



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

TEMPORARY USE PERMIT APPLICATION FORM

Applicant: _____

Phone: _____ Fax: _____ E-mail: _____

Applicant's Mailing Address: _____

Address of Property: _____

Legal Description: _____

Property Owner (if not the applicant): _____

To be checked by City Staff
Official Community Plan Designation: _____ Zoning Category: _____

Proposed Temporary Use: Commercial [] Industrial []

Pursuant to City of Salmon Arm Procedures Bylaw No. 3548, all of the following information must be provided by the applicant [please attach written separate sheet(s) if necessary]:

Description of Proposed Use:

Proposed Start Date: _____ Proposed Completion Date: _____

Proposed Business Hours / Hours of Operation: _____

Proposed Impact Mitigation Methods (to alleviate dust, noise, lights, pollution, traffic, etc.): _____

Provide one, scalable 22" x 44" site plan and one reduced 8.5" x 11" copy of the site plan showing the dimensions of the subject property and existing buildings; the location and area of the proposed temporary use; any buildings, structures and equipment proposed for the temporary use; access, parking and loading; any watercourses, ponds, ditches and steep slopes (i.e. greater than 30%); proposed mitigation measures (e.g. tree buffers, fencing, etc.)

Council Meeting: does the Owner, Applicant or Agent wish to appear before Council to explain the proposal?

Yes _____ No _____ Contact Numbers: Telephone _____ Fax _____

Please ensure the following items are included with the completed application form:

- Application Fee: \$ 1,200.00
- \$ 900.00 (Renewal Fee)
- Current Title for subject properties which can be obtained online at www.ltsa.ca or by contacting the Land Titles Office by phone at 1-877-577-5872.
- Development Permit Waiver Application Form.
- One set of full size, as well as one set of 8 1/2" x 11", scaleable and fully dimensioned site plans
- .pdf copies of site / floor plans to be emailed
- Written description of project / proposed temporary use
- Provincial Government Contaminated Sites Legislation - Site Profile

**TEMPORARY USE PERMIT APPLICATION
CONSENT FORM**

Complete one of the following statements:

IF PROPERTY OWNER IS PERSONALLY APPLYING FOR THE PERMIT:

I, _____
solemnly declare that I am the owner of the real Property legally described as:

and that I am registered as such in the Land Title Office in Kamloops, BC.

I declare that I have reviewed and understand and agree to be bound by the terms of the Indemnity described herein.

Signature: _____

Telephone: _____

FAX: _____

E-mail: _____

Date: _____

Issuance of a Temporary Use Permit does not relieve the Property owner or Property occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities (e.g. IHA, MoTI) that have jurisdiction under an enactment.

INDEMNITY:

The Applicant shall indemnify and save harmless the City of Salmon Arm from any and all liabilities, damages, costs, claims, suits, actions and expenses suffered or incurred by or brought against the city of Salmon Arm arising out of or in any way related to the use and occupancy of the Property by the applicant or its officers, directors, agents, employees, consultants, contractors, permitted licensees and invitees, including, without limitation, any and all liabilities, damages, causes, claims, suits, actions and expenses arising out of:

- (a) any breach, violation or non-performance of any of the terms or conditions of the Temporary Use Permit (the "Permit") which is issued with respect to this application pursuant to the City of Salmon Arm Bylaw No. 4000; and
- (b) any personal injury, death or property damage or loss occurring on or about the Property as a result of the Applicant's use of the Property pursuant to the Permit, except to the extent that such injury, death, damage or loss is caused by any unlawful or negligent act or omission of the City of Salmon Arm or any of its officers, directors, agents and employees.

IF AN AGENT IS APPLYING ON BEHALF OF THE PROPERTY OWNER:

I, _____
solemnly declare that I am the authorized agent of:
_____ who is the
registered owner of the real Property legally described as:

It is understood that until the City of Salmon Arm is advised in writing that I am no longer acting on behalf of the undersigned registered Property owner, the City shall deal exclusively with me with respect to all matters pertaining to the proposed application.

I hereby declare that the foregoing information is true and proper.

I further declare that I have reviewed and understand and agree to be bound by the terms of the Indemnity described herein.

Signature of Owner: _____

Signature of Agent: _____

Name of Agent: _____

Mailing Address of Agent: _____

Telephone: _____

FAX: _____

E-mail: _____

Date: _____

Issuance of a Temporary Use Permit does not relieve the Property owner or Property occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities (e.g. IHA, MoTI) that have jurisdiction under an enactment.

