



**BUILDING INSPECTION DEPARTMENT**

P.O. Box 40, 500 – 2 Avenue NE  
Salmon Arm, BC, V1E 4N2  
Phone: (250) 803-4003 Fax: (250) 803-4041

**SIGN PERMIT APPLICATION**

APPLICATION DATE \_\_\_\_\_ PERMIT No. \_\_\_\_\_

CIVIC ADDRESS OF CONSTRUCTION \_\_\_\_\_

PROJECT NAME / OWNER \_\_\_\_\_

LEGAL DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_

ZONING \_\_\_\_\_ ROLL No. \_\_\_\_\_ VALUE OF CONSTRUCTION \$ \_\_\_\_\_

DEVELOPMENT PERMIT AREA? Yes  No  DP # \_\_\_\_\_ VP # \_\_\_\_\_

• NAME OF APPLICANT \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

• NAME OF OWNER \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

• NAME OF INSTALLER \_\_\_\_\_ BUSINESS LICENCE # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

• NAME OF FABRICATOR \_\_\_\_\_ BUSINESS LICENCE # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

APPLICATION TO:  ERECT  ALTER  MOVE  REFURBISH

TYPE:  FACIA  FREE-STANDING  AWNING  PORTABLE \*  OTHER \_\_\_\_\_

1. Total Sign Area \_\_\_\_\_

2. Overall Height Above Grade \_\_\_\_\_ Minimum Clearance Above Grade \_\_\_\_\_

3. Illuminated?  YES  NO C.S.A. CERTIFIED?  YES  NO

4. Plot Plan for Sign Location Attached?  YES  NO

5. Copy of Current Title Search Attached?  YES  NO

6. Description \_\_\_\_\_

IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, I/WE AGREE TO RELEASE AND INDEMNIFY THE CITY OF SALMON ARM, ITS COUNCIL/BOARD MEMBERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL LIABILITY, DEMANDS, CLAIMS, CAUSES OF ACTION, SUITS, JUDGEMENTS, LOSSES, DAMAGES, COSTS AND EXPENSES OF WHATEVER KIND WHICH I/WE OR ANY OTHER PERSON, PARTNERSHIP OR CORPORATION OR OUR RESPECTIVE HEIRS, SUCCESSORS, ADMINISTRATORS OR ASSIGNEES MAY HAVE OR INCUR IN CONSEQUENCE OF OR INCIDENTAL TO THE GRANTING OF THIS PERMIT OR ANY REPRESENTATION, ADVICE, INSPECTION, FAILURE TO INSPECT, CERTIFICATION, APPROVAL, ENFORCEMENT OR FAILURE TO ENFORCE THE CITY OF SALMON ARM BUILDING BYLAW OR THE BRITISH COLUMBIA BUILDING CODE AND I/WE AGREE THAT THE DISTRICT OF SALMON ARM OWES ME/US NO DUTY OF CARE IN RESPECT OF THESE MATTERS.

I HAVE READ THE ABOVE AGREEMENT, RELEASE AND INDEMNITY, AND UNDERSTAND IT.

\_\_\_\_\_  
WITNESS TO OWNER'S SIGNATURE

\_\_\_\_\_  
SIGNATURE - OWNER

NON-REFUNDABLE APPLICATION FEE OF \$51.00 PAID:

\_\_\_\_\_  
SIGNATURE - AGENT / CONSTRUCTOR / CONTRACTOR  
(PLEASE CIRCLE)

\* NON-REFUNDABLE APPLICATION FEE OF \$102.00 PAID:

DATE STAMPED:

(over)





## **CITY OF SALMON ARM**

### **Building Department - Sign Permit Application Check List**

Phone: (250) 803-4003      FAX: (250) 803-4041  
500 - 2 Avenue NE  
P.O. Box 40  
Salmon Arm BC V1E 4N2

The applicant shall obtain before erecting, placing, rebuilding, reconstructing, altering or moving any sign, all necessary permits as required by City of Salmon Arm Building Bylaw No. 3534, Sign Bylaw #2880 and Zoning Bylaw #2303, as amended from time to time.

