



Development Variance Permit Application

Office use only:	
Application No.	
Received:	

Property owner information (please print):	
Property Owner:	
Mailing Address:	
City/Town, Province:	
Postal Code:	Day Phone:
Email:	Fax:
As the registered owner of the property (or properties) listed below, I hereby authorize this application.	
_____	_____
Owner signature	Date

ALL REGISTERED PROPERTY OWNERS MUST SIGN THE APPLICATION.

Please check (✓) if there is more than one property owner. If yes (✓) please list separately on page 3.

Authorized Agent information (please print):	
Authorized Agent:	
Mailing Address:	
City/Town, Province:	
Postal Code:	Day Phone:
Email:	Fax:

Description of property (or properties) included in this application (use separate sheet if necessary):						
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
Civic Address (or general location):						

Development Information:	
Please check (✓) the type of development proposed: <input type="checkbox"/> Alteration of land <input type="checkbox"/> Building <input type="checkbox"/> Subdivision	
Total area of the property (or properties) to be developed: _____ m ²	
Provide a brief description of the existing development and use of the property (residential, commercial, number of dwellings):	

Office use only:	
Title checked by:	
Consulted on:	

Development Information:

Provide a detailed description of the proposed development (residential, commercial, number of dwellings, etc.):

Provide a brief description of the variance(s) requested (more detailed information and consideration of specific variance criteria is required on page 5):

Office use only:

Zoning Check:

DPA Check:

Attendance at Advisory Planning Commission meeting:

In accordance with the *Local Government Act*, this application may be forwarded to the Advisory Planning Commission (APC) for review. If so, the APC will make a recommendation on the application to the Sunshine Coast Regional District Board or Manager of Planning & Development. An owner and/or their agent may attend and be heard at the APC meeting. Please check (✓) below if you and/or your agent wish to attend this meeting:

Owner will attend APC meeting

Agent will attend APC meeting

Both owner and agent will attend APC meeting

Office use only:

Referral Required: Yes / No

APC:

Meeting Date:

Applicant Declaration:

I/we acknowledge that the Sunshine Coast Regional District, and its officers and employees, have not made any representation as to the property uses permitted if this application is successful. I/We believe to the best of my/our knowledge, based on my/our independent review, that this development variance permit application is consistent with the intended use of the property (or properties) listed in this application.

I/we am/are aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute approval of the development variance permit and that the application may not proceed for a variety of reasons.

I/we declare that all statements made on this application, and all statements made in support of this application, are true. I/we agree to comply with all provisions of the respective zoning bylaw, official community plan and any other applicable provincial legislation.

Applicant signature

Date

The personal information you provide on this form is being collected under the authority of Section 895 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for a development variance permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, British Columbia, V0N 3A1, (604) 885-2261.

Required Documentation:

Please check (✓) below. In order to be processed, an application for development variance permit must be accompanied by the following:

- If the proposed development involves a variance to the siting of a structure or off-street parking stall, a current BC Land Surveyor's survey certificate or real property report.
- If the proposed development includes the construction of a building or structure, two sets of full-size and one set of reduced (8.5" x 11") architectural drawings (1:250 minimum), plus digital copy if available, including a scaled site plan, building elevations, building and site sections, and roof plan. Planning & Development staff can assist in determining the types of architectural drawings required, depending on the scale and complexity of the proposed development.
- If the development involves a subdivision, a current plan of subdivision, prepared by a BC Land Surveyor, which includes the proposed subdivision layout, including all dimensioned lots, lot areas, and any proposed easements and right of ways, as well as a current Preliminary Layout Approval (PLA) from the Ministry of Transportation.
- A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
- Fee in the amount of \$_____ made payable to Sunshine Coast Regional District (see fee schedule).

Office use only:

Fee Receipt No.

