Our File: 2211-47840-00

September 23, 2026

Town of Comox – Planning Department
1809 Beaufort Avenue
Comox, BC
V9M 1R9

Attention: Randy Houle, Direction or Development Services

Proposed Development of Lot 1, District Lot 217, Comox District, Plan 15375, Except that Part in Plan 50460 VIP15375 – Development Permit Area (DPA) 8 Application

On behalf of our client, Comox Valley Airport Commission (CVAC), we are pleased to submit this Riparian Ecosystems Development Permit Application for 1200 Military Row ("subject property") for the Town's review and processing. The proposed development of 1200 Military Row includes expansion of the airport's (YQQ) long-term parking area, which will be sited within the footprint that is currently occupied by Vancouver Island Enterprises' (VIE) landscaping supply business VIE is currently relocating to 1301 Knight Road to allow the proposed development on the subject property to proceed. The general site plan for the subject site is shown in **Figure 1** below and shown more clearly in the supporting documents included in this application.

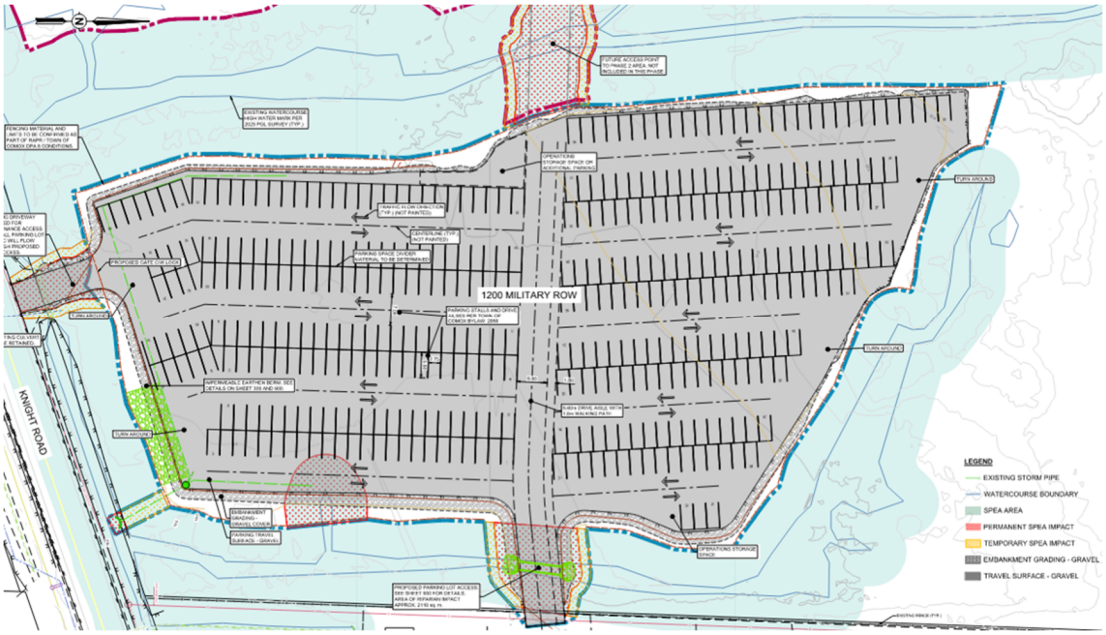


Figure 1: Preliminary Site Plan – 1200 Military Row

The subject property is a 9.45 ha property located at 1200 Military Row. The property is zoned E-3, “Light Industrial” (previously I2.1, “Aeronautical Industrial”). Shown in **Figure 2**, the subject property is within a Riparian Areas Development Permit Area due to a channelized tributary of the Queen’s Ditch (watercourses/ditching along the north side of Knight Road and within the subject property).



Figure 2: Town of Comox: DPA 8 Riparian Ecosystems

Development Permit Guideline Compliance

Per DPA 8 Guidelines, no alteration of land can occur unless the applicant first obtains a development permit. Table #1 outlines both the applicable DP guideline and how this proposal is compliant.

Table 1: DPA 8 Guideline Compliance

DPA 8 Guideline	*Response / compliance*
Unless exempted, a development permit will not be issued unless the Ministry of Environment has provided the Town with a copy of an assessment report prepared by a QEP, and development will take place as per the recommendations of the assessment report.	A Riparian Areas Protection Regulation: Assessment Report, prepared by PGL was submitted to the Province on September 16, 2026.
The minimum setback from the stream boundary as identified by a QEP and incorporated into a BC Land Surveyor certified site plan is 30 metres, unless an assessment report prepared by a QEP identifies a narrower SPEA as per the simple assessment, or a varying setback as per the detailed assessment, as outlined in Regulation Technical Assessment Manual.	Outlined in the submitted RAPR assessment, the QEP prescribed the riparian setbacks per the detailed assessment.
The minimum setback from the top of a ravine bank for ravines that are 60 metres wide or more is 10 metres from top of ravine bank, as identified by a qualified QEP and incorporated into a BCLS certified site plan, unless an assessment report prepared by a QEP identifies a different setback as per the detailed assessment outlined in the Regulation Technical Assessment Manual. For clarity, the setback may need to be larger than 10 metres under another Development Permit Area	There are no ravines present on or adjacent to the subject property. These setback requirements do not apply.
Subdivision, including bare land subdivision, must result in parcels that are entirely outside of the SPEA, unless the SPEA is restored to a naturalized state, fenced, and protected through covenants on title of each parcel that includes a portion of a SPEA	There is no proposed subdivision of the subject property. This guideline does not apply.
In addition to the minimum requirements of an assessment report as per the Regulation Technical Assessment Manual, assessment reports for Major Development must include the following measures that should be implemented for the development, including where a simple assessment is completed as per the Regulation Technical Assessment Manual, but except where a stream is classified by the QEP as a ditch as defined in the Regulation Technical Assessment Manual: • measures to improve the health of the SPEA in areas of previous human disturbance within the SPEA. • any potential hazards posed by the proposed development to natural features, functions or conditions in the SPEA that support the life processes of protected fish, and recommended measures to be taken to avoid the hazards. • recommendations from the QEP for fencing and signage that prevents human disturbance of the SPEA but allows for movement of animals, and that complies with any form and character development permit area guidelines that apply to the type of development. • recommended measures to protect and enhance natural features on the parcel that are outside of, but integral to the SPEA, including tree cover and vegetation, drainage patterns, aquifer protection, and topography. • recommended measures for windfirm edge and stand stability.	There is no proposed major development on the subject property. This guideline does not apply.
Without limiting the Regulation Technical Assessment Manual, where a permanent structure is proposed to be demolished to facilitate development, the assessment report must identify the SPEA as if the permanent structure does not exist, and all development should take place outside the SPEA.	There is no proposed demolition on the subject property. This guideline does not apply.

Contaminated Sites Screening Form

There are no known past or present occurrences of Schedule 2 activities on the site. A contaminated sites screening form is being submitted with this application.

Rationale

The intent of this application is to support the development of additional parking to address the parking shortage at CVAC. An Erosion and Sediment Control Permit Application, Tree Cutting Permit, and DPA 9 Application are being submitted separately.

The DPA 8 Application was made via the Citywide Portal. To support the online application, the following documents were uploaded:

- Current title search
- Copies of charges/covenants (as applicable)
- Agent authorization form
- Contaminated sites screening form
- Riparian Areas Protection Regulation: Assessment Report (by PGL)
- Cheque in the amount of $270 representing the application fee (Delivered to Town Hall, separately)

Should additional information or clarification be required, please contact the undersigned.

Sincerely,
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