

Consolidated May 3, 2011

CONSOLIDATION FOR CONVENIENCE PURPOSES ONLY, OF BYLAW 3266, 3435, 3454



CITY OF CAMPBELL RIVER
PROVINCE OF BRITISH COLUMBIA
BYLAW NO. 3266, 2006

A BYLAW TO DEFINE PROCEDURES UNDER WHICH AN OWNER OF LAND MAY APPLY FOR AN AMENDMENT TO THE OFFICIAL COMMUNITY PLAN OR ZONING BYLAW OR FOR THE ISSUE OF A PERMIT UNDER PART 26 IN THE LOCAL GOVERNMENT ACT.

WHEREAS the City of Campbell River has adopted an Official Community Plan and Zoning Bylaw;

AND WHEREAS the City of Campbell River is required, in accordance with Section 895 of the Local Government Act, to establish procedures by bylaw to amend a plan, bylaw or issue a permit;

AND WHEREAS the City of Campbell River may by bylaw, impose application fees in accordance with the provisions of Section 931 of the Local Government Act, Section 35 of the Agriculture Land Commission Act and Section 15.1 of the Liquor Licensing Act;

NOW THEREFORE the Council of the City of Campbell River, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the **City of Campbell River Planning Procedures Bylaw No. 3266, 2006**.
2. This bylaw shall apply to the following:
 - (1) Amendments to:
 - (a) the Official Community Plan, and
 - (b) the Zoning Bylaw.
 - (2) Issuance of:
 - (a) Development Variance Permits;
 - (b) Development Permits;
 - (c) Temporary Commercial and Industrial Use Permits;
 - (d) Applications to the Board of Variance;
 - (e) Applications for subdivision;
 - (f) Applications to the Agriculture Land Reserve Commission; and
 - (g) Applications for liquor license.
 - (3) Amendments to or discharge of a Land Use Contract.

Applications

3. (1) All applications shall be made by the owner of the land involved or by a person or company authorized in writing by the owner, to be referred to hereinafter as the applicant.
- (2) All applications shall be made to the Land Use Services Department of the City of Campbell River on the applicable form.

- (3) In accordance with Section 920.1 of the Local Government Act, the City may require development approval information regarding anticipated impact on such matters as:
 - a) transportation patterns including traffic flow,
 - b) local infrastructure,
 - c) public facilities including schools and parks,
 - d) community services, and
 - e) the natural environment of the area affected.
- (4) All notification for Official Community Plan amendments, Zoning Bylaw amendments, and applications for a Development Variance Permit must be mailed or otherwise delivered to the owners of all properties within a 100 metre radius of the lot lines of the land involved under an application. Property owners will be responsible for notifying tenants or occupiers.
- (5) In the case of applications to amend an Official Community Plan or a Zoning Bylaw, the applicant is required to hold a Neighbourhood Public Meeting prior to presentation of the application to Council for consideration of 1st and 2nd reading. The applicant is required to present the minutes and results of the Neighbourhood Public Meeting to the Land Use Services Department not less than one week prior to the presentation of the application and bylaw(s) to Council for consideration of 1st and 2nd reading.
 - a) **Neighbourhood Public Meeting** is a meeting held by the owner/applicant to discuss and answer any questions relating to the proposed development or project at a location that will be suitable to accommodate and provide information to all adjacent land owners within 100 metres of the limits of the subject land under consideration.
- (6) In the case of applications for a Development Variance Permit or a combined Development Permit / Development Variance Permit, the applicant is required to hold a “Neighbourhood Public Meeting” prior to the Land Use Services Department sending out notification. The applicant must present the results of the Neighbourhood Public meeting to the Land Use Services Department prior to Council’s consideration of approval.
- (7) In the case of applications to amend an Official Community Plan, a Zoning Bylaw, or applications for Temporary Commercial or Industrial Use Permits, the applicant shall be responsible for erecting a Development Proposal Sign to the specifications outlined in Schedule “C” attached herein, and forming part of this bylaw.
- (8) In the case of an application to amend a Zoning Bylaw, Council may waive requirements for holding of the public hearing in accordance with the provisions of Section 893 of the Local Government Act: a) where the proposed zoning amendment conforms with the applicable Official Community Plan policies; and b) no significant objections or issues as determined by Council were received at the Neighbourhood Public Meeting.