NOTE:

Depending on the scale and complexity of the proposed development and variance(s) requested, additional information, including development approval information, may be required to properly evaluate the application. Prior to submitting an application, it is recommended that you consult with Planning & Development staff on information required pursuant to the *Planning & Development Procedures and Fees Bylaw* prior to submitting an application. Additional information may include, but is not limited to, the following:

- An impact assessment of the proposed development on the natural environment, which may include habitat protection, geotechnical suitability, groundwater quantity and quality, and surface water affected by the development, including options for collection, storage and drainage of surface water. A qualified professional engineer having experience in the relevant subject matter must complete such study.
- An impact assessment of the proposed development on use of the subject property and/or adjacent properties in relation to applicable servicing requirements, which may include an assessment of water supply.
- An archaeological impact assessment prepared by a qualified archaeologist.

Additional property owner information (please print):
2 nd Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

_____ Date _____

Owner signature

Additional property owner information (please print):
3 rd Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

_____ Date _____

Owner signature

Additional property owner information (please print):
4 th Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

_____ Date _____

Owner signature

Additional property owner information (please print):
5 th Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

As the registered owner of the property (or properties) listed above, I hereby authorize this application.

_____ Date _____

Owner signature

(use separate sheet if necessary)

Variance Criteria:

All new development should meet the Regional District’s applicable bylaw standards. A variance is considered only as a last resort. An application for a development variance permit should meet most, if not all, of the following criteria, in order to be considered for approval:

- ① The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw. Please elaborate how the requested variance meets this criteria:

- ② The variance should not adversely affect adjacent or nearby properties or public lands. Please elaborate how the requested variance meets this criteria:

- ③ The variance should not be considered a precedent, but should be considered as a unique solution to an unusual situation or set of circumstances. Please elaborate how the requested variance meets this criteria:

- ④ The variance represents the best solution for the proposed development after all other options have been considered. Please elaborate how the requested variance meets this criteria:

- ⑤ The variance should not negatively affect the natural site characteristics or environmental qualities of the property. Please elaborate how the requested variance meets this criteria:



NOTICE TO APPLICANTS

This notice is to applicants for Development Permits, Development Variance Permits, Demolition Permits, Soil Removal Permits and Zoning Bylaw Amendments.

Under the *Environmental Management Act*, you are required to complete the attached Site Profile (Schedule 1) only if you know, or reasonably should know, that the land under application is or was used for industrial or commercial purposes or activity. Please refer to Schedule 2 of the *Contaminated Sites Regulation* for a list of industrial and commercial purposes and activities.

You must submit the completed profile along with your application to the Sunshine Coast Regional District. If in completing Schedule 1 you answer "yes" to any questions listed in sections IV to IX, the Regional District upon receiving your completed site profile will forward it to the Ministry of Water, Land and Air Protection (Surrey Regional Office) for further investigation and follow-up. If in completing schedule 1 you answer "no" to the questions listed in sections IV to IX, the Regional District upon receiving your completed site profile will forward it to the Ministry of Water, Land and Air Protection (Victoria Office) for inclusion within its registry.

Failure to satisfactorily complete Schedule 1, if required, may result in delays in processing your application to the Regional District.

If you have any questions or require further information concerning the Contaminated Sites Profile (Schedule 1) or Schedule 2 of the *Contaminated Sites Regulation*, please contact:

**Ministry of Environment
Environmental Management Branch
Land Remediation
10470 152nd Street
Surrey, British Columbia
V3R 0R3
Tel: 604-582-5200
Fax: 604-582-5334
Email: siteprofile@gov.bc.ca**

Applicant Declaration:

Please check one below:

- To the best of my/our knowledge, the land under application has never been used for industrial or commercial purposes (no need to complete Schedule 1)*
- We acknowledge the land under application is currently used or has been used for industrial or commercial purposes, the details of which are provide in attached Schedule 1*

I/we acknowledge that I/we have read and understand the information outlined above and I agree to comply with the requirements of the Waste Management Act and Contaminated Sites Regulation for completing a Site Profile.

