



APPLICATION FOR DEVELOPMENT INFORMATION HANDOUT

This handout has been prepared to provide general information on what is required when making an application for development to the Regional District of Fraser-Fort George. Making an application does not guarantee approval.

Prior to making an application please consult with the Regional District's Planning Department to determine the type of application that would be required for your proposal and to discuss application processes.

Contact the Planning Department at 250-960-4400 or e-mail developmentservices@rdffg.bc.ca

APPLICATION TYPES

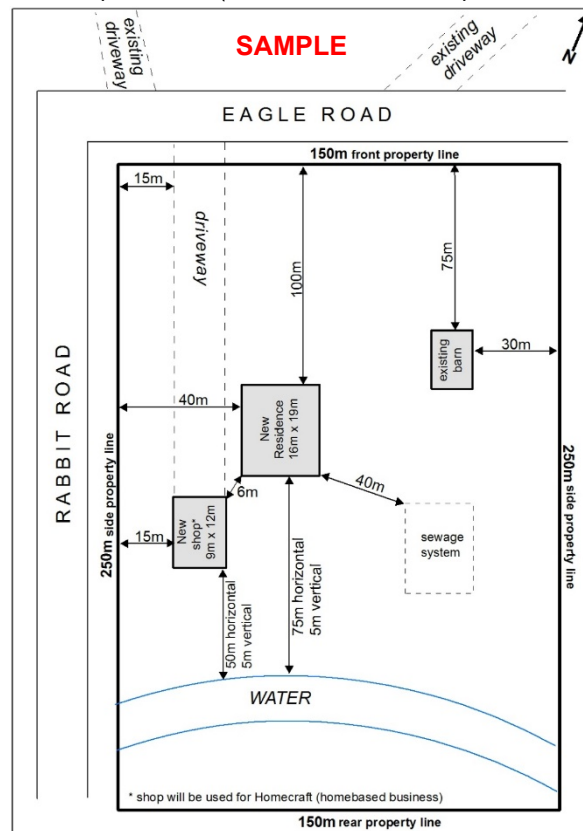
<ul style="list-style-type: none"> Zoning Bylaw Amendment: An application to permanently change the zoning of a subject parcel(s) to change one or more of the following: permitted uses, densities, size, siting of development and buildings and other regulations of the zoning bylaw. <i>Note: May require rental of a Notification of Application Sign</i>
<ul style="list-style-type: none"> Official Community Plan Amendment: An application to permanently change the designation, land use policies and/or objectives to support development of a subject parcel(s). <i>Note: May require rental of a Notification of Application Sign</i>
<ul style="list-style-type: none"> Rural Land Use Bylaw Amendment: An application to permanently change the designation, land use policies and/or objectives to support development of a subject parcel(s). <i>Note: May require rental of a Notification of Application Sign</i>
<ul style="list-style-type: none"> Official Community Plan and Zoning Amendment Combined: A Combined application when it is necessary to change the Official Community Plan and Zoning Bylaw to support development of a subject parcel(s). <i>Note: May require rental of a Notification of Application Sign</i>
<ul style="list-style-type: none"> Temporary Use Permit: An application to temporary allow specific use(s) on a subject parcel(s) for up to three years. A temporary use permit can set out conditions of operation with regards to the specific use(s) (i.e. hours of operation, days of operation, number of employees, etc.). <i>Note: May require rental of a Notification of Application Sign</i>
<ul style="list-style-type: none"> Development Permit – Delegated: An application for a subject parcel(s) that is within a Development Permit Area and the proposed activities are one or more of the following: construction of a dwelling unit or recreation cabin, construction to accessory buildings to a dwelling unit or recreation cabin, clearing of vegetation and the alteration of land; or realignment of property boundaries where no additional parcels are being created.
<ul style="list-style-type: none"> Development Permit Amendment – Delegated: An application to amend an existing Development Permit – Delegated on file for a subject parcel(s).
<ul style="list-style-type: none"> Development Permit – Non-Delegated: An application for a subject parcel(s) that is within a Development Permit Area and the proposed activities are one or more of the following: subdivision, development of a commercial operation, development of an industrial operation or development of an institutional operation.
<ul style="list-style-type: none"> Development Permit Amendment – Non-Delegated: An application to amend an existing Development Permit – Non-Delegated on file for a subject parcel(s).
<ul style="list-style-type: none"> Development Variance Permit: An application for a subject parcel(s) to vary one or more of the following Zoning Bylaw regulations: building or structure minimum distances to lot lines/ natural boundary of a watercourse, building or structure maximum/ minimum floor area, or building or structure heights.
<ul style="list-style-type: none"> Development Permit with Variance: A combined application for a subject parcel(s) that is within a Development Permit Area and also required a variance to vary one or more of the following Zoning Bylaw regulations: building or structure minimum distances to lot lines/ natural boundary of a watercourse, building or structure maximum/ minimum floor area, or building or structure heights.
<ul style="list-style-type: none"> Liquor Licence Referral Application: An application to the Regional District to process the referral requirement for a Liquor License through the Liquor and Cannabis Regulation Branch.
<ul style="list-style-type: none"> Cannabis Retail Sales Referral Application: An application to the Regional District to process the referral requirement for a Cannabis Retail Sales License through the Liquor and Cannabis Regulation Branch.
<ul style="list-style-type: none"> Notification of Application Sign Rental: Notification of Application Signs are required by the Regional District for certain Land Use and Referral Applications. Consult with Regional District personnel to determine if a Notification Sign will be required for your application prior to submitted a Notification of Application Sign rental application and fee.