#### **Every application shall be accompanied by:**

1.  Legal description and civic address of the lot upon which the sign is to be located.
2.  Plan(s) drawn to scale.
3.  The dimensions and weight of the sign and, where applicable, the dimensions of the wall surface of the building to which it is to be attached, and the fabricator's name.
4.  The dimensions and weight of the sign's supporting members.
5.  The maximum and minimum height of the sign.
6.  The proposed location of the sign in relation to the face of the building, in front of, or above which it is to be erected.
7.  The proposed location of the sign in relation to the boundaries of the lot upon which it is to be situated.
8.  Will the sign encroach over City owned property (i.e. sidewalks), or neighbouring property?
9.  Indicate if the proposed location of a freestanding sign is within 3 metres (any direction) of an overhead utility line.
10.  Indicate if the sign is to be illuminated or animated, the colours to be used and the technical means by which this is to be accomplished.
11.  Where the sign is to be attached to an existing building, provide a current photograph of the face of the building to which the sign is to be attached.
12.  The size and location of all existing signs on the property and/or building(s).
13.  Structural, footing details and material specifications for the proposed sign. Include a copy of engineering - Schedules B1 and B2.
14.  Sign Permit Fee: \$51 for each sign face, \$51 for a freestanding sign, \$102.00 for a portable sign.

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File No: DPW-

Development File No. \_\_\_\_\_

# Planning for Tomorrow



**CITY OF SALMON ARM**  
**Development Services Department**  
Box 40, 500 – 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC, V1E 4N2  
TEL: (250) 803-4000  
FAX: (250) 803-4041

## DEVELOPMENT PERMIT WAIVER APPLICATION FORM

As of March 31, 2006 as part of the City of Salmon Arm's implementation of the Provincial Riparian Areas Regulation, this form is to be submitted in conjunction with the following development applications (Please check applicable box(es):

- Building Permit;
- Demolition Permit;
- Subdivision Approval;
- Strata Title Conversion;
- Site Specific Bylaw Amendment (eg. Zoning and/or OCP change);
- Development Permit;
- Development Variance Permit;
- Temporary Commercial and Industrial Permits;
- Special Needs Housing Application;
- Tree Cutting Permit

If you intend to develop, subdivide or alter land on property located within the **Environmentally Sensitive Riparian Areas Development Permit Area** or **Potential Hazardous Areas Development Permit Area**, you must first obtain a Development Permit. You may be eligible for a waiver from this requirement. If a waiver form is approved by the Director of Development Services, then a Development Permit application is not required. An approved **Waiver** exempts some or all Development Permit Area Guideline requirements and may also be subject to the registration of a Covenant or other terms and conditions outlined in this form.

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Owner (if not the applicant): \_\_\_\_\_

Official Community Plan Designation: \_\_\_\_\_ Zoning Category: \_\_\_\_\_

**Provide a brief description of the proposal:**

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Map 5.2 – Environmentally Sensitive Riparian Areas and Map 6.1 – Potential Hazard Areas of the City of Salmon Official Community Plan are included as part of the attached information. Please note that the approximate locations of Environmentally Sensitive Riparian Areas are shown, but the inventory is incomplete and additional mapping and review may be required from the property owner or their agent, including site survey and/or assessment by a Qualified Environmental Professional (QEP) as set out in the Riparian Areas Regulation.

**Does the property contain any of the following:**

1. Potential Hazardous Area? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

2. Environmentally Sensitive Riparian Area? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

3. Environmentally Sensitive Stream\*? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

(\*An environmentally sensitive stream is defined by the Riparian Areas Regulation – see attached Guide)

4. Riparian Assessment Area\* of an Environmentally Sensitive Stream? Yes  No  Maybe

*Describe (if required)* \_\_\_\_\_

(\*A riparian assessment area is as defined by the Riparian Areas Regulation – see attached Guide)

**A detailed Site Plan may be required to be submitted by the property owner. A detailed Site Plan would need to include:**

- parcel boundaries, location of any existing or proposed buildings, drainage, access, egress, large rock outcrops, treed areas, embankments, slopes, and any other significant natural features.
- If applicable, show streams and ravines, as well as riparian assessment areas, as each is defined in the Provincial Riparian Areas Regulation and Environmentally Sensitive Riparian Areas Development Permit Area and Potential Hazardous Areas Development Permit Area of City of Salmon Arm Official Community Plan.
- Development, as defined by the Riparian Areas Regulation, if it is proposed within a riparian assessment area.