Applicant Name

Applicant Signature

Date

SCHEDULE 1 Site Profile

Version 4.0

Introduction

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

If section 40 of the Environmental Management Act applies to you and you know or reasonably should know that the site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.

Notes/Instructions:

Persons preparing a site profile *must* complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Environmental Management Act* and the Contaminated Sites Regulation. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered *to the best of your knowledge*.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

The latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site must be provided. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

If the property is legally surveyed, titled and registered, then all PID numbers (**P**arcel **I**dentifiers – Land Title Registry system) must be provided for *each* parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (**P**arcel **I**dentification **N**umbers – Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If available, the Crown Land File Number for the site should also be supplied.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*.

Under section 43 of the *Environmental Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. If you have questions concerning the collection of this information, contact the Site Registrar, at site@gov.bc.ca. For questions on site profiles, please send a message to siteprofiles@gov.bc.ca.

I CONTACT IDENTIFICATION

A. Name of Site Owner:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Owner's Civic Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

B. Person Completing Site Profile (Leave blank if same as above):

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

C. Person to Contact Regarding the Site Profile:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Mailing Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

Telephone (_____) _____ - _____ Fax (_____) _____ - _____

II SITE IDENTIFICATION

Please attach a site location map

All Property

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees _____ Minutes _____ Seconds _____

Longitude: Degrees _____ Minutes _____ Seconds _____

Please attach a map of appropriate scale showing the boundaries of the site.

For Legally Titled, Registered Property

Site Street Address (if applicable) _____

City _____ Postal Code _____

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of titled parcels represented by this site profile is: _____

For Untitled Crown Land

PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of untitled crown land parcels represented by this site profile is: _____

(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE

<u>Schedule 2 Reference</u>	<u>Description</u>
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Please print legibly. Attach an additional sheet if necessary

<u>Schedule 2 Reference</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

IV AREAS OF POTENTIAL CONCERN			
	Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
C.	Discarded barrels, drums or tanks?		
D.	Contamination resulting from migration of substances from other properties?		
V FILL MATERIALS			
	Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):	YES	NO
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
VI WASTE DISPOSAL			
	Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):	YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?		

VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?		
B.	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		
VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS			
	To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):	YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
X ADDITIONAL COMMENTS AND EXPLANATIONS			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <hr/> <hr/> <hr/> <hr/>			

XI SIGNATURES			
<p>The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.</p>			
<p>_____ Signature of person completing site profile</p>		<p>_____ Date completed: (YY-MM-DD)</p>	
XII OFFICIAL USE			
Local Government Authority			
<p>Reason for submission <i>(Please check one or more of the following)</i></p>			<p>Soil removal <input type="checkbox"/></p>
<p>Subdivision application <input type="checkbox"/> Zoning application <input type="checkbox"/> Development permit <input type="checkbox"/> Variance permit <input type="checkbox"/> Demolition permit <input type="checkbox"/></p>			
<p>Date received:</p>	<p><u>Local Government contact :</u></p> <p>Name _____</p> <p>Agency _____</p> <p>Address _____</p> <p>_____</p> <p>Telephone _____ Fax _____</p>	<p>Date submitted to Site Registrar:</p>	<p>Date forwarded to Director of Waste Management:</p>
Director of Waste Management			
<p>Reason for submission <i>(Please check one or more of the following)</i></p>			
<p>Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/></p>			
<p>Date received:</p>	<p><u>Assessed by:</u></p> <p>Name _____</p> <p>Region _____</p> <p>Telephone _____ Fax _____</p> <p>If site profile entered, SITE ID # _____</p>	<p>Investigation Required?</p> <p>YES NO</p>	<p>Decision date:</p>
Site Registrar			
<p>Date received:</p>	<p><u>Entered onto Site Registry by:</u></p>	<p>SITE ID #:</p>	<p>Entry date:</p>