3.9 amended, May/11 bylaw 3454, 2011

- (9) For approval of Development Permits, Council herein delegates approving authority in accordance with Section 920 of the Local Government Act to the City Manager or General Manager of Operations on the advice of the Land Use Services Manager (or their alternate) to approve and issue all **minor** Development Permit applications. Council will retain the approving authority for **major** Development Permit applications.
 - a) **Minor Development Permits** – includes all multiple family residential applications containing less than 10 dwelling units in total, the subdivision of land, natural resource preservation, local convenience stores and commercial and

industrial applications for less than or equal to 92.9 square metres (1000 square feet) floor area. Development permit requests for new buildings or additions for less than 92.9 square metres floor area on the City's airport property may be incorporated into and processed in conjunction with the lease agreement.

- b) **Major Development Permits** – includes all commercial and industrial development greater than 92.9 square metres (1000 square feet), all multiple family residential development for 10 or more dwelling units, development permits involving a variance, and all phased development applications where the total development is in excess of (a) above.
- (10) All Liquor Licensing applications requiring a Council resolution in accordance with the Liquor Control and Licensing Act will be forwarded to the appropriate departments to provide background data resulting in a recommendation to Council. Where public notification only is required, notices will be mailed to surrounding property owners within a 100-metre radius of the limits of the subject land under consideration delivered at least 10 days before consideration by Council. When a public hearing is required for a liquor license application, notices will be mailed to surrounding property owners within a 100-metre radius of the limits of the subject land under consideration delivered at least 10 days before the public hearing and consideration by Council. Further, notification of the public hearing will also be published in two consecutive issues of a local newspaper, the last publication to appear not less than 3 and not more than 10 days before the public hearing.
 - (11) For amendments to or discharge of existing Land Use Contracts (LUC's), requests shall be processed in conjunction with an associated zoning bylaw amendment, where feasible. Otherwise, where not feasible, the amendment or discharge of an existing LUC shall be processed the same as a zoning amendment including the hosting of a public meeting "like a public hearing", including required notifications i.e. see items (4), (5), (7) and (8) above.

Development Application Fee

- 4. Upon the submission of an application for a bylaw amendment, a permit, renewal or amendment of a permit, or to the Board of Variance, the applicant shall pay the City of Campbell River an application fee in the amount set out in Schedule 'A' attached herein, and forming part of this bylaw. Any refunds applicable shall be made in accordance with Schedule 'B' attached herein, and forming part of this bylaw.

Process

- 5. The City of Campbell River must, in accordance with Section 895 of the Local Government Act, consider every application for:
 - (a) an amendment to an Official Community Plan Bylaw, or Zoning Bylaw; or
 - (b) the issue of a permit under Part 26 of the Local Government Act that requires a resolution of the City of Campbell River Council.

The following is a general outline of the process for each application type. When applications are referred to internal departments and external agencies, a maximum of three calendar weeks are provided for return of comments. Otherwise, if response is not received, or request for additional time received, within the allotted 3-week period, the City will assume their interests are unaffected. The City otherwise reserves the right to defer a given application to require additional or alternate information:

i) Agriculture Land Reserve Applications:

- (1) Complete application and fee submitted by the owner/applicant.
- (2) The Planner prepares information sheet and circulates for comments.
- (3) Application proceeds to Council for support or rejection.
- (5) Land Use Services Department notifies applicant of result.
- (6) If supported, the complete application is forwarded to the Land Commission along with the fee made payable to the Minister of Finance & Corporate Relations.
- (7) If not supported, the applicant is notified and issued a refund in accordance with Schedule "B".
- (8) Once the Land Commission has issued a resolution or final decision on the application they notify the owner/applicant and the City of Campbell River Land Use Services Department.

ii) Board Of Variance:

- (1) Complete application and fee submitted by the owner/applicant.
- (2) Land Use Services prepares an information package and refers to appropriate departments for comment, including:
 - (a) Date of application
 - (b) Appeal address
 - (c) List of all adjacent land owners (Note: adjacent includes lots separated by roads and right of ways etc.)
 - (d) Description of the zoning of the subject property under application
 - (e) Description of appeal (i.e. variance requested) and applicable regulations
- (3) Notification sent to adjacent property owners.
- (4) Board of Variance hearing scheduled.
- (5) Proposal presented to the Board of Variance.
- (6) Verdict from the Board of Variance.
- (7) Applicant is notified of the verdict.

iii) Development Permit (Minor) i.e. No Variance:

- (1) Complete application and fee submitted by the owner/applicant.
- (2) The Planner prepares information sheet and circulates for comments.