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I, \_\_\_\_\_ am the registered property owner and  
(please print)

**acknowledge that the foregoing is true and correct:**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Agent

Date \_\_\_\_\_

Date \_\_\_\_\_

The following is to be filled out by City of Salmon Arm staff:

Staff Initials

**Property Status:**

- Site visit completed? If no explain \_\_\_\_\_
- No riparian streams, ravines, or riparian assessment areas on the property.
- Riparian streams, ravines, or riparian assessment areas on the property.  
For development purposes
  - Development within footprint of existing building.
  - Demolition.
  - Development >30m from the high water mark of a water course.
  - Development ≤30m from the high water mark of a water course.
- No Hazardous Areas on the property.
- Potential Hazardous Areas (slopes ≥ 30%) on the property.  
For development purposes
  - Development within footprint of existing building.
  - Demolition.
  - Development unaffected by hazard.
  - Development may be affected by hazard.

Comments: \_\_\_\_\_

Waiver application approved: Yes  No  Yes, subject to terms and conditions

Terms and conditions of this waiver (if applicable):

- Restrictive Covenant for riparian assessment area: Yes  No
- Assessment prepared by a Qualified Environmental Professional (QEP): Yes  No
- Restrictive Covenant for streamside protection and enhancement area identified by QEP: Yes  No
- Geotechnical Report: Yes  No
- Restrictive Covenant associated with Geotechnical Report: Yes  No
- Other: \_\_\_\_\_

Reason(s) this waiver application has been denied (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEVELOPMENT PERMIT WAIVER**

This waiver application is hereby: **APPROVED**  **DENIED**  by:



### Map 5.2 Environmentally Sensitive Riparian Areas

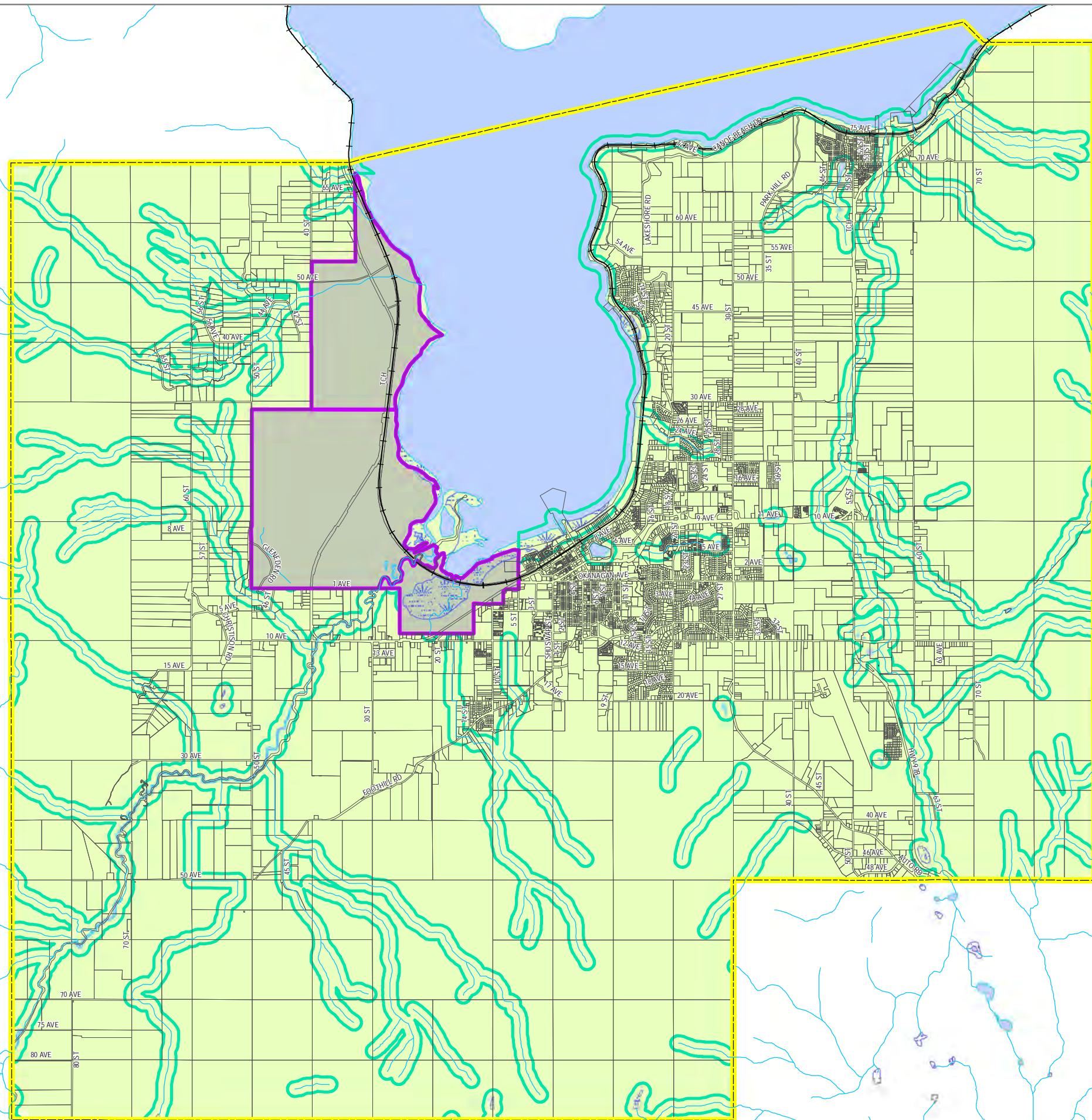
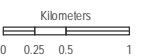
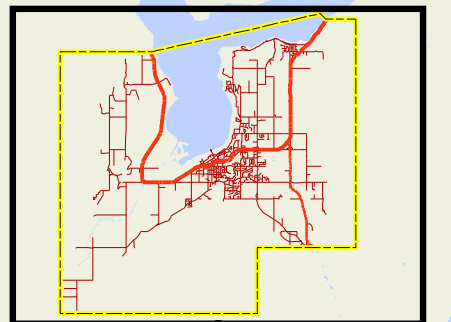
Legend

