

# FORESHORE ENCROACHMENT APPLICATION CHECKLIST

To apply for a building permit for an encroachment structure to be located on the public foreshore, adjacent to a private property, the following documents are required:

1. Building permit application for a “structure”, as defined in Building Bylaw No. 4400, 2004, with applicable supporting documents, including property plans, BC Land Survey, construction drawings, and all other documents, as required by the Building Department.
2. A letter outlining the alignment of the structure design with the following best management practices, to confirm compliance with the District’s Head Lease with the Province for the management of the public foreshore:
  - a. Provincial Best Management Practices and Guidelines for “General Permissions” for docks: [2.gov.bc.ca/gov/content/industry/crown-land-water/crown-land/crown-land-uses/residential-uses/private-moorage#Requirements](https://2.gov.bc.ca/gov/content/industry/crown-land-water/crown-land/crown-land-uses/residential-uses/private-moorage#Requirements).
  - b. Appendix 3 of the Crown land Operational Policy for Private Moorage: [2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/land-water-use/crown-land/private\\_moorage.pdf](https://2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/land-water-use/crown-land/private_moorage.pdf)
  - c. Átl’ka7tsem/Howe Sound Biosphere Region Best Management Practices (BMPs) for marine docks: [howesoundbri.org/webinars/2021/3/31/best-practices-for-marine-dock-management](https://howesoundbri.org/webinars/2021/3/31/best-practices-for-marine-dock-management).
3. Approval under the federal *Navigable Waters Protection Act* for the location of the encroachment structure on the foreshore and in the marine environment.
4. Approved Foreshore Development Permit if any development associated with the encroachment extends to adjacent private property.
5. Proof of archeological due diligence.
6. Demonstration that the encroachment structure does not conflict with any District infrastructure or utilities.
7. An environmental effects determination that includes mitigation measures to address potential adverse environmental effects during construction and use of the structure.
8. If applicable, any other permits or requirements and authorizations associated with the proposed works.

Once all documentation has been submitted and approved and prior to issuance of the building permit, the owner of the structure will be required to complete a subtenure license under the District’s Head Lease with the Province over the foreshore, which requires the owner to indemnify the District and the Province and obtain and maintain commercial general liability insurance.

**Freedom of Information and Protection of Privacy Act Notice for supporters of this local area service request:** By signing below and indicating your support for this local area service request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection of this personal information, please contact the Privacy Officer: [foippa@westvancouver.ca](mailto:foippa@westvancouver.ca); 604-921-3497; 750 17th Street, West Vancouver BC V7V 3T3.