5.iii.3 and 5.iii.4 amended, May/11 bylaw 3454, 2011

- (3) The Planner prepares development permit and report to City Manager or General Manager of Operations.
- (4) Application review and signature by Land Use Services Manager.
- (5) Approving Authority (Manager) approves or rejects application.
- (6) Land Use Services notifies applicant.
- (7) If approved, the Notice of Development Permit is registered at Land Titles.

- iv) Development Permit (Major) i.e. No Variance:**
- (1) Complete application and fee submitted by the owner/applicant.
 - (2) The Planner prepares information sheet and circulates for comments.
 - (3) The Planner prepares development permit and report to Council.
 - (4) Application proceeds to Council for approval or rejection.
 - (5) Land Use Services Department notifies applicant of Council's decision.
 - (6) If approved, the Notice of Development Permit is registered at Land Titles.
- v) Development Permit / Development Variance Permit i.e. With Variance:**
- (1) Complete application and fee submitted by the owner/applicant.
 - (2) Applicant holds a Neighbourhood Public Meeting.
 - (3) The Planner prepares information sheet and circulates for comments.
 - (4) Notification sent to adjacent landowners in accordance with Section 922 (5) and (6) in the Local Government Act.
 - (5) Planner prepares a summary report relating any letters or information received through the notification procedure, including the results of the Neighbourhood Public Meeting, and the application proceeds to Council for consideration of approval.
 - (6) Land Use Services Department notifies applicant of Council's decision.
 - (7) If approved, the Notice of Development Variance Permit is registered at Land Titles.
- vi) Temporary Commercial or Industrial Permits:**
- (1) Complete application in accordance with Section 921 in the Local Government Act and fee submitted by the owner/applicant.
 - (2) Applicant holds a Neighbourhood Public Meeting.
 - (3) The Planner prepares information sheet and circulates for comments.
 - (4) Notification sent to adjacent landowners in accordance with Section 921 (5) (a) and (b) in the Local Government Act.
 - (5) Planner prepares a summary report relating any letters or information received through the notification procedure, including the results of the Neighbourhood Public Meeting, and the application proceeds to Council for consideration of approval.
 - (6) Land Use Services Department notifies applicant of Council's decision.
 - (7) If approved, the Notice of Temporary Commercial or Industrial Permit is registered at Land Titles.
- vii) Official Community Plan and Zoning Amendments (Combined):**
- (1) Complete application and fee submitted by the owner/applicant.
 - (2) The Planner prepares information sheet and circulates for comments.
 - (3) Applicant is required to install a Public Notification Sign on the property under application.
 - (4) Applicant holds the Neighbourhood Public meeting.
 - (5) Application proceeds to the Development Advisory Commission (DAC) for review and recommendation.
 - (6) Application proceeds to Council for consideration of 1st and 2nd reading.

- (7) Public Hearing notification in accordance with Section 892 in the Local Government Act sent to adjacent landowners subject to Section 922 (5) and (6) of the Local Government Act.
- (8) Public hearing held in the City of Campbell River Council Chambers and application proceeds to Council for consideration of 3rd reading and adoption.
- (9) Land Use Services Department notifies applicant of Council's decision.

viii) Official Community Plan Amendment:

- (1) Complete application and fee submitted by the owner applicant.
- (2) The Planner prepares information sheet and circulates for comments.
- (3) Applicant is required to install a Public Notification Sign on the property under application.
- (4) Applicant holds the Neighbourhood Public Meeting.
- (5) Application proceeds to the Development Advisory Commission (DAC) for review and recommendation.
- (6) Application proceeds to Council for consideration of 1st and 2nd reading.
- (7) Public Hearing notification in accordance with Section 892 in the Local Government Act sent to adjacent landowners subject to Section 922 (5) and (6) in the Local Government Act.
- (8) Public hearing held in the City of Campbell River Council Chambers and application proceeds for consideration of 3rd reading and adoption.
- (9) Land Use Services Department notifies applicant of Council's decision.