AUTHORIZED SIGNATORY FOR THE CITY OF SALMON ARM:

Name Signature Date

Information contained in this form may be subject to *Freedom of Information and Protection of Privacy Act* inquiries



A GUIDE TO TEMPORARY USE PERMITS

This guide is not a legal document and is intended only to assist you through the Temporary Use Permit application process. 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 staff.

WHAT IS A TEMPORARY USE PERMIT?

City of Salmon Arm Official Community Plan Bylaw No. 4000 (OCP) accommodates Temporary Use Permits for Commercial and Industrial uses within the boundaries of the City of Salmon Arm. Section 921 of the Local Government Act enables the City to designate Temporary Commercial and Industrial Use Permit Areas to allow any commercial or industrial uses including:

- the provision of temporary tourist accommodation;
- the processing of natural materials;
- permit the construction or use of buildings or structures to accommodate persons who work at the commercial or industrial enterprise in respect of which the permit is issued;
- specify conditions under which the temporary commercial or industrial use may be carried out.

Temporary Commercial Use Permits

The Temporary Commercial Use Permit Area designation is intended to apply to business uses that are temporary and small scale in nature and where the existing zoning does not permit the commercial use.

All land designated Acreage Reserve, Salmon Valley Agriculture, City Centre, Neighbourhood Commercial, Highway Service/Tourist Commercial, Institutional and Park, as shown on OCP Map A-1 Land Use, are designated Temporary Commercial Use Permit Area.

Temporary Commercial Use Permits will be evaluated by staff and considered for approval / issuance by City Council based on the following criteria:

- maximum time of three years is required for the commercial use;
- appropriate parking and loading spaces are available;
- the proposed hours, size and scale of the commercial use will be compatible with adjacent land uses;
- the commercial use will be compatible with adjacent land uses in terms of noise, odours, dust, pollution, lighting, aesthetics, parking and traffic; and
- the proposed commercial use will not have negative impacts on the natural environment.

The City may require security in the form of a letter of credit and may impose reclamation and performance measures as conditions for the issuance of a Temporary Commercial Use Permit.

Specific permit conditions may address mitigation measures for potential negative impacts identified in the review process.

Upon expiration of a Temporary Commercial Use Permit, the uses for the property shall revert to those outlined in the current Zoning Bylaw. The applicant may, prior to the expiration of the Temporary Commercial Use Permit, apply for a one time permit renewal of up to three years, approval of which will be at the discretion of City Council.

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The Temporary Industrial Use Permit Area is intended to apply to industrial operations that are temporary and small scale in nature where the existing zoning does not permit industrial uses.

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Temporary Industrial Use Permits will be evaluated by staff and considered for approval / issuance by City Council based on the following criteria:

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- appropriate parking and loading space is available;
- the proposed hours, size and scale of the industrial use will be compatible with adjacent land uses;
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PRE-APPLICATION STAGE

Pre-Application Meeting

The Applicant should make an appointment with a member of the Development Services Department to discuss the proposal and identify any preliminary concerns of the department.

The Engineering Department should also be contacted to identify servicing requirements and availability.

APPLICATION STAGE

Submit the Application

Mail or deliver your completed application form to the City's Development Services Department **along with the required support documentation**, as identified on the application form, including the **application fee**.

Application Checked for Completeness

A member of the Department will check that the application is completed and that supporting documentation has been provided. An application that

arrives in the Department incorrect or incomplete will be held until all information has been provided by the Applicant.

Technical Planning Committee

The Technical Planning Committee meets once a week. The members consist of representatives from the Planning, Building and Engineering Departments.

All new applications and support documentation are forwarded to the Committee for a preliminary review. The Committee identifies any initial concerns or additional information that may require further input from the Applicant. Some of the matters addressed by the Committee are:

- Land Use Capability;
- Servicing (water, sanitary, storm sewer and roads);
- Parking, Access & Egress;
- Siting & Setbacks;
- Signage;
- Landscaping;
- Design;
- BC Building Code;
- Elevation Changes; and
- Tree Retention Plans.

If **no** major concerns surface at the Technical Planning Committee meeting, a file is opened. If further concerns **do** arise, you will be contacted to supply the required information (the application **may** be delayed until the additional information is received).

Application Circulated

A referral package is now circulated to all internal departments and affected external agencies for their written comments and recommendations. Some departments and agencies are shown on the flow chart (others may include Department of Fisheries & Oceans, School District No. 83, Royal Canadian Mounted Police, Columbia Shuswap Regional District, BC Ministry of Environment, Hydro, Gas, Telephone, etc).

