



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 development@rdffg.bc.ca

APPLICATION TYPES

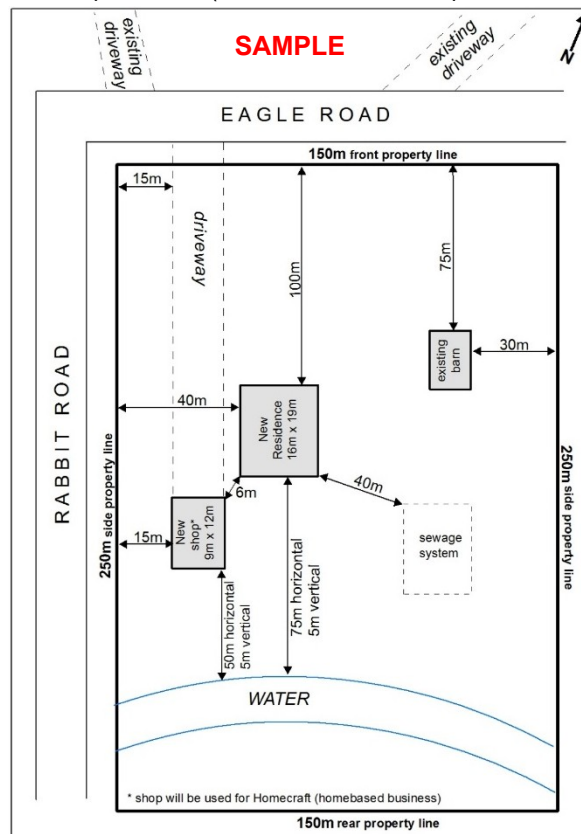
<ul style="list-style-type: none"> <p>Zoning Bylaw Amendment: An application to permanently change the zoning of a subject parcel(s) to change one or more of the following: permitted uses, densities, size, siting of development and buildings and other regulations of the zoning bylaw. <i>Note: May require rental of a Notification of Application Sign</i></p>
<ul style="list-style-type: none"> <p>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></p>
<ul style="list-style-type: none"> <p>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></p>
<ul style="list-style-type: none"> <p>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></p>
<ul style="list-style-type: none"> <p>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></p>
<ul style="list-style-type: none"> <p>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.</p>
<ul style="list-style-type: none"> <p>Development Permit Amendment – Delegated: An application to amend an existing Development Permit – Delegated on file for a subject parcel(s).</p>
<ul style="list-style-type: none"> <p>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.</p>
<ul style="list-style-type: none"> <p>Development Permit Amendment – Non-Delegated: An application to amend an existing Development Permit – Non-Delegated on file for a subject parcel(s).</p>
<ul style="list-style-type: none"> <p>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.</p>
<ul style="list-style-type: none"> <p>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.</p>
<ul style="list-style-type: none"> <p>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.</p>
<ul style="list-style-type: none"> <p>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.</p>
<ul style="list-style-type: none"> <p>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.</p>



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 Declaration 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. 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)
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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)
Note: Identify this information on the site sketch

EXISTING SERVICES

Identify which services are available on the subject parcel(s)

Electricity: YES NO Telephone: YES NO Natural Gas: YES NO

Ground Water Well YES NO Surface Water YES NO

Onsite Sewage Disposal System YES NO If YES, what type ?:

Community Water System YES NO

Community Septic System YES NO

Other Existing Services (please specify):

EXISTING VEGETATION INFORMATION

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

EXISTING PHYSICAL FEATURES INFORMATION

Describe general physical features (i.e. stream through parcel, steep slopes, waterfront, etc.) of subject parcel(s)
Note: Identify this information on the site sketch

Is there a watercourse on/ running through the subject parcel (s)? YES NO

If YES, please explain:

Is the subject parcel(s) subject to flooding or any other hazard? YES NO

If YES, please explain:



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 Declaration 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.

SIGN HERE →

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/hersignature.

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_____

SIGN HERE

WITNESS

Signed

Witness

(Print Name)

(Print Name)

Address

Address

Environmental Management Act
CONTAMINATED SITES REGULATION

Updated from BC Order In Council No. 368/2020

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.

