Transport Canada Airport Zoning Regulations.

Conditions of Use – All illuminated parking and outdoor storage areas shall have directional lighting placed in such a manner that it does not pose a nuisance to airport operations or adjacent lease areas.

Step-by-Step Checklist

There are four major areas of activity that must be satisfied in order to lease development land and construct a building on the publically-held lands at the Campbell River Airport:



Applicants interested in developing on the Zone A-1 lands may use the following checklist to ensure all necessary inquiries and documentation are received, prepared, and executed in order to expedite your development.

Land Lease Agreement

- Contact the Property Services Department to secure an Airport Land Lease Agreement

Once an Agreement is executed, proceed to **Development Permit**

If no building will be constructed, you're done!

Development Permit

- Contact the Land Use Services Department to request a Major or Minor Development Permit

Once a Permit is granted, proceed to **Works and Services Agreement**

Development Permits outline the requirements for developing within the City of Campbell River, which includes the Campbell River Airport. Detailed development guidelines can be found within the City of Campbell River Official Community Plan (OCP) Bylaw 3475, 2012.

A **Major Development Permit** is required for all:

- Commercial and industrial development greater than 92.9 square metres (1000 sq. ft.) floor area
- Development Permits involving a variance
- Phased development applications where the total development is in excess of requirements for a Minor Development Permit

A **Minor Development Permit** is required for all:

- Commercial and industrial development less than or equal to 92.9 square metres (1000 sq. ft.) floor area
- Development in proximity to an Environmentally Sensitive Area, such as a ditch or stream subject to Riparian Area Regulation. *Environmental Development Permit areas are displayed on Map 9 within the Official Community Plan Bylaw*

Development Permit requests for new building(s) or additions for a floor area less than 55 square metres (592 sq. ft.) may be incorporated into, and processed in conjunction with, the **Airport Land Lease Agreement**.

The Development Permit Process takes approximately eight (8) weeks to complete.

Works and Services Agreement

- Obtain an engineered design for your proposed services and submit it to Development Services (City of Campbell River) for review

Upon City approval of the engineered design,

- Provide an engineered cost estimate to Development Services and pay the required security, which is determined as 125% of the cost estimate

Once the cost estimate is submitted and the security is paid in full,

- Enter into a Works and Services Agreement with Development Services

Upon satisfactory completion of the works,

○ Submit a Certificate of Completion, authored by an engineer, to Development Services

Once the certificate is received, the City of Campbell River will return your securities for the completed works; however, 5% of the value will be withheld for a one-year maintenance period.

Proceed to **Building Permit**

A Works and Services Agreement is entered into with the applicant to ensure that the lot is fully serviced to the City's standards and specifications, and that any required works and services are provided. For details on this agreement, refer to the City of Campbell River Subdivision and Development Services Bylaw 3419, 2010.

Note: Any construction on the City of Campbell River's infrastructure, roads, or property will require a **Permit to Work on City Lands** ([hyperlink](#)).

Building Permit

○ Complete and submit an application form for a Building Permit with the Development Services Department

Once a Permit is granted, construction activities may commence!

The primary purpose for issuing a Building Permit is to ensure that all buildings comply with safety, health, building, and zoning requirements of the City of Campbell River and the Province of British Columbia. Development Cost Charges apply at the time of Building Permit issuance and are based on floor area.

A Building Permit must be obtained prior to any commencement or continuation of construction, alteration, placement, reconstruction, demolition, removal, relocation, or change to the occupancy of any building or structure, or other work related to construction.

Where can I find the Building Permit Application?

Application forms are located on the City's website ([hyperlink](#)) and applicants can contact the Development Services Department with questions or for assistance in completing the application.

The Building Permit process takes approximately four (4) weeks to complete.

ⁱ All references to information contained within the City of Campbell River Zoning Bylaw and/or other bylaws mentioned throughout this Guide are provided here for convenience purposes only and should not be considered legally binding, as information may change from time to time as bylaws are updated. Please obtain certified copies of all original bylaws from the City for all interpretations and applications.