DEVELOPMENT PERMIT
APPLICATION REQUIREMENTS

Where a parcel is designated within a development permit area (DPA) by an official community plan and a proposed development is not exempt from the DPA guidelines, the property owner or agent, is required to apply to the Regional District of Nanaimo (RDN) Board for the approval of a development permit. The approval will outline any conditions of approval and will regulate the development of the property. To confirm whether a parcel is within a development permit area, please consult the Planning Department or refer to the applicable electoral area official community plan.

It is strongly recommended that you contact Planning Staff to discuss your proposal prior to submitting an application. Upon submission of a development permit application along with all required information and application fee(s) (see Submission Requirements below), planning staff will review the information and prepare a report to the Electoral Area Planning Committee (EAPC), which is a committee of the RDN Board. Certain Development Permits may be issued under delegated authority by the General Manager of Development Services under Bylaw 1166, 1999 and may not be required to go to EAPC or the RDN Board. Staff should be contacted to determine whether or not a permit can be approved under delegated authority. Please refer to the “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999” and “Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005” for specific information required to support an application. If a variance to a zoning bylaw is required as part of the development proposal, such variances may be considered as part of the development permit application.

Following the EAPC’s review of the proposed development permit, public notification is completed if any variances are proposed, and the Committee’s recommendation is forwarded to the RDN Board for consideration. A resolution by the Board must be passed to approve and authorize issuance of the development permit. Once the permit is in place, the required building permits may be issued.

Board Policy

The RDN Board has adopted a policy (Policy B1.5) which sets out evaluation criteria to be used in the consideration of development permit applications with variances proposed. This policy is attached for information. Information required as a result of Board adoption or amendment of Policies and Bylaws may change from time to time. Please contact Planning staff prior to making an application.

Submission Requirements

An application for a development permit must be submitted with the following information in order to be accepted by the Regional District.

a. names, mailing addresses, telephone numbers, email addresses and fax numbers of all registered owners and their agent, if applicable;

b. a letter of authorization signed by all of the registered owners, if an agent is representing the owners;

c. a copy of state of title certificate(s) dated within 30 days of the date of application;

d. a copy of Land Reserve Commission approval, if applicable;

e. a minimum of two (2) copies of detailed site plans drawn in metric, and to a scale not larger than 1:500 showing all applicable information including:
   i. boundaries and dimensions of the parcel(s),
   ii. proposed subdivision of the parcel(s),
   iii. location of existing and future roads,
   iv. location and type of existing and proposed easements and covenants,
v. location of watercourses, environmentally sensitive areas, natural hazard areas, and their associated setbacks,

vi. size and location of all existing and proposed buildings, structures, and uses, and number and size of all existing and proposed residential units,

vii. location of existing and proposed vehicular, cycling, and pedestrian accesses,

viii. location of existing and proposed off-street parking, loading spaces, garbage and recycling provisions,

ix. location and type existing and proposed landscaping,

x. location of existing and proposed on-site services proposed including type and location of each service, and

xi. existing and proposed signage;

f. a detailed plan of building profiles drawn to a scale not larger than 1:100;

g. electronic copies of all plans,

h. Riparian Areas Regulation Property Declaration Form,

i. Site Profile Form,

j. additional information as may be required by “Regional District of Nanaimo Impact Assessment Bylaw No. 1165, 1999”, and

k. the required application fee in accordance with Bylaw 1259, 2002.
Development Permit Application Form

OFFICE USE ONLY
Application Fee:_________________ Receipt No. _______________ File No. _______________

SECTION 1: DESCRIPTION OF PROPERTY
(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description __________________________________________________________
Civic Address _____________________________________________________________
Electoral Area ___________________________ Parcel Identifier (P I D) ______________

SECTION 2: OWNER INFORMATION
(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1)  
Name
Mailing Address
Town / Province Postal Code
Telephone/ Cell Fax
Email

2)  
Name
Mailing Address
Town / Province Postal Code
Telephone/ Cell Fax
Email

SECTION 3: AGENT INFORMATION
(TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER)

Name ___________________________ Mailing Address ___________________________
Post Code Telephone/ Cell Fax Email

*NOTE: IF THE APPLICANT IS NOT THE REGISTERED OWNER A LETTER OF AUTHORIZATION WILL BE REQUIRED

SECTION 4: DESCRIPTION OF PROPOSAL

I/we, the registered owner(s) of the property legally described on this application, hereby make application under Section 22 of the Local Government Act to:

☐ subdivide the land within a Development Permit Area
☐ construct a building or structure, or addition thereto within a Development Permit Area
☐ alter the land, or alter a building or structure on the land within a Development Permit Area

for the purpose of: __________________________________________________________
__________________________________________________________________________
In order to process your application, please provide all necessary documentation with your application. Please retain a copy of the submitted application for your records. Contact the RDN Planning Department for assistance.