- Environmentally Sensitive Riparian Areas
- City Boundary
- Indian Reserves
- Parcels
- Streams

Note:

1. The approximate locations of Environmentally Sensitive Riparian Areas are shown as but this inventory is incomplete and additional mapping is required, including site survey and/or assessment by a QEP as per Riparian Areas Regulation.
2. Width of Environmentally Sensitive Riparian Areas are not to scale. Refer to Policy 5.4
3. All Designations are conceptual only, subject to site survey.

Key Map



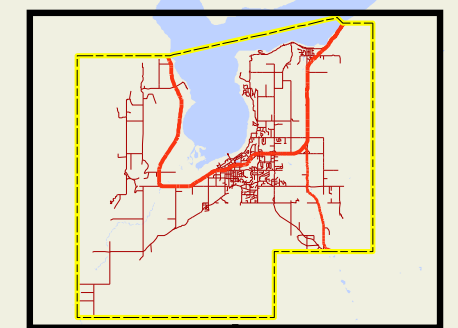


### Map 6.1 Potential Hazard Areas

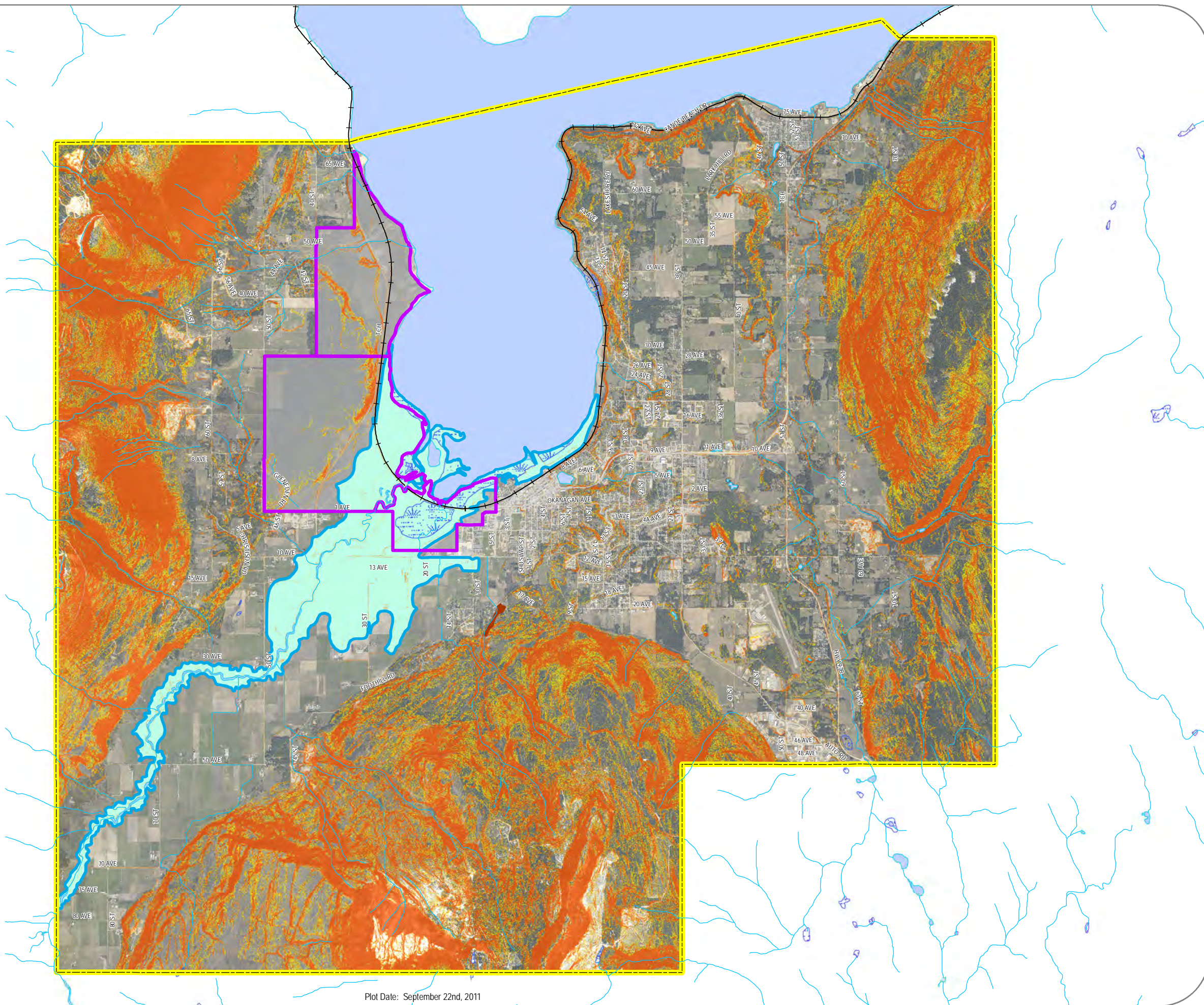
Legend

- 1:200 Year Floodplain
- 20-30% Slope
- >30% Slope
- Debris Hazard (Golder Associates Ltd.)
- City Boundary
- Indian Reserves
- Streams

Key Map

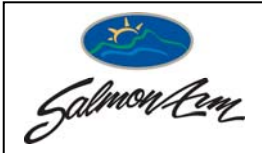


Kilometers  
0 0.25 0.5 1





# DEVELOPMENT SERVICES DEPARTMENT 803-4000



## A GUIDE TO PROVINCIAL RIPARIAN AREAS REGULATION and ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS

This guide is not a legal document; it is intended to provide information about the Provincial Riparian Areas Regulation and development of properties with or near riparian areas. Following the steps herein does not constitute approval of an application. While every care is taken in the preparation of this brochure, the City of Salmon Arm assumes no responsibility or liability with respect to its contents. The public is advised to review the applicable legislation and bylaws and conduct its own enquiries with Development Services Department staff.