APPLICATION REQUIREMENTS

The following information is required for processing your application: *Failure to provide any of the following may result in a delay or an application not being processed.*

1. **Proof of Ownership:** A copy of the Certificate of Title, Title Search or recent Property Tax Assessment notice for the subject parcel(s)
2. **Completed Application Form:** Signed by the property owner(s) or if owned by a registered company, by all listed authorized signing Directors
3. **Completed Contaminated Site Waiver Form**
4. **Completed Agent Authorization Form:** Applicable where a property owner(s) authorizes someone to act on their behalf
5. **Processing Fee**
6. **A Site Sketch of the Subject Parcel(s): Showing the following:**
 - legal boundaries and dimensions of the subject property
 - name of adjacent roads to the subject parcel
 - location of existing buildings and structures on the subject property, with distances to property lines and/or from any watercourse
 - location and size of any proposed buildings, structures or additions thereto, with distances to property lines and/or from any watercourse (both horizontal and vertical distances to watercourse)
 - location and size of existing or proposed access roads, driveways, screening and fences
 - location and size of an existing or proposed sewage disposal systems, with distances to property lines, buildings and/or any watercourse (both horizontal and vertical distances to watercourses)
 - location of any earthworks/grading and/or proposed landscaping
 - location of any physical or topographic constraints on the subject property, such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc. that may be applicable to the application
 - if subdivision is proposed, boundaries, dimensions and size of any proposed lots and park dedication, if applicable
 - if a sewage system is proposed through a Development Permit application, a report from a Registered Professional that the system meets Zoning Bylaw No. 2892 setback requirements (for further information please contact the Planning Department).



Additional Application Requirements:

7. **For Liquor License Referral or Cannabis Retail Sales Referral:** a copy of the application submitted to the Liquor and Cannabis Regulation Branch
8. **Notification of Application Sign Rental Form and Fee:** required by the Regional District for certain Land Use and Referral Applications.



FURTHER INFORMATION REQUIREMENTS

After an application is submitted and reviewed, the Regional District may require an applicant to provide further information prepared by a qualified professional(s) in order to ensure a complete understanding of the proposal, its extent, and impacts. An applicant may also wish to provide additional information to support an application.

