

# Remediation (REM) Pre-Application Form



A Remediation application meeting with SCRD Planning is required in order to discuss non-permitted land alteration with you and your designated qualified professional. The meeting will establish the requirements to bring the subject property into compliance with SCRD Bylaws and Provincial Regulations. You will find many of the required details for your parcel at the following locations:

SCRD Property Viewer Map found here: <https://maps.scrd.ca/PropertyReports/>

SCRD Zoning Bylaws and Official Community Plans can be found here: <https://www.scrd.ca/Planning>

## What to expect

Technical staff will review the property information and other details provided within this form in advance of an initial meeting with you and your qualified professional. This form, along with supporting documents and payment of the REM fee, must be received by SCRD within 30 days of receiving your Bylaw notice.

## REM Meeting Information Requirements

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Staff Use

### Parcel:

- Parcel PID: \_\_\_\_\_
- Civic Address: \_\_\_\_\_
- OCP land use: \_\_\_\_\_
- Zoning: \_\_\_\_\_

### Permit Areas:

- Development Permit Areas: Yes Identify Permit Areas: \_\_\_\_\_
- Tree Cutting Permit Areas: TCP A TCP B No TCP
- Agricultural Land Reserve Designation: Yes No

Bylaw File #: \_\_\_\_\_

Owner: Property Owner Name(s): \_\_\_\_\_

## Description of Land Alteration and Proposed Development:

## Application Type Proposed (select all that apply):

Development Permit(s)

Subdivision or Strata

Development Variance Permit

Board of Variance

Zoning Amendment

OCP Amendment

Tree Cutting Permit

## Document Requirements:

Documents required for Remediation Meeting:

Certificate of Title <30 days old

Sketch or site plan: of proposed development showing location of buildings or structures, existing and proposed, Development Permit Areas including any mapped or unmapped creeks, wetlands, marine or freshwater shorelines, covenants, easements, Rights of Way.

Authorized Agent Form

Staff Use

## Before Moving Earth, Cutting Trees, working in or near water:

**Your success and timeline is dependent on meeting requirements that are local, Provincial and Federal. Avoid extra costs, stop-work orders and visits from enforcement officers by:**

- **Contacting the appropriate First Nation for review.** Indigenous governments and the Heritage Conservation Act of BC work to protect heritage that may not be known or visible to you or previous owners of the parcel.
- **Knowing the Timing Windows to Protect Species:** Provincial and Federal regulations determine when trees can be felled and when work in or near water can take place.
  - Bird Nesting Window: BC Wildlife Act
  - Work in or Near (fresh) Water: Water Sustainability Act
  - Work in or near any water that may impact fish, DFO
- Acquire and understand each of documents listed on the Certificate of Title

**If email correspondence has guided the pre-application discussion, please provide the email correspondence Ticket Number:** \_\_\_\_\_

## Applicant Acknowledgement

**Incomplete REM document submissions may lead to further Bylaw enforcement.**

To the best of my knowledge, the proposal is consistent with the property use, density, and siting regulations within the Zoning Bylaw and I understand that should any nonconformance be discovered, the development permit application will require more time to complete.

I / we hereby declare that all of the above requirements and supporting documentation are accurate and submitted in support of this request for a Remediation meeting.

**Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**NOTE:** if you are not the parcel owner, the parcel owner must complete the Appointment of Agent form.

## Staff Use:

Pre-application Type(s): \_\_\_\_\_ Fee: \_\_\_\_\_

Staff Member Reviewing: \_\_\_\_\_ Meeting Date: \_\_\_\_\_



Planning and Development Division  
Sunshine Coast Regional District  
Fax: 604-885-7909  
Email: [planning@scrd.ca](mailto:planning@scrd.ca)

## Authorized Agent Form - Designation of Qualified Professional to Communicate with SCRD

**TO: Manager of Planning and Development, Sunshine Coast Regional District**

I, We, \_\_\_\_\_ (the "Registered Owner")  
(Legal name(s) appearing on the Title)

Own the lands described below and confirm the appointment of:

\_\_\_\_\_  
(Enter legal name of consultant/corporation/individual appointed as Agent)

\_\_\_\_\_  
(Address of Agent)

\_\_\_\_\_  
(Telephone number of Agent)

To act as my/our agent with respect to all matters relating to planning permits and property information requests for

\_\_\_\_\_ regarding lands described as:

\_\_\_\_\_  
(Civic address of Property)

\_\_\_\_\_  
(Enter legal description of Property)

It is understood, that:

1. The Sunshine Coast Regional District shall deal with the above-noted agent with respect to all matters pertaining to the matter described and is under no obligation to communicate with the Registered Owner(s) or any other person while this appointment remains in effect;
2. The above-noted agent has the authority to make all necessary arrangements with the Sunshine Coast Regional District, to perform all matters and to take all necessary proceedings with respect to the matter described; and
3. A written letter from the Registered Owner(s) or their Authorized Agent is required to cancel this appointment.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_  
(Enter place where form executed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

(Signature of Registered Owner(s) or Authorized Signatory for Owner Corporation or Strata Corporation. Please note that ALL legal owners must sign this document. Electronic signatures are only acceptable if accompanied by photo identification.)

\_\_\_\_\_  
(Name of Owner Corporation or Strata Corporation)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone number of Registered Owner or Authorized Signatory for Owner Corporation or Strata Corporation)