### WHAT IS THE PROVINCIAL RIPARIAN AREAS REGULATION?

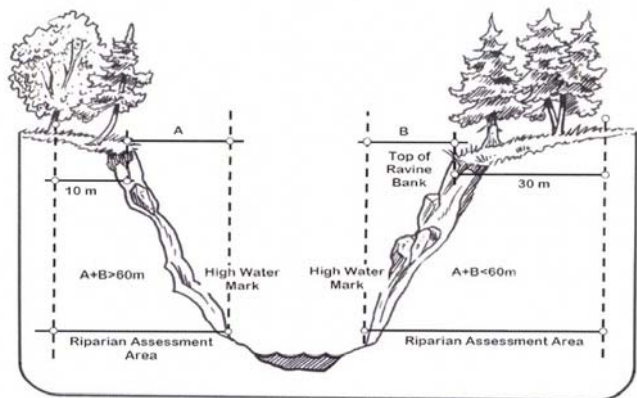
The Riparian Areas Regulation (RAR) is a Provincial initiative, under the *Fish Protection Act*, to protect fish and fish habitat.

As required by RAR, local governments must protect fish and fish habitat as they are impacted by new residential, commercial and industrial development on private lands or privately-used Crown lands. Any development intended within a riparian assessment area is to be subject to an assessment conducted by a Qualified Environmental Professional (QEP), who will certify how the land may be developed so there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support life processes in the riparian assessment area.

The riparian assessment area, as defined in RAR means:

- for a stream, the 30 metre strip on both sides of the stream measured from the high water mark;
- for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

Figure 3.1: Riparian Assessment Areas



Stream, as defined in RAR, means any of the following that provide fish habitat:

- a watercourse, whether it usually contains water or not;
- a pond, lake, river, creek, or brook;
- a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

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Development, as defined in RAR, means any of the following associated with or resulting from the local government regulation or approval of residential, commercial, or industrial activities or ancillary activities:

- removal, alteration, disruption or destruction of vegetation;
- disturbance of soils;
- construction or erection of buildings or structures;
- creation of non-structural impervious or semi-pervious surfaces;
- flood protection works;
- construction of roads, trails, docks, wharves, and bridges;
- provision and maintenance of sewer and water services;
- development of drainage systems;
- development of utility corridors; and
- subdivision as defined in Section 872 of the *Local Government Act*.

Under RAR, local governments may allow development within 30 metres of the high water mark of a stream or the top of a ravine bank within the riparian assessment area, provided that:

- the prescribed riparian assessment methods outlined in RAR have been undertaken by a QEP;
- the QEP provides an opinion in an assessment report to the Provincial Ministry of the Environment that the development will not result in any harmful alteration of riparian fish habitat if the streamside protection and enhancement area is to be less than the riparian assessment area; and
- the City is notified by the Ministry of Environment that an assessment certified by a QEP to identify the streamside protection and enhancement area has been prepared in accordance with the Riparian Areas Regulation.

The QEP can help plan a development so that it will avoid impacting fish habitat and identify measures to maintain the integrity of the riparian area in a development project.

Further information about the Provincial Riparian Areas Regulation may be found at:

[http://www.env.gov.bc.ca/habitat/fish\\_protection\\_act/riparian/riparian\\_areas.html](http://www.env.gov.bc.ca/habitat/fish_protection_act/riparian/riparian_areas.html).

For a list of Qualified Environmental Professionals (QEP's) active in the Shuswap Watershed, please go to the Shuswap Lake Integrated Planning Process (SLIPP) website at the location:

<http://slippbc.com/qeps-in-the-shuswap>

### **WHAT IS AN ENVIRONMENTALLY SENSITIVE WATERCOURSE?**

The implementation of RAR in the City of Salmon Arm has included the designation of riparian assessment areas for Environmentally Sensitive Riparian Areas and the requirements of an Environmentally Sensitive Riparian Areas Development Permit.

Environmentally Sensitive Riparian Areas shown on Map 5.2 of the City of Salmon Arm Official Community Plan are designated Environmentally Sensitive Riparian Areas Development Permit Area (Map 5.2 is attached to the Development Permit Waiver Application Form). Map 5.2 designates the entire City of Salmon Arm as an Environmentally Sensitive Riparian Area. The approximate locations of known Environmentally Sensitive Riparian Areas are shown on Map 5.2, but this inventory is incomplete and additional mapping is required.

All property owners or their agents applying for a development application are required to submit a completed "Waiver Application." Refer below for information about the types of development applications and the Waiver Application process.