ix) Zoning Bylaw Amendments:

- (1) Complete application and fee submitted by the owner/applicant.
- (2) The Planner prepares information sheet and circulates for comments.
- (3) Applicant is required to install a Public Notification Sign on the property under application.
- (4) Applicant holds the Neighbourhood Public Meeting.
- (5) Application proceeds to Council for consideration of 1st and 2nd reading. Council may waive the Public Hearing in accordance with Section 893 of the Local Government Act, subject to:
 - (a) compliance with the Official Community Plan Policies;
 - (b) as determined by Council, no significant objections or issues raised or received at the Neighbourhood Public Meeting.
- (6) Public Hearing notification in accordance with Section 892 in the Local Government Act sent to adjacent landowners subject to Section 922 (5) and (6) in the Local Government Act.
- (7) Public Hearing held in the City of Campbell River Council Chambers and application proceeds to Council for consideration of 3rd reading and adoption.
- (8) Land Use Services Department notifies applicant of Council's decision.

x) Amendment or Discharge of Land Use Contract:

- (1) Processed in conjunction with an associated zoning amendment as outlined in ix) above, when feasible.

- (2) When not feasible, processed like a zoning amendment as outlined in ix) above, including the hosting of a public meeting “like a Public Hearing” including required notifications.

xi) Subdivision (Fee Simple and Bare Land Strata) Applications:

- (1) Complete application and fee submitted by the owner/applicant.
- (2) The Planner prepares information sheet and circulates for comments.
- (3) Where issues or concerns are raised, the City may require consultation to address those issues (i.e. across City departments, with commenting agencies, and with the applicants).
- (4) The Approving Officer, within sixty (60) days of receipt of the application, either rejects the application or issues a Preliminary Layout Approval (PLA) as an “approval with conditions” and sends it to the applicant.
- (5) Where a PLA has been issued, the applicant completes the outstanding required items outlined as part of the Preliminary Layout Approval, prior to requesting final approval, including approval of detailed engineering drawings prior to commencement of construction.
- (6) All outstanding fees are to be paid to the City of Campbell River by the applicant at the time of request for final approval.
- (7) Reviewed by the Approving Authority and final approves the subdivision when all requirements and terms have been met.
- (8) Land Use Services Department notifies the applicant, and final approves the plan for registration.

Amendments – Approval or Refusal

6. The City of Campbell River Council may, upon receipt of a report completed by the Land Use Services Department proceed with an amendment bylaw or reject the application. Council may decide to give 1st and 2nd reading to a bylaw for the purpose of scheduling the public hearing to receive feedback from the public, then reject the bylaw following receipt of that public feedback. Refunds for rejected applications or bylaws are as outlined in Schedule “B”

Permits – Issuance or Refusal

7. The City of Campbell River may, upon receipt of a report completed by the Land Use Services Department:
 - (a) authorize the issuance of the permit;
 - (b) authorize the issuance of the proposed permit as amended by the Campbell River City Council in its resolution;
 - (c) refuse to authorize the issuance of the permit.

Refund policies for rejected applications and permits are as outlined in Schedule “B”.

Refusal – Amendments and Permits

8. Where an application, amendment bylaw, or an amendment to a permit has been refused by the City of Campbell River Council or an Approving Authority for the City of Campbell River, the Land Use Services Department shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal, including any reasons for rejection where applicable, and include any applicable refunds as outlined in Schedule “B”.

Re-Application

9. Subject to Section 895 (3) of the Local Government Act, re-application for an amendment or permit that has been refused by Council or an Approving Authority at the City of Campbell River shall not be considered within a six (6) month period immediately following the date of refusal. The Land Use Services Department will immediately consider and process a “new” application or revised application that is significantly different from an amendment or permit that has been refused by Council.

Read a first time on the	4 th	day of	December,	2006.
Read a second time on the	4 th	day of	December,	2006.
Read a third time on the	4 th	day of	December,	2006.
Read a fourth time and adopted on the		11 th	day of	December,
	2006.			