Different types, locations, and sizes of proposals may require additional information; including, but not limited to:

- Geotechnical Evaluation
- Environmental Impact Assessment
- Wildfire Hazard Assessment
- Stormwater Management and Drainage
- Groundwater Evaluation
- Traffic Analysis and Impact
- Flood Protection
- Site plan prepared by a BC Land Surveyor
- Other information that may be applicable to the application



APPLICATION FOR DEVELOPMENT

APPLICATION TYPE: Please check one	Fee
<input type="checkbox"/> Zoning Bylaw Amendment <i>Note: May require rental of a Notification of Application Sign</i>	\$900.00
<input type="checkbox"/> Official Community Plan Amendment <i>Note: May require rental of a Notification of Application Sign</i>	\$900.00
<input type="checkbox"/> Rural Land Use Bylaw Amendment <i>Note: May require rental of a Notification of Application Sign</i>	\$900.00
<input type="checkbox"/> Official Community Plan and Zoning Amendment Combined <i>Note: May require rental of a Notification of Application Sign</i>	\$1200.00
<input type="checkbox"/> Temporary Use Permit <i>Note: May require rental of a Notification of Application Sign</i>	\$600.00
<input type="checkbox"/> Development Permit – Delegated	\$150.00
<input type="checkbox"/> Development Permit Amendment – Delegated	\$75.00
<input type="checkbox"/> Development Permit – Non-Delegated	\$225.00
<input type="checkbox"/> Development Permit Amendment - Non-Delegated	\$225.00
<input type="checkbox"/> Development Variance Permit	\$350.00
<input type="checkbox"/> Development Permit with Variance	\$350.00
<input type="checkbox"/> Liquor License Referral <i>Note: May require rental of a Notification of Application Sign</i>	\$1500.00
<input type="checkbox"/> Cannabis Retail Sales Referral <i>Note: May require rental of a Notification of Application Sign</i>	\$1500.00
<input type="checkbox"/> Notification of Application Sign Rental <i>Consult with Regional District personnel to determine if a Notification Sign will be required for your application prior to submitted a Notification of Application Sign rental application and fee.</i> <i>A refund of \$100 provided once sign has been returned to the Regional District in satisfactory condition.</i>	\$150.00

OWNER INFORMATION				
OWNER(S)				
Name(s) of all owners on title:				
Mailing Address:				
Province:	Postal Code:	Email:		
Phone (w):	Phone (c):	Phone(h):	Fax:	

ADDITIONAL OWNER(S) (if applicable)				
Name(s) of all owners on title:				
Mailing Address:				
Province:	Postal Code:	Email:		
Phone (w):	Phone (c):	Phone(h):	Fax:	



SUBJECT PARCEL(S) INFORMATION	
PARCEL 1	
Full Legal Description:	
Parcel Identifier Number (PID):	
Property Size (ha):	Civic Address:

PARCEL 2 (if applicable)	
Full Legal Description:	
Parcel Identifier Number (PID):	
Property Size (ha):	Civic Address:

EXISTING USES AND BUILDINGS
Describe all existing uses and buildings on the subject parcel(s) <i>Note: Identify this information on the site sketch</i>

EXISTING SERVICES
Identify which services are available on the subject parcel(s)
Electricity: <input type="checkbox"/> YES <input type="checkbox"/> NO Telephone: <input type="checkbox"/> YES <input type="checkbox"/> NO Natural Gas: <input type="checkbox"/> YES <input type="checkbox"/> NO
Ground Water Well <input type="checkbox"/> YES <input type="checkbox"/> NO Surface Water <input type="checkbox"/> YES <input type="checkbox"/> NO
Onsite Sewage Disposal System <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what type:
Community Water System <input type="checkbox"/> YES <input type="checkbox"/> NO
Community Septic System <input type="checkbox"/> YES <input type="checkbox"/> NO
Other Existing Services (please specify):

