



Covenant Amendment or Discharge 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.

Covenant Document(s)

Provide two copies of all covenants to be amended or released.

Letter of Rationale

Provide a written rationale for the request.

State of Title

A current State of Title (dated within the last 30 days) and copies of all charges requested to be discharged.

Supporting Documentation

- For all covenant amendment applications, provide two copies of the revised covenant documents.
- For all covenant discharge applications, provide supporting documentation to confirm all terms and conditions specified by the covenant have been fully satisfied.

Staff May Also Request:

Company Search

If the subject parcel is owned by a Company and not an individual owner, a Company Search showing the individual signing on behalf of the Company is either a Director or Officer of the Company with signing Authority, “OR” a Directors Resolution of the Company showing the individual is authorized to enter into the Agreement between the Company and the Cowichan Valley Regional District.

Geotechnical Report

For applications seeking to amend or release geotechnical covenants, a report prepared by a professional engineer stating the site will be “safe for the use intended” if the covenant is modified.

Strata Approval

Where applicable, strata approval will be required for covenant amendments and/or releases.