Submit the completed application form, required fee, plans, and supporting material to the Regional District of Nanaimo. The fee is payable to the “Regional District of Nanaimo”.

In order to process your application, please provide all necessary documentation with your application. Please retain a copy of the submitted application for your records. Contact the RDN Planning Department for assistance.

Submit the completed application form, required fee, plans, and supporting material to the Regional District of Nanaimo. The fee is payable to the “Regional District of Nanaimo”.

SECTION 5: APPLICATION COMPLETION CHECKLIST:
ALL MEASUREMENTS TO BE IN METRIC

☐ A copy of Certificate of Indefeasible Title (dated within past 30 days)
☐ A letter outlining the details of the Application
☐ Application fee as required by Bylaw No. 1259, 2002
☐ Two (2) survey plans certified by a BC Land Surveyor to a maximum scale of 1:500, showing: location of existing and proposed buildings and structures and parts thereof, address, legal description, name of applicant, date, property lines, scale, north arrow, all easements and right of ways, restrictive covenant areas, location of all watercourses and associated setbacks, and building setbacks as per Zoning and Floodplain Bylaws
☐ Electronic copies of all plans
☐ Riparian Areas Regulation Property Declaration Form
☐ Site Profile Form

Additional information may be required, such as:
☐ Two (2) building elevation plans to a maximum scale of 1:100
☐ Two (2) survey plans certified by a BC Land Surveyor including topographical information
☐ Professional Engineer’s Report
☐ RDN Sustainable Development Checklist: ☐ Residential ☐ Commercial
☐ A letter of authorization (To be completed if the applicant is not the registered owner)
☐ Environmental Assessment
☐ Landscape Plan
☐ Riparian Area Assessment
☐ Other __________________________________________
☐ __________________________________________

SECTION 6: Applicant Signature

I hereby declare that all the above noted statements and information contained in this application and supporting documents are true and correct.

__________________________________________
Applicant Signature

____________________________
Date

____________________________
Applicant Name (Please Print)

I would prefer all correspondance via: ☐ email ☐ regular mail ☐ fax
LETTER OF AUTHORIZATION
(Representative / Agent)

As the registered owner(s) of the following property:

Civic Address: __________________________________________________________ 

Legal Description: ______________________________________________________ 

I / We hereby authorize the following person to act as agent on my / our behalf in all matters pertaining to the application for development on the above noted property and by doing so will be deemed to know of and to understand the contents of the applications and associated documents. I / We acknowledge the authority of the agent to bind me/us in all matters relating to the work to be performed under the following applications (please check all applicable):

- OCP Amendment
- Development Permit
- Rezoning
- Development Variance Permit
- Subdivision
- Board of Variance
- Temporary Use Permit
- Agricultural Land Reserve
- Other

Owner Name (please print) ____________________________________________  

Signature of Owner: ____________________________  

Agent’s Name: ____________________________  

Company Name: ____________________________  

(Address) ____________________________________________  

City: ____________________________________________  

Postal Code: ____________________________________________  

Telephone: ____________________________________________  

Fax No.: ____________________________________________  

Cellular Phone: ____________________________________________  

Email: ____________________________________________  

Date: ____________________________
Property Subject Legal Description: ____________________________________________________

Subject Property Address: ____________________________________________________________

I (we) acknowledge that the province of British Columbia enacted the Riparian Areas Regulation to protect the critical features, functions, and conditions required to sustain fish habitat. Furthermore, this legislation prohibits the Regional District of Nanaimo from approving, or allowing a development to proceed adjacent to a watercourse until it has received notice that a report prepared by a Qualified Environmental Professional has been received by the Ministry of Environment.

I (we) understand that a water feature includes any of the following:

a) any watercourse, whether it usually contains water or not;
   b) any pond, lake, river, creek or brook; and/or,
   c) any ditch, culvert, spring, or wetland.