EXISTING VEGETATION INFORMATION
Describe vegetation cover (i.e. treed, grassland, forage crop, etc.) of subject parcel(s) <i>Note: Identify this information on the site sketch</i>

EXISTING PHYSICAL FEATURES INFORMATION
Describe general physical features (i.e. stream through parcel, steep slopes, waterfront, etc.) of subject parcel(s) <i>Note: Identify this information on the site sketch</i>
Is there a watercourse on/ running through the subject parcel (s)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:
Is the subject parcel(s) subject to flooding or any other hazard? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:



AGENT AUTHORIZATION FORM

Should the property owners elect to have someone act on their behalf in submission of this application, the following must be signed by all the owner(s) or if subject property is owned by a company, all authorized signing Directors and the Agent Information section of the application for development filled out.

By completing this section, the registered owner(s) understands that the Agent will be the point contact with the Regional District of Fraser-Fort George for the application for development.

AGENT INFORMATION (if different from owner information)			
Name(s) of agent:			
Mailing Address:			
Province:	Postal Code:	Email:	
Phone (w):	Phone (c):	Phone(h):	Fax:

I, (we) _____ and _____, hereby authorize _____ to act on my (our) behalf in respect of this application.

Signed (Owner)

Date

Print Name (Owner)

Signed (Owner)

Date

Print Name (Owner)

Signed (Owner)

Date

Print Name (Owner)

Signed (Owner)

Date

Print Name (Owner)



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information required by this form and the documents you provide with it are collected to process an application for land development within the Regional District of Fraser-Fort George. Information pertaining to this land development, other than personal information, will be available for review by any member of the public.

Personal Information collected in this application is for the sole purpose of processing the application and will be managed in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of your Personal Information may be directed to the General Manager of Legislative and Corporate Services at 250-960-4400 or at kjensen@rdffg.bc.ca

CHECKLIST OF APPLICATION REQUIREMENTS

The following information is required for processing your application: *Failure to provide any of the following may result in a delay or an application not being processed.*

- Proof of Ownership:** A copy of the Certificate of Title, Title Search or recent Property Tax Assessment notice for the subject property or properties
- Completed Application Form:** Signed by the property owner(s) or if owned by a registered company, by all listed authorized signing Directors
- Completed Contaminated Site Waiver Form**
- Completed Agent Authorization Form:** Applicable where a property owner(s) authorizes someone to act on their behalf.
- A Site Sketch of the Subject Parcel(s)**
- For Liquor License Referral or Cannabis Retail Sales Referral:** a copy of the application submitted to the Liquor and Cannabis Regulation Branch
- Notification of Application Sign Rental Form and Fee:** required by the Regional District for certain Land Use and Referral Applications
- Required Fee**

APPLICATION FOR DEVELOPMENT AUTHORIZATION

1. I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, factual and correct.
2. I hereby understand that this application and the information or documents provided in support of the application are part of the public record and therefore routinely available upon request.

Signed

Date

Print Name (Owner/ Agent)

Signed

Date

Print Name (Owner/ Agent)



**NOTIFICATION OF APPLICATION SIGN
TERMS AND REGULATIONS AGREEMENT**

READ BEFORE SIGNING

The Applicant/ Agent, herein known as the (Licensee) shall:

- (a) Be personally responsible for installing and maintaining the "Notification of Application" sign.
- (b) Exercise the greatest care in use of the "Notification of Application" sign.
- (c) Report all damage immediately to: *Development Services at 250-960-4400 or 1-866-667-1959*
- (d) Be responsible for, and to pay for, any damages incurred to the sign. A damage deposit is required prior to the rental of the "Notification of Application" sign. (Please see Development Applications Procedures Bylaw No. 2776, 2012 for rental rates.)
- (e) Pay all fees levied according to this agreement including but not limited to, costs associated to any breach of this agreement.
- (f) Not permit any other person, Group or Organization not named on this Agreement to use said "Notification of Application" sign without the authorization of the Regional District of Fraser-Fort George.
- (g) Return the "Notification of Application" sign upon request of the Regional District of Fraser-Fort George. *PLEASE DO NOT REMOVE THE SIGN FROM THE SUBJECT PARCEL UNTIL INSTRUCTED TO DO SO BY THE REGIONAL DISTRICT.*
- (h) Failure to adhere to any of the above rental conditions can result in this rental agreement being revoked without refund of fees paid.