SCHEDULE 2

SPECIFIED INDUSTRIAL OR COMMERCIAL USES

A	Chemical industries and activities <ol style="list-style-type: none">1. adhesives manufacturing, bulk storage, shipping or handling2. chemical manufacturing, bulk storage, shipping or handling3. explosives or ammunition manufacturing, bulk storage, shipping or handling4. fire retardant manufacturing, bulk storage, shipping or handling5. fertilizer manufacturing, bulk storage, shipping or handling6. ink or dye manufacturing, bulk storage, shipping or handling7. leather or hides tanning8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores9. pharmaceutical products, or controlled substances as defined in the Controlled Drugs and Substances Act (Canada), manufacturing or operations10. plastic products (foam or expanded plastic) manufacturing or repurposing11. textile dyeing12. pesticide manufacturing, formulation, bulk storage, shipping or handling13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling
B	Electrical equipment and activities <ol style="list-style-type: none">1. battery manufacturing, recycling, bulk storage, shipping or handling2. facilities using equipment that contains PCBs greater than or equal to 50 ppm3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling4. electrical transmission or distribution substations5. electronic equipment manufacturing6. transformer oil manufacturing, processing, bulk storage, shipping or handling7. electrical power generating operations fueled by coal or petroleum hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.
C	Metal smelting, processing or finishing industries and activities <ol style="list-style-type: none">1. foundries2. galvanizing3. metal plating or finishing4. metal salvage operations5. metal smelting or refining6. welding or machine shops (repair or fabrication)

D	<p>Mining, milling or related industries and activities at or near landsurface</p> <ol style="list-style-type: none"> 1. asbestos mining, milling, bulk storage, shipping or handling 2. coal coke manufacture, bulk storage, shipping or handling 3. coal or lignite mining, milling, bulk storage, shipping or handling 4. milling reagent manufacture, bulk storage, shipping or handling 5. metal concentrate bulk storage, shipping or handling 6. metal ore mining or milling
E	<p>Miscellaneous industries, operations or activities</p> <ol style="list-style-type: none"> 1. appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators or other thermal facilities 3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. outdoor firearm shooting ranges 7. road salt or brine storage 8. measuring instruments (containing mercury) manufacture, repair or bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs 10. contamination or likely contamination of land by substances migrating from an industrial or commercial site 11. fire training facilities at which fire retardants are used 12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation
F	<p>Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing, distribution, and commercial storage</p> <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing 4. petroleum coke manufacture, bulk storage, shipping or handling 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks 6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum product (other than compressed gas), or produced water storage in non-mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment 8. petroleum product, other than compressed gas, bulk storage or distribution 9. petroleum refining 10. solvent manufacturing, bulk storage, shipping or handling 11. sulfur handling, processing or bulk storage and distribution

G	<p>Transportation industries, operations and related activities</p> <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking 3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls 4. marine equipment salvage 5. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards
H	<p>Waste disposal and recycling operations and activities</p> <ol style="list-style-type: none"> 1. antifreeze bulk storage, recycling, shipping or handling 2. barrel, drum or tank reconditioning or salvage 3. biomedical waste disposal 4. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 5. landfilling of construction demolition material, including without limitation asphalt and concrete 6. contaminated soil or sediment storage, treatment, deposit or disposal 7. dry cleaning waste disposal 8. electrical equipment recycling 9. industrial waste lagoons or impoundments 10. industrial waste storage, recycling or landfilling 11. industrial woodwaste (log yard waste, hogfuel) disposal 12. mine tailings waste disposal 13. municipal waste storage, recycling, composting or landfilling 14. organic or petroleum material landspreading (landfarming) 15. sandblasting operations or sandblasting waste disposal 16. septic tank pumpage storage or disposal 17. sewage lagoons or impoundments 18. hazardous waste storage, treatment or disposal 19. sludge drying or composting 20. municipal or provincial road snow removal dumping or yard snow removal dumping 21. waste oil reprocessing, recycling or bulk storage 22. wire reclaiming operations
I	<p>Wood, pulp and paper products and related industries and activities</p> <ol style="list-style-type: none"> 1. particle or wafer board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wood treatment (antisapstain or preservation) 7. wood treatment chemical manufacturing, bulk storage

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