I (we) declare that (Please check the one that applies):

A. ☐ that there are no water features located on the subject property,
   B. ☐ there are water features located on the subject property.

I (we) declare that all proposed development including land alteration, vegetation removal, construction and / or building (Please check the one that applies):

A. ☐ is greater than 30.0 metres from a water feature, or
   B. ☐ is less than 30.0 metres from that water feature.

I (we) acknowledge that I (we) are familiar with the property and area, and have inspected the property and immediate area for the existence of any water features prior to signing this form.

Property Owner / Agent Signature(s): 1 __________________________ 2 __________________________

Print Name(s): 1 __________________________ 2 __________________________

Mailing Address: ________________________________________________________________

Postal Code: __________________________ Phone: __________________________

Witnessed By: __________________________ Date: __________________________
PURPOSE

This policy is to provide staff with guidelines for reviewing and evaluating development variance permit applications, development permit applications that include bylaw variances, and site-specific exemptions to the Floodplain Bylaw.

PART A – DEVELOPMENT VARIANCE PERMIT AND DEVELOPMENT PERMIT WITH VARIANCE APPLICATION EVALUATION

1. Demonstration of Land Use Justification

   a) An application should demonstrate that the proposed variance is necessary and is supported by an acceptable land use justification; such as:

   i. the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement; or,

   ii. there is a net benefit to the community or immediate area that would be achieved through the variance approval.

   iii. the proposed variance would allow for more efficient and effective use and development of the subject property.

   b) Failure to provide an acceptable land use justification as outlined in Part A, Section 1(a) may be grounds for staff to recommend that the application be denied by the Board.

   c) If an acceptable land use justification is identified the applicant should demonstrate that a reasonable effort has been made to avoid the need for, or reduce the extent of, the requested variance. If such efforts are not made this may be grounds for staff to recommend that the application be denied by the Board.

   d) Examples of acceptable land use justifications are as follows:

      i. A physical constraint such as a steep slope, watercourse, or rock outcrop results in an unreasonably small building site when setbacks are applied. In such a case a setback variance
may be recommended where the impact of the variance is considered acceptable by planning staff.

ii. A man-made constraint such as an archaeological site, odd shaped lot, restrictive or conservation covenants, easement, or right-of-way results in an unreasonably small building site when setbacks are applied. In such a case a setback variance may be recommended where the impact of the variance is considered acceptable by planning staff.

iii. A hazardous condition exists that requires that the underside of the floor joists be raised to meet floodplain elevations. This may result in an average designed building or structure exceeding the maximum height restrictions. In such a case a height variance may be recommended where the impact of the variance is considered acceptable by planning staff.

iv. A topographical constraint such as a depression or sloped area results in an average designed building or structure exceeding maximum height restrictions. In such a case a height variance may be recommended where the impact of the variance is considered acceptable by planning staff.

v. An environmentally significant feature such as a stand of Garry Oak trees, a watercourse, or sensitive ecosystem exists on site that the applicant is proposing to avoid, preserve, and/or enhance, which restricts potential building sites on a lot. In such a case a setback variance may be considered where the proposed variance will reduce the impact to the Environmentally Sensitive Area and any other impact considered acceptable by the reviewing planning staff member.

vi. The only building site on a lot will block a significant view for area residents. In such a case a setback variance may be considered to allow the relocation of the building to allow the preservation of that view, where the impact of the variance is acceptable.

vii. Where a longstanding existing building or structure does not conform to siting or height requirements a variance may be considered to legalize that structure where the impact of the variance is acceptable and the use of the building or structure conforms to the current zoning regulations.

viii. The inclusion of a renewable solar or wind energy system, or a rainwater harvesting system proposed for the operation of a building or structure results in the building or structure exceeding maximum height restrictions, or encroaching into a setback area. In such a case, a height variance or setback variance may be recommended where the impacts of the variance are considered acceptable.

e) Part A, Section 2(d) is not intended to be an exhaustive or definitive list of acceptable land use justifications for a variance application. Staff are to use their judgment in evaluating the specific circumstances involved in each application.