The comments provide information with respect to how the proposal will affect the various agencies'/ departments' policies and objectives. If comments received from the referral process have highlighted some concerns not previously addressed or identified, staff will contact the Applicant to advise of these concerns. It may be in the Applicant's best interest to address same before the application and City staff report goes to Council.

Site Inspection

During the referral process, staff will conduct a site inspection of the subject property to identify the potential impacts of the proposal on the subject property and adjacent properties.

Report Written

Following receipt of all referral comments and completion of an inspection, the Department prepares a Report to Council with recommendations.

Development & Planning Services Committee

Before the Development Services Department report proceeds to Council, it will be reviewed by the Development & Planning Services Committee. The Committee consists of all Members of Council who will review your application and make recommendations or comments to Council.

Public Notification

Not less than 3 and not more than 10 days before the Temporary Use Permit application is considered by Council, the surrounding neighbours (owners & occupiers) within 30 metres of the subject property are notified of the application and date of the Hearing where Council will be considering same. Notice of the Hearing is also advertised in one issue of the *Salmon Arm Observer* Newspaper. Affected parties may present their comments to Council (either in writing, in person or by representative).

Notification Sign

The applicant shall, at his or her expense, post a notification sign, prepared to a professional standard, on the property at least ten (10) days prior to the date of Council's consideration of the Permit application.

Please contact the Development Services Department for sign detail requirements.

COUNCIL DECISION

Council considers the application and submissions from property owners and occupiers at a Hearing.

Council will make a decision to authorize or refuse issuance of the Temporary Use Permit. In some instances, Council may require amendments or additional information.

Applicant to Address Conditions

If there are conditions attached to issuance of the Temporary Use Permit, the Applicant will be advised accordingly, and issuance of the Permit will be held until the conditions have been addressed. Some common conditions which may be included are:

- Security or reclamation bonding;
- Schedule of performance measures;
- An irrevocable letter of credit for landscaping in the amount of 125% of a local landscaper's estimate; and
- Full municipal servicing design and costs.

Issue Temporary Use Permit

When all matters have been addressed to the satisfaction of the City, the Temporary Use Permit will be issued.

Apply for Building Permit/Sign Permit

Once the Temporary Use Permit is issued, you may apply for your Building Permit and/or Sign Permit.

Register Temporary Use Permit on Title

Under the provisions of the Local Government Act, a Temporary Use Permit must be registered on the Title of the subject lands

Inspection of Permit Conditions

City staff may attend the subject property to confirm that the Temporary Use Permit conditions are being adhered to.