Note: Signs are 1.2m x 1.2m in size, made of metal and are approximately 12 pounds.

Signed

(Print Name)

Date

Address



**NOTIFICATION OF APPLICATION SIGN
WAIVER AND INDEMNITY CLAUSE**

READ BEFORE SIGNING

The Licensee accepts and will use the 'Notification of Application' sign at their own risk and agrees that neither the Regional District of Fraser-Fort George hereinafter referred to as the Regional District, nor their respective officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the "Notification of Application" sign. The Licensee further agrees that it will indemnify and save harmless the Regional District and their respective officers, employees, servants, agents heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this License and use of the "Notification of Application" sign, save and except the negligence of the Regional District.

It is the sole responsibility of the Licensee to determine what additional insurance coverages, if any, that are necessary and advisable for its own protection and/or to fulfill its obligations under this agreement. Any such additional insurance shall be maintained and provided at the sole expense of the Licensee.

The Licensee understands and agrees that this License may be revoked or canceled at any time with or without cause. The Regional District will make every reasonable attempt to provide a minimum 48 hours notice of a cancellation to the Licensee.

The Licensee warrants and represents that if he/she executes this application on behalf of a Group or Organization that the Licensee has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Licensee, in consideration of being granted permission to use the "Notification of Application" sign agrees to be bound by the Terms and Regulations Agreement forming part of the agreement and if the Licensee represents a Group or Organization, the Licensee agrees to inform all responsible officials associated with the Group or Organization of the Terms and Regulations Agreement and Waiver and Indemnity Clause.

I have read the above and fully understand the Terms and Regulations Agreement and the Waiver and Indemnity Clauses and will comply with said documents.

Signed and Witnessed this ____ Day of

_____ 20____

Signed

Witness

(Print Name)

(Print Name)

Address

Address

Environmental Management Act

CONTAMINATED SITES REGULATION

[includes amendments up to B.C. Reg. 116/2018, June 14, 2018]

Schedule 2

[am. B.C. Regs. 17/2002, s. 16; 239/2007, s. 5; 343/2008, s. 12; 62/2013, s. 1; 253/2016, s. 16.]

Industrial and Commercial Purposes and Activities

Item	Purpose or Activity	Item	Purpose or Activity
A.	Chemical Industries and Activities	C.	Metal smelting, processing or finishing industries and activities
1.	adhesives manufacturing or wholesale bulk storage	1.	foundries or scrap metal smelting
2.	chemical manufacturing or wholesale bulk storage	2.	galvanizing
3.	explosives or ammunition manufacturing or wholesale bulk storage	3.	metal plating or finishing
4.	fire retardant manufacturing or wholesale bulk storage	4.	metal salvage operations
5.	fertilizer manufacturing or wholesale bulk storage	5.	nonferrous metal smelting or refining
6.	ink or dye manufacturing or wholesale bulk storage	6.	welding or machine shops (repair or fabrication)
7.	leather or hides tanning	D.	Mining, milling or related industries and activities
8.	paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage	1.	asbestos mining, milling, wholesale bulk storage or shipping
9.	pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations	2.	coal coke manufacture, wholesale bulk storage or shipping
10.	plastic products (foam or expanded plastic products) manufacturing	3.	coal or lignite mining, milling, wholesale bulk storage or shipping
11.	textile dyeing	4.	milling reagent manufacture, wholesale bulk storage or shipping
12.	pesticide manufacturing, formulation or wholesale bulk storage	5.	nonferrous metal concentrate wholesale bulk storage or shipping
13.	resin or plastic monomer manufacturing, formulation or wholesale bulk storage	6.	nonferrous metal mining or milling
B.	Electrical Equipment and Activities	E.	Miscellaneous industries, operations or activities
1.	battery (lead acid or other) manufacturing or wholesale bulk storage	1.	appliance, equipment or engine repair, reconditioning, cleaning or salvage
2.	communications stations using or storing equipment that contains PCBs	2.	ash deposit from boilers, incinerators, or other thermal facilities
3.	electrical equipment manufacturing, refurbishing or wholesale bulk storage	3.	asphalt tar manufacture, wholesale storage and distribution
4.	electrical transmission or distribution substations	4.	coal gasification (manufactured gas production)
5.	electronic equipment manufacturing	5.	medical, chemical, radiological or biological laboratories
6.	transformer oil manufacture, processing or wholesale bulk storage	6.	rifle or pistol firing ranges
7.	electrical power generating operations fueled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation	7.	road salt storage facilities
		8.	measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage
		9.	dry cleaning facilities or operations and dry cleaning chemical storage
		10.	sites which have been or likely have been contaminated by substances migrating from other properties
		11.	controlled substances, as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations

Item	Purpose or Activity	Item	Purpose or Activity
F	Petroleum and natural gas drilling, production, processing, retailing, distribution and storage other than the storage of residential heating fuel in tanks	I.	Waste disposal and recycling operations and activities
1.	petroleum or natural gas drilling	1.	Antifreeze bulk storage or recycling
2.	petroleum or natural gas production facilities	2.	barrel, drum or tank reconditioning or salvage
3.	natural gas processing	3.	battery (lead acid or other) recycling
4.	petroleum coke manufacture, wholesale bulk storage or shipping	4.	biomedical waste disposal
5.	petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks	5.	bulk manure stockpiling and high rate land application or disposal (nonfarm applications only)
6.	petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community	6.	construction demolition material, including without limitation asphalt and concrete, landfilling
7.	petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks	7.	contaminated soil storage, treatment or disposal
8.	petroleum product, other than compressed gas, wholesale bulk storage or distribution	8.	dredged waste disposal
9.	petroleum refining wholesale bulk storage or shipping	9.	dry-cleaning waste disposal
10.	solvent manufacturing or wholesale bulk storage	10.	electrical equipment recycling
11.	sulphur handling, processing or wholesale bulk storage and distribution	11.	industrial waste lagoons or impoundments
G.	Transportation industries, operations and related activities	12.	industrial waste storage, recycling or landfilling
1.	aircraft maintenance, cleaning or salvage	13.	industrial wood waste (log yard waste, hog fuel) disposal
2.	automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking	14.	mine tailings waste disposal
3.	bulk commodity storage or shipping (e.g. coal)	15.	municipal waste storage, recycling, composting or landfilling
4.	dry docks, ship building or boat repair and maintenance, including paint removal from hulls	16.	organic or petroleum material land spreading (land farming)
5.	marine equipment salvage	17.	sandblasting waste disposal
6.	rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards	18.	septic tank pump age storage or disposal
7.	truck, rail or marine bulk freight handling	19.	sewage lagoons or impoundments
H.	Wood, pulp and paper products and related industries	20.	hazardous waste storage, treatment or disposal
1.	particle board manufacturing	21.	sludge drying or composting
2.	pulp mill operations	22.	street or yard snow removal dumping
3.	pulp and paper manufacturing	23.	waste oil reprocessing, recycling or bulk storage
4.	treated wood storage at the site of treatment	24.	wire reclaiming operations
5.	veneer or plywood manufacturing		
6.	wafer board manufacturing		
7.	wood treatment (antispain or preservation)		
8.	wood treatment chemical manufacturing, wholesale bulk storage		
9.	sawmills		

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the Regional District or the Provincial/Federal governments, the enactments will prevail.