2. Impact Evaluation

a) Where a land use justification for a proposed variance has been demonstrated, the application shall then be evaluated based upon the impact(s) (positive or negative) of the variance. Impact(s) may be classified into the following three general categories:
i. Aesthetic impact. This includes the impact of the proposed variance on the streetscape, the views from adjacent properties, compatibility with neighbourhood design standards, etc.

ii. Functional impact. This includes the impact of the proposed variance on the function of the property for the permitted uses and the potential impact of the variance on the function of adjacent properties, or road right-of-ways.

iii. Environmental impact. This includes the impact of the proposed variance on the long term sustainability of the natural environment or the direct impact on a specific feature of the natural environment.

b) An unacceptable impact, as evaluated by planning staff, is grounds for staff to recommend that the application be denied by the Board.

c) An applicant should demonstrate that a reasonable effort has been made to minimize any and all potential negative impacts associated with a variance. If such efforts are not made this would be grounds for staff to recommend that the application be denied by the Board.

d) Part A, Section 2(a) is not intended to be an exhaustive or definitive list of potential impacts. Staff are to use their judgment in identifying and evaluating all potential impacts associated with the specific circumstances involved in each application.

3. Specific Impact Evaluation by Application Type

a) Height variance requests for a residential use may not be supported where; in the opinion of planning staff:

i. the applicant is requesting a height variance to accommodate a third storey;

ii. the applicant has not made a reasonable effort to reduce the height of the proposed building or structure by reducing the roof pitch, reducing ceiling height, minimizing the crawl space, etc.;

iii. the appearance of the proposed structure from the street will appear out of character with the height of buildings in the immediate neighbourhood;

iv. the proposed height variance will result in a notable reduction in a neighbouring properties view of a significant viewscape; or

v. the proposed height variance will result in a notable shading of, or lack of privacy for, a neighbouring property.

b) Lot line relaxation, ocean setback relaxation, and watercourse setback relaxation requests may not be supported where; in the opinion of Planning Staff:

vi. the applicant has not made a reasonable effort to reduce the need for a setback variance by amending the house design or finding an alternative building site;

vii. the proposed setback variance will result in an unreasonable reduction in a neighbouring properties view of a notable viewscape;
viii. the proposed setback variance will result in the building or structure appearing to extend closer to the ocean or other watercourse than other houses in the immediate vicinity;
ix. the proposed setback variance may result in a geotechnical or flooding hazard;
x. the proposed setback variance may result in a negative impact on the natural environment;
xi. the proposed setback variance may have a negative impact on an archaeological site; or
xii. the proposed setback variance is contrary to senior government legislation (e.g. Transportation Act, Fish Protection Act, Water Act, Land Title Act, etc.).

c) Parking Variance requests for Commercial, Industrial, or Institutional uses may not be supported where:

i. the proposed variance would interfere with internal traffic flow, loading and unloading, access and egress, pedestrian safety, etc.;
ii. the applicant is not proposing to provide adequate parking spaces constructed to Regional District of Nanaimo standards on a hard durable dust free surface; or
iii. the proposed variance, in staff’s opinion, does not provide an adequate number of parking stalls for the intended use.

d) Signage variance requests may not be supported where:

i. the proposed variance would result in an increased appearance of "sign clutter" on the subject property (sign consolidation should be encouraged);
ii. the proposed variance creates a visual obstruction which interferes with the safe movement of pedestrians and/or traffic on and off site; or
iii. the illumination of a proposed sign is not compatible with the surrounding neighbourhood or would create an unreasonable aesthetic impact on the adjacent properties.

PART B – FLOODPLAIN EXEMPTION APPLICATIONS

1. Demonstration of Land Use Justification

a) An applicant must demonstrate that the proposed exemption is necessary and is supported by an acceptable land use justification; such as:

i. there are no other practical building sites located on the subject property;
ii. the applicant has exhausted all other options including amendments to zoning setback and height requirements; or
iii. it is not practical to develop the subject property without a site specific exemption.

2. Demonstration that the Exemption is Advisable

a) Where an acceptable land use justification has been demonstrated, the applicant must demonstrate that the proposal is in compliance with provincial guidelines and / or provide a report prepared by a professional engineer or geoscientist experienced in geotechnical
engineering that the land may be used safely for the use as proposed. Where the report contains restrictions, conditions, or warnings related to the safe use of the site that covenant shall be required to be registered on title.

b) All reports identified in Part B, Section 2(a) must also discuss the land use justifications in identified in Part B, Section 1 of this policy.

c) An application must be processed and evaluated in a manner consistent with the provincial Flood Hazard Area Land Use Management Guidelines, May 2004, as amended, and Floodplain Management Bylaw No. 1469, 2006.

d) Failure to meet any of the above conditions is grounds for staff to recommend the Board deny a floodplain exemption application.