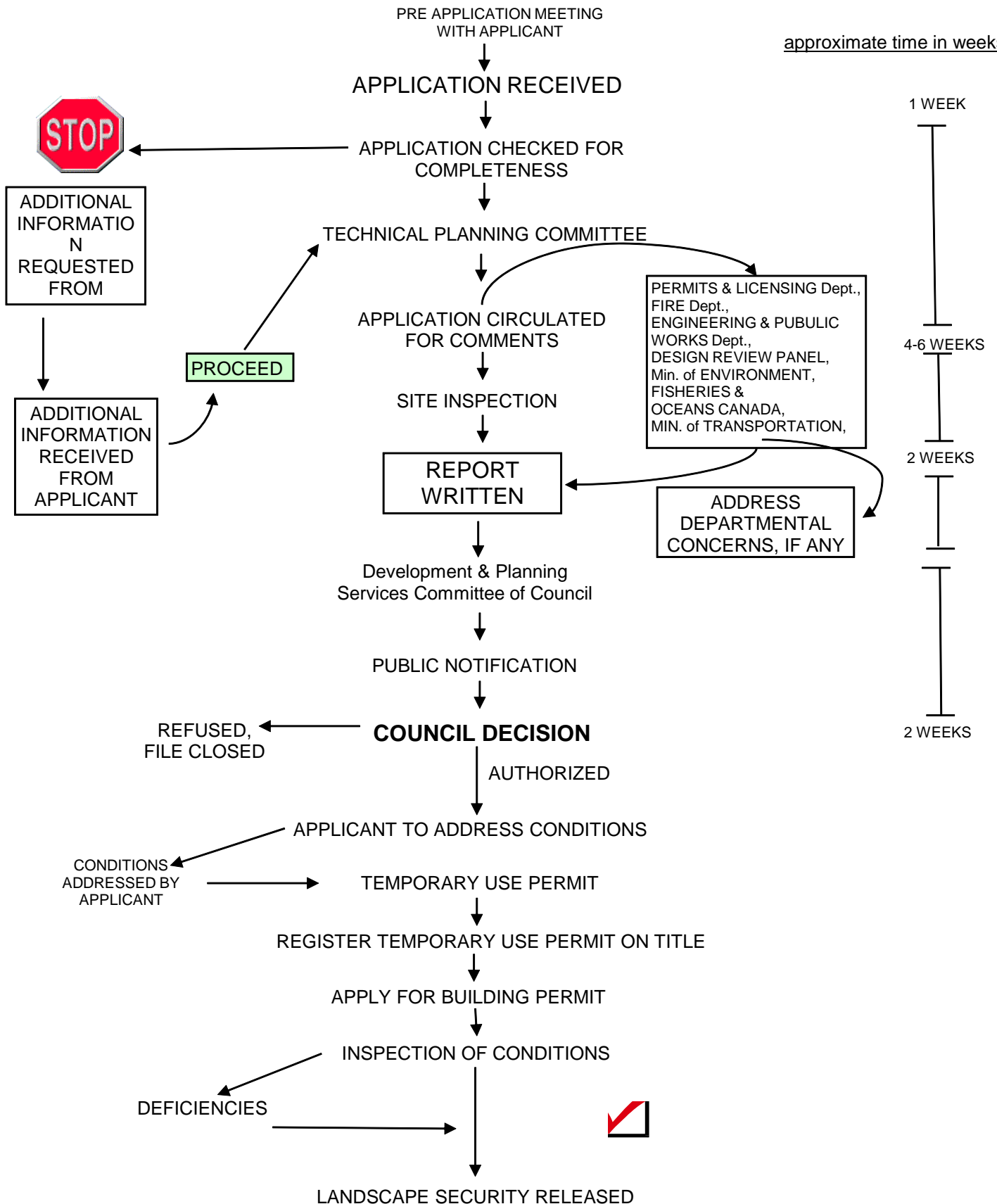
If you have any questions regarding completion of the Application form, please telephone the:

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

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

Temporary Use Permit Process

approximate time in weeks



9.4 Temporary Commercial Use Permits

Designation

- 9.4.1 All lands designated Acreage Reserve, Salmon Valley Agriculture, City Centre, Neighbourhood Commercial, Highway Service/Tourist Commercial, Institutional and Park, as shown on Map A-1 Land Use, are designated Temporary Commercial Use Permit Area.

Objective

- 9.4.2 The Temporary Commercial Use Permit Area designation is intended to apply to business uses that are temporary and small scale in nature and where the existing zoning does not permit the commercial use.

General Policies

- 9.4.3 Despite the zoning of a property, Temporary Commercial Use Permits for temporary, small scale commercial uses may be supported in the Temporary Commercial Use Permit Area, subject to approval by City Council.
- 9.4.4 Guidelines for Temporary Commercial Use Permits include the following:
- a. maximum time of three years is required for the commercial use;
 - b. appropriate parking and loading spaces are available;
 - c. the proposed hours, size and scale of the commercial use will be compatible with adjacent land uses;
 - d. the commercial use will be compatible with adjacent land uses in terms of noise, odours, dust, pollution, lighting, aesthetics, parking and traffic; and
 - e. the proposed commercial use will not have negative impacts on the natural environment.
- 9.4.5 The City may require security in the form of a letter of credit and may impose reclamation and performance measures as conditions for the issuance of a Temporary Commercial Use Permit.
- 9.4.6 Specific permit conditions may address mitigation measures for potential negative impacts identified in the review process.

Submission Requirements

- 9.4.7 Submission requirements for Temporary Commercial Use Permits include:
- a. the proposed length of time of the commercial use;
 - b. access and the availability of parking and loading;
 - c. the proposed hours of the commercial use;
 - d. the proposed size and scale of the commercial use;
 - e. description of noise, odours, dust, pollution, lighting, aesthetics, parking and traffic; and

- f. the potential impact of the proposed commercial use on the natural environment.

Expiration of Permit

- 9.4.8 Upon expiration of a Temporary Commercial Use Permit, the uses for the property shall revert to those outlined in the current Zoning Bylaw. The applicant may, prior to the expiration of the Temporary Commercial Use Permit, apply for a one time permit renewal of up to three years, approval of which will be at the discretion of City Council.