The onus is on property owners or their agents to determine if an Environmentally Sensitive Riparian Area and its riparian assessment areas affects their property. In order to determine the location of an Environmentally Sensitive Riparian Area on a parcel, a property owner/agent may be required to submit a plan prepared by a BC Land Surveyor (BCLS) that identifies the high water mark (and/or top of ravine bank) and the boundaries of the riparian assessment area. The high water mark and the boundaries of the riparian area assessment area may need to be confirmed by a QEP hired by the property owner/agent.

### **WHAT IS AN ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS DEVELOPMENT PERMIT AREA?**

Environmentally Sensitive Riparian Areas Development Permit Areas affect all parcels of land adjacent to or containing a stream as defined in RAR. The Environmentally Sensitive Riparian Areas Development Permit Area is equivalent to the riparian assessment area of the Riparian Areas Regulation.

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**WHAT IS AN ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS DEVELOPMENT PERMIT?**

All properties that are affected by an Environmentally Sensitive Riparian Areas will require an Environmentally Sensitive Riparian Areas Development Permit prior to:

- (a) alteration of land;
- (b) subdivision; or
- (c) construction of, addition to, or alteration of a building or structure.

A Development Permit application, including information submitted by the applicant, a staff report, and public input received at a hearing, is considered for issuance by City Council. The issuance of a Development Permit is at the discretion of City Council.

The following development applications proposed for a property affected by an Environmentally Sensitive Riparian Area will require an Environmentally Sensitive Riparian Areas Development Permit to be issued prior to approval being considered by the City:

- Building Permit;
- Demolition Permit;
- Subdivision Approval;
- Strata Title Conversion;
- Site Specific Bylaw Amendment (e.g. Zoning and/or OCP change);
- Development Permit;
- Development Variance Permit;
- Temporary Commercial and Industrial Permits;
- Special Needs Housing Application;
- Tree Cutting Permit.

Alternatively, property owners or their agents may apply for a waiver for an Environmentally Sensitive Riparian Areas Development Permit.

**WHAT IS A WAIVER FOR AN ENVIRONMENTALLY SENSITIVE RIPARIAN AREAS DEVELOPMENT PERMIT?**

Before making application for a Development Permit, property owners or their agents may complete and submit a "Waiver Application" form (copy attached) to determine whether the proposed development qualifies for a waiver of the Development Permit process.

Qualifying projects may be issued a waiver by the Director of Development Services in the following circumstances:

- The registration of a restrictive covenant on the subject property by the owner in favour of and to the satisfaction of the City of Salmon Arm that protects the riparian assessment area from development as defined in RAR and specifies how the area is to be protected and/or maintained.

- Notification to the City by the Ministry of the Environment that an assessment certified by a QEP to identify the streamside protection and enhancement area has been prepared in accordance with RAR and the registration of a restrictive covenant on the subject property by the owner in favour of and to the satisfaction of the City of Salmon Arm that protects the streamside protection and enhancement area identified in the assessment and specifies how the area is to be protected and/or maintained.

An applicant for a waiver may be required to submit a plan prepared by a BC Land Surveyor (BCLS) that identifies the high water mark (and/or top of ravine bank) and the boundaries of the riparian area assessment area and/or the streamside protection and enhancement area as identified in a certified assessment prepared by the Qualified Environmental Professional. The plan may be required to be a schedule as part of a restrictive covenant registered as a condition of a waiver approval.

Any breach of the waiver terms may result in the cancellation of the waiver. Such cancellation may require that the property owner apply for a Development Permit. The granting of a waiver does not absolve the applicant from other necessary approvals (e.g. Building Permits, etc.). Where waivers cannot be granted, a Development Permit will be required before the project can proceed.

**ADDITIONAL INFORMATION**

Additional information can be found in Section 5 – Environment of the City of Salmon Arm Official Community Plan Bylaw No. 4000.

If you have any questions or require assistance completing the "Waiver Application", please telephone the:

City of Salmon Arm  
Development Services Department  
500 - 2nd Avenue NE  
Box 40  
Salmon Arm, BC, V1E 4N2

Telephone: (250) 803-4000  
Facsimile: (250) 803-4041

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<http://slippbc.com/qeps-in-the-shuswap>