Originals signed by:

R. McDonell
MAYOR

W.T. Halstead
CLERK

SCHEDULE 'A'
DEVELOPMENT APPLICATION FEES

Summary

This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning Bylaw amendments, Agriculture Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance appeals and inspection fees for subdivisions.

Development Category	Application Fee	HST (12%)	Total Cost
OCP Amendments	\$2000.00 + \$500.00 Public Hearing Fee = \$2500.00	\$300.00	\$2800.00
Zoning Amendments	\$2000.00 + \$500.00 Public Hearing Fee = \$2500.00	\$300.00	\$2800.00
OCP/Zoning Combined application	\$3200.00 + \$500.00 Public Hearing Fee = \$3700.00	\$444.00	\$4144.00
Fees for Public Hearings on all applications requiring a public hearing or for additional public hearings on revised applications.	\$500.00	\$60.00	\$560.00
Amendment or Discharge of Existing Land Use Contract:			
1. In conjunction with associated Rezoning; or	1. \$400.00	\$48.00	\$448.00
2. No associated rezoning	2. \$800.00 + \$500.00 Public Hearing Fee = \$1300.00	\$156.00	\$1456.00
Development Permits			
Major	\$2000.00 + \$500.00 for each of the following components; environmental assessment, geotechnical assessment, variance request.		Varies
Minor (no fee on airport property when done in conjunction with lease agreement)	\$750.00		\$750.00
Amendments, Time Extensions (renewals) to and Existing Minor Permit	\$200.00		\$200.00
Amendments, Time Extensions (renewals) to an Existing Major Permit.	\$1000.00		\$1000.00

Development Variance Permits	\$750.00		\$750.00
Time Extensions	\$200.00		\$200.00
Amendments to an Existing Development Variance Permit.	\$500.00		\$500.00
Registration Fee for all applications requiring a notice on title	\$30.00	\$3.60	33.60
Temporary Industrial or Commercial Permit	\$1500.00		\$1500.00
Renewals for Temporary Industrial or Commercial Permits	\$1500.00		\$1500.00
ALR application			
Land Reserve Commission (LRC)			
Land owner application for Exclusion, Subdivision or Non-farm use.	LRC FEE = \$300.00		\$600.00
	CITY FEE = \$300.00		
Land owner application for Inclusion	LRC FEE = \$300.00		\$600.00
	CITY FEE = \$300.00		
Board of Variance	\$500.00	\$60.00	\$560.00
New Conceptual Development Plan (CDP)	\$5000.00	\$600.00	\$5600.00
Amendment to Existing CDP	\$1,000.00	\$120.00	\$1120.00
Subdivision			
Fee Simple (Preliminary Layout Approval) Base Fee	\$750.00 for application and first lot created, plus \$125.00 for each additional lot created.	Varies	Varies
Bare Land Strata Subdivision (Preliminary Layout Approval) Base Fee	\$750.00 for application and first lot created, plus \$125.00 for each additional lot created.	Varies	Varies
Minor lot line adjustment (where no new lots are created i.e. includes final approval fee)	\$500.00	\$60.00	\$560.00
Strata Title Conversion of existing buildings where no public hearing or circulation to other agencies is required	\$750.00 + \$100.00 per unit	Varies	Varies

Form "P" Approval	\$100.00	\$12.00	\$112.00
Final approvals or revisions on Phased Strata Developments (Per phase)	\$200.00	\$24.00	\$224.00
Subdivision, Bare Land Strata Final Approval	\$1000.00	\$120.00	\$1120.00
Time Extension or Amendment to Preliminary Layout approval	\$750.00	\$90.00	\$840.00
Phased Strata & Form "P" Final Re-Approval	\$500.00	\$60.00	\$560.00
Liquor License Application			
Requiring a public hearing	\$500.00	\$60.00	\$560.00
Requiring a Council Resolution	\$250.00	\$30.00	\$280.00
Not Requiring a Council Resolution	\$50.00	\$6.00	\$56.00
Contaminated Site Profile	\$50.00	\$6.00	\$56.00
Maps			
Zoning and Official Community Plan Maps (1 Plotted Map Page)	\$10.00	\$1.20	\$11.20
Full Set of Official Community Plan Map Sheets (30 Plotted Map Sheets)	\$100.00	\$12.00	\$112.00
Full Set of Zoning Map Sheets (30 Plotted Map Sheets)	\$100.00	\$12.00	\$112.00
Zoning and Official Community Plan Maps (11/17 or 13/19 Format)	\$5.00	\$0.60	\$5.60
Zoning and Official Community Plan Maps (8 ^{1/2} /11 or 8 ^{1/2} /14 Format)	\$2.50	\$0.30	\$2.80