10.4 Temporary Industrial Use Permits

Designation

10.4.1 All lands designated Acreage Reserve, Forest Reserve, Salmon Valley Agriculture, General Industrial, Light Industrial and Airport Industrial/Commercial, as shown on Map A-1 Land Use, are designated Temporary Industrial Use Permit Area.

Objective

10.4.2 The Temporary Industrial Use Permit Area designation is intended to apply to industrial operations that are temporary and small scale in nature where the existing zoning does not permit industrial uses.

General Policies

10.4.3 Despite the zoning of a property, Temporary Industrial Use Permits for temporary, small scale industrial uses may be supported in the Temporary Industrial Use Permit Area.

10.4.4 Guidelines for Temporary Industrial Use Permits include the following:

- a. maximum time of three years is required for the industrial use;
- b. appropriate parking and loading space is available;
- c. the proposed hours, size and scale of the industrial use will be compatible with adjacent land uses;
- d. the industrial use will be compatible with adjacent land uses in terms of noise, odours, dust, pollution, lighting, aesthetics, parking and industrial traffic; and
- e. the proposed industrial use will not have negative impacts on the natural environment.

10.4.5 The City may require security in the form of a letter of credit and may impose reclamation and performance measures as a condition for the issuance of a Temporary Industrial Use Permit.

10.4.6 Specific permit conditions may address mitigation measures for potential negative impacts identified in the review process.

Submission Requirements

10.4.7 Submission requirements for Temporary Industrial Use Permits include:

- a. the proposed length of time of the industrial use;
- b. access and the availability of parking and loading;
- c. the proposed hours of the industrial use;
- d. the proposed size and scale of the industrial use;
- e. description of noise, odours, dust, pollution, lighting, aesthetics, parking and industrial traffic; and

- f. the potential impact of the proposed industrial use on the natural environment.

Expiration of Permit

10.4.8 Upon expiration of a Temporary Industrial Use Permit, the use of the property shall revert to those outlined in the current Zoning Bylaw. The applicant may, prior to the expiration of the Temporary Industrial Use Permit, apply for a one time permit renewal of up to three years, approval of which will be at the discretion of City Council.

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>

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Victoria, British Columbia, Canada

IMPORTANT INFORMATION

B.C. Reg. 375/96

Deposited December 16, 1996

O.C. 1480/96 and M271/2004

effective April 1, 1997

Environmental Management Act
CONTAMINATED SITES REGULATION

[includes amendments up to B.C. Reg. 112/2010, May 1, 2010]

Schedule 2

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

Industrial and Commercial Purposes and Activities

COLUMN I Item	COLUMN II Purpose or Activity
A	<p>Chemical industries and activities</p> <ol style="list-style-type: none"> 1. adhesives manufacturing or wholesale bulk storage 2. chemical manufacturing or wholesale bulk storage 3. explosives or ammunition manufacturing or wholesale bulk storage 4. fire retardant manufacturing or wholesale bulk storage 5. fertilizer manufacturing or wholesale bulk storage 6. ink or dye manufacturing or wholesale bulk storage 7. leather or hides tanning 8. paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage 9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations 10. plastic products (foam or expanded plastic products) manufacturing 11. textile dyeing 12. pesticide manufacturing, formulation or wholesale bulk storage 13. resin or plastic monomer manufacturing, formulation or wholesale bulk storage
B	<p>Electrical equipment and activities</p> <ol style="list-style-type: none"> 1. battery (lead acid or other) manufacturing or wholesale bulk storage 2. communications stations using or storing equipment that contains PCBs 3. electrical equipment manufacturing, refurbishing or wholesale bulk storage 4. electrical transmission or distribution substations 5. electronic equipment manufacturing

	<ol style="list-style-type: none"> 6. transformer oil manufacture, processing or wholesale bulk storage 7. electrical power generating operations fuelled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation
C	<p>Metal smelting, processing or finishing industries and activities</p> <ol style="list-style-type: none"> 1. foundries or scrap metal smelting 2. galvanizing 3. metal plating or finishing 4. metal salvage operations 5. nonferrous metal smelting or refining 6. welding or machine shops (repair or fabrication)
D	<p>Mining, milling or related industries and activities</p> <ol style="list-style-type: none"> 1. asbestos mining, milling, wholesale bulk storage or shipping 2. coal coke manufacture, wholesale bulk storage or shipping 3. coal or lignite mining, milling, wholesale bulk storage or shipping 4. milling reagent manufacture, wholesale bulk storage or shipping 5. nonferrous metal concentrate wholesale bulk storage or shipping 6. nonferrous metal mining or milling
E	<p>Miscellaneous industries, operations or activities</p> <ol style="list-style-type: none"> 1. appliance, equipment or engine repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators, or other thermal facilities 3. asphalt tar manufacture, wholesale storage and distribution 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. rifle or pistol firing ranges 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
F	<p>Petroleum and natural gas drilling, production, processing, retailing, distribution and storage other than the storage of residential heating fuel in tanks</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, wholesale bulk storage or shipping 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks

	<ol style="list-style-type: none"> 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 7. petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks 8. petroleum product, other than compressed gas, wholesale bulk storage or distribution 9. petroleum refining wholesale bulk storage or shipping 10. solvent manufacturing or wholesale bulk storage 11. sulphur handling, processing or wholesale 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 repair, salvage or wrecking 3. bulk commodity storage or shipping (e.g. coal) 4. dry docks, ship building or boat repair and maintenance, including paint removal from hulls 5. marine equipment salvage 6. rail car or locomotive maintenance, cleaning, salvage or related uses, including railyards 7. truck, rail or marine bulk freight handling
H	<p>Waste disposal and recycling operations and activities</p> <ol style="list-style-type: none"> 1. antifreeze bulk storage or recycling 2. barrel, drum or tank reconditioning or salvage 3. battery (lead acid or other) recycling 4. biomedical waste disposal 5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 6. construction demolition material, including without limitation asphalt and concrete, landfilling 7. contaminated soil storage, treatment or disposal 8. dredged waste disposal 9. drycleaning waste disposal 10. electrical equipment recycling 11. industrial waste lagoons or impoundments 12. industrial waste storage, recycling or landfilling 13. industrial woodwaste (log yard waste, hogfuel) disposal 14. mine tailings waste disposal 15. municipal waste storage, recycling, composting or landfilling 16. organic or petroleum material landspreading (landfarming) 17. sandblasting waste disposal 18. septic tank pumpage storage or disposal 19. sewage lagoons or impoundments 20. special waste storage, treatment or disposal 21. sludge drying or composting 22. street or yard snow removal dumping 23. waste oil reprocessing, recycling or bulk storage

	24. wire reclaiming operations
I	Wood, pulp and paper products and related industries and activities <ol style="list-style-type: none">1. particle board manufacturing2. pulp mill operations3. pulp and paper manufacturing4. treated wood storage at the site of treatment5. veneer or plywood manufacturing6. wafer board manufacturing7. wood treatment (antisapstain or preservation)8. wood treatment chemical manufacturing, wholesale bulk storage9. sawmills

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| [Schedule 4](#) | [Schedule 5](#) | [Schedule 6](#) | [Schedule 7](#) | [Schedule 8](#) | [Schedule 9](#)
| [Schedule 10](#) | [Schedule 11](#)**

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File No. DPW- _____

Development File No. _____

Development Services Department
Box 40, 500 – 2 Avenue NE
Salmon Arm, BC V1E 4N2
Ph: (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:

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.

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:

Director of Development Services

Date



Map 5.2 Environmentally Sensitive Riparian Areas

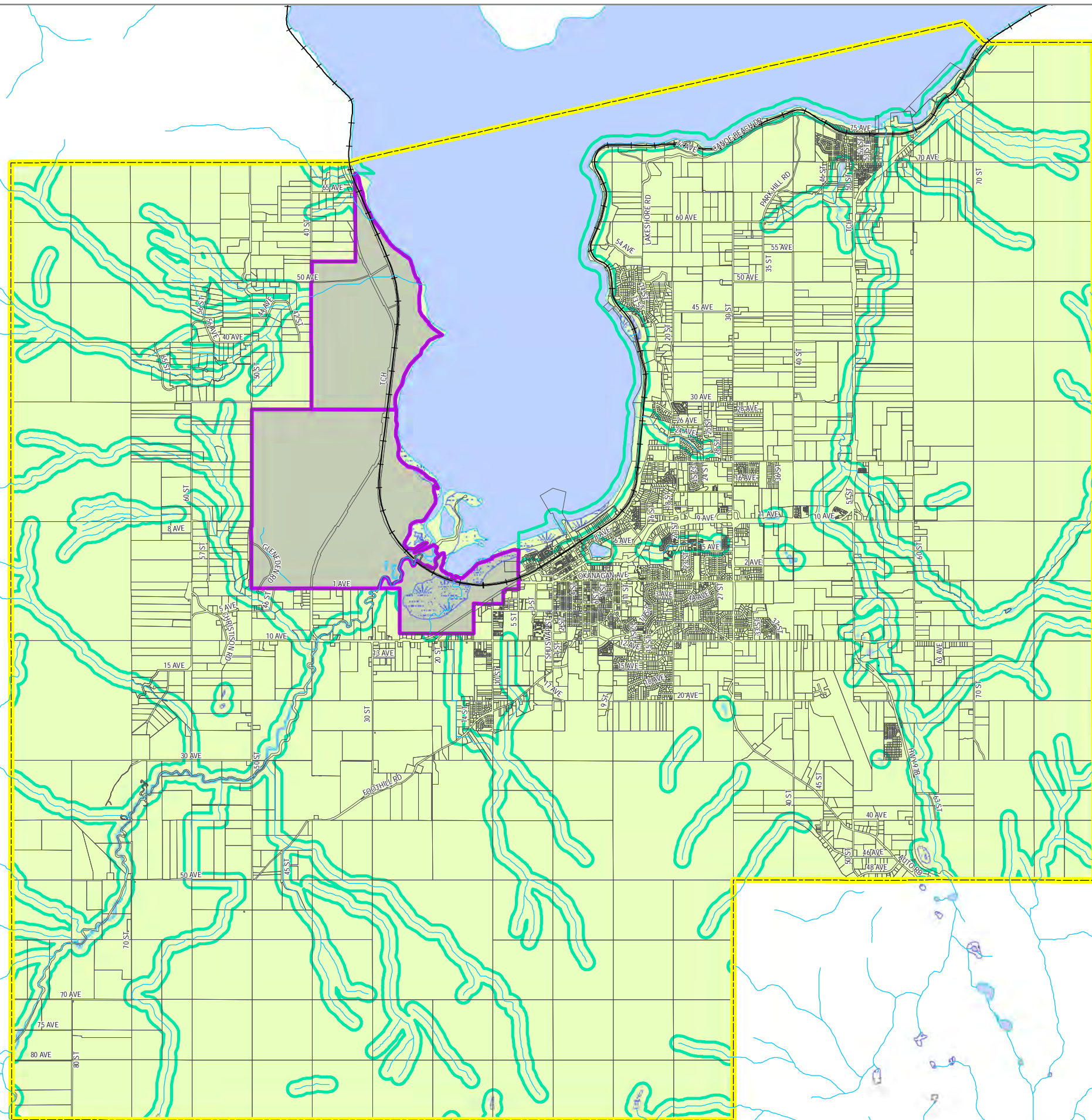
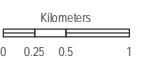
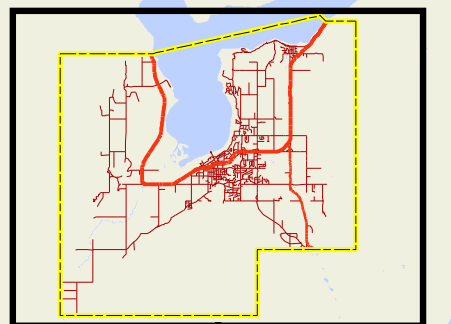
Legend