PART C - TERMS OF USE OF THIS POLICY

1. This policy is intended to apply to staff evaluation of development variance permits, development permit applications that include bylaw variances, and site specific exemptions to the Floodplain Bylaw.

2. The Board of the Regional District of Nanaimo is not in any way bound by this policy and is free to apply, or not apply, any evaluation criterion it deems appropriate in its consideration of applications.
SCHEDULE 1
Site Profile

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 (Parcel IDentifiers – 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 (Parcel Identification Numbers – 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____________
**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**

<table>
<thead>
<tr>
<th>Schedule 2 Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>appliance, equipment or engine repair, reconditioning, cleaning or salvage</td>
</tr>
<tr>
<td>F10</td>
<td>solvent manufacturing or wholesale bulk storage</td>
</tr>
</tbody>
</table>

*Please print legibly. Attach an additional sheet if necessary*

<table>
<thead>
<tr>
<th>Schedule 2 Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### IV AREAS OF POTENTIAL CONCERN

<table>
<thead>
<tr>
<th>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):</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Discarded barrels, drums or tanks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Contamination resulting from migration of substances from other properties?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### V FILL MATERIALS

<table>
<thead>
<tr>
<th>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):</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VI WASTE DISPOSAL

<table>
<thead>
<tr>
<th>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):</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Materials such as household garbage, mixed municipal refuse, or demolition debris?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Underground fuel or chemical storage tanks other than storage tanks for compressed gases?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### X ADDITIONAL COMMENTS AND EXPLANATIONS

(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.

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):

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
XI  SIGNATURES

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.

Signature of person completing site profile: ____________________________ Date completed: ____________________________ (YY-MM-DD)

XII  OFFICIAL USE

Local Government Authority

<table>
<thead>
<tr>
<th>Reason for submission</th>
<th>Soil removal</th>
<th>Subdivision application</th>
<th>Zoning application</th>
<th>Development permit</th>
<th>Variance permit</th>
<th>Demolition permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please check one or more of the following)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Date received: ____________________________

Local Government contact:
Name: ____________________________
Agency: ____________________________
Address: ____________________________
Telephone: ____________________________ Fax: ____________________________

Date submitted to Site Registrar: ____________________________
Date forwarded to Director of Waste Management: ____________________________

Director of Waste Management

<table>
<thead>
<tr>
<th>Reason for submission</th>
<th>Under Order</th>
<th>Site decommissioning</th>
<th>Foreclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please check one or more of the following)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Date received: ____________________________

Assessed by:
Name: ____________________________
Region: ____________________________
Telephone: ____________________________ Fax: ____________________________

Investigation Required? YES NO

Decision date: ____________________________

Site Registrar

Date received: ____________________________

Entered onto Site Registry by: ____________________________
SITE ID #: ____________________________
Entry date: ________________
An applicant may request reconsideration by the Board of a requirement or decision of the General Manager of Development Services by completing this form within 30 days of the date on which the requirement or decision is mailed or faxed to the applicant. The date and time of the meeting on which the reconsideration will occur will be set as the next regular Board meeting scheduled 7 or more business days from the date on which the request for reconsideration is delivered.

1. I hereby make application to the Regional Board under Bylaw No. 1165 for a reconsideration of a decision made by the General Manager of Development Services in relation to impact assessment information requested to support:

- a development permit application
- a temporary use permit application
- a zoning amendment application

for the property legally described as:

Lot(s)__________ Plan__________ Block_______ Section______ Range________
Land District___________________
Civic Address: _________________________________________________________
Electoral Area: ________________

2. Please explain, in as much detail as possible, the grounds on which the applicant considers the requirement or decision is inappropriate and what, if any, requirement or decision should, in your opinion, be substituted (attach another sheet if necessary).
3. Registered owner(s) of the property:
Name(s):
__________________________________________________________________

Mailing Address:
__________________________________________________________________

Telephone: Business __________ Other_____________ Fax_____________

4. If the applicant is not the owner:
Name of applicant:
__________________________________________________________________

Mailing Address:
__________________________________________________________________

Telephone: Business __________ Other _____________ Fax ___