SCHEDULE "B"

REFUNDABLE AMOUNTS

1. Development Fees that are refunded prior to the file/application circulation are eligible for the cost of the Development Fee **less** 10% for administration.
2. Development Fees that are refunded after circulation and prior to Land Use Services Department report to Council (or City Manager) for consideration are eligible for the cost of the Development Fee **less** 30% for administrative costs.
3. Development Fees that are refunded at or after Council has completed 1st and 2nd reading of a bylaw but prior to scheduling of the public hearing are eligible for the cost of the Development Fee **less** 60% for administrative costs.
4. No development fees will be refunded after an application has had a public hearing or the public notification has been completed.
5. Subdivision applications that are withdrawn after circulation but before the issuance of Preliminary Layout Approval are eligible for the cost of the Subdivision Fee **less** 30% for administrative costs.
6. Subdivision fees are non-refundable after Preliminary Layout has been issued.

SCHEDULE "C"

DEVELOPMENT PROPOSAL SIGN REQUIREMENTS

For Applications to Amend the Official Community Plan, Zoning Bylaw, and for Temporary Commercial and Industrial Permits

Specifications: These requirements and a Development Proposal Sign Format Sheet will be attached to applications for amendments to the Official Community Plan, Zoning Bylaw, and to applications for Temporary Commercial and Industrial Permits. The Notice of development sign(s) shall be a minimum of 1.8 metres × 1.2 metres (6 feet × 4 feet) in size and constructed of 1.3 cm (1/2 inch) plywood or other durable material with a dark blue background and white lettering. It will include a Site Map that is white with dark blue or black highlights. Lettering will be block capitals with:

- Headings and sign copy not less than 7.62 cm (3 inches) in height.
- Map lettering not less than 3.8 cm (1.5 inches) in height.
- Adjacent land uses to the subject property are to be indicated on the plans.

Where the sign is mounted on a building, it must be unobstructed from the street, and the bottom edge shall be a minimum of 122 centimeters from the ground.

Locations: The notice shall be posted in a location unobstructed to view from the street:

- (a) no further than six metres from the property line abutting a street; and
- (b) where property abuts two or more streets, excluding lanes, a sign shall be posted no further than six metres from each abutting street or alternatively from the intersection point of the two streets at a 45 degree angle; or
- (c) where placement of a required sign on a property is not feasible, the notice may be posted on an abutting road right of way, subject to approval by the City of Campbell River.

Timing: The sign(s) must be posted no later than 14 days following submission of application to the City of Campbell River.

Posting: It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the same. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application.

***Note:** City-initiated map amendments involving multiple properties, and text amendments affecting multiple properties, are exempt from requirements to install development proposed signs.

SCHEDULE "C" Continued
EXAMPLE FOR DEVELOPMENT PROPOSAL SIGN FORMAT

Notice of Application

REZONING APPLICATION

AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF CAMPBELL RIVER TO REZONE THIS PROPERTY FROM _____ TO _____

Location plan and legal description or civic address

FOR FURTHER INFORMATION CONTACT:

THE OWNER / AGENT (*Please circle whether Owner or agent*)

NAME: _____

ADDRESS: _____

PHONE: _____

For date, time and location of the public hearing,
please contact:

City of Campbell River,
Land Use Services Department
301 St. Ann's Road
Campbell River B.C.
V9W 4C7
Telephone: 250-286-5726

Placement of Sign:

- i)* Minimum size of the sign will be 1.8m x 1.2m (6' x 4')
- ii)* Will be dark blue background with white lettering
- iii)* Include a Site Map – white with dark blue or black highlights
- iv)* Lettering will be block capitals with:
 - Headings and notice copy not less than 7.62cm (3" in height)
 - Map lettering not less than 3.8cm (1.5" in height)
 - Adjacent land uses to the subject property are to be indicated on the plans