- 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



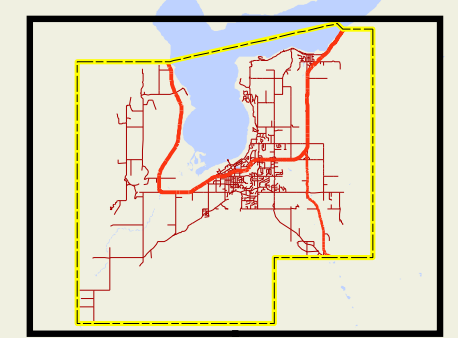


Map 6.1 Potential Hazard Areas

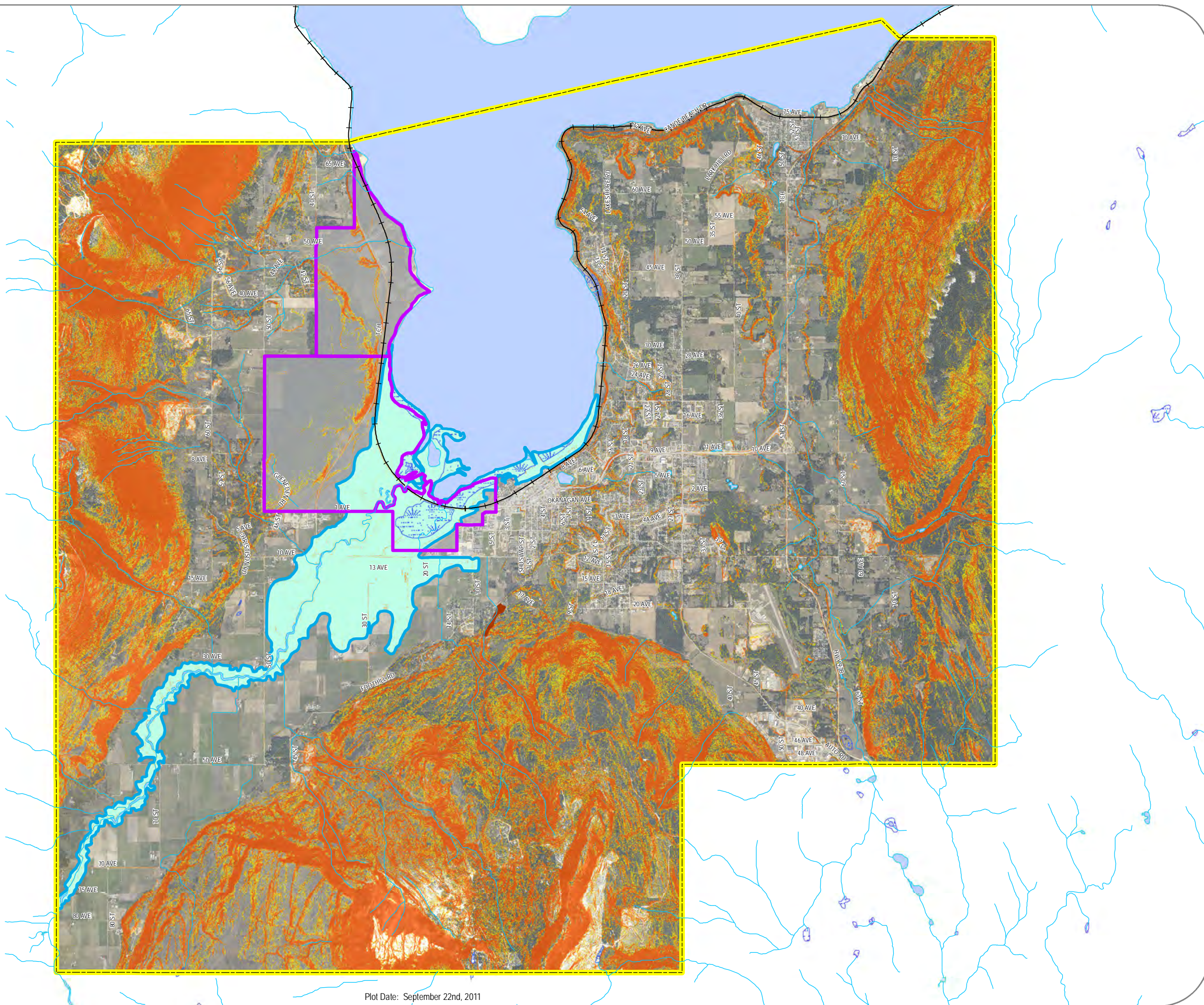
Legend

- 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



**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?**

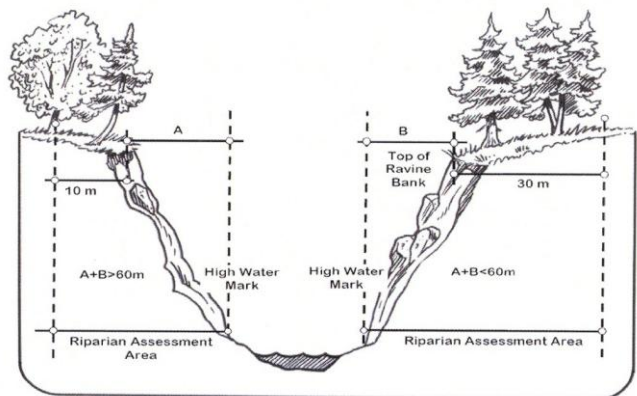
The Riparian Areas Regulation (RAR) is a Provincial initiative, under the *Fish Protection Act*, to protect fish and fish habitat.

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:

- (a) for a stream, the 30 metre strip on both sides of the stream measured from the high water mark;
- (b) 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
- (c) 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) a watercourse, whether it usually contains water or not;
- (b) a pond, lake, river, creek, or brook;
- (c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

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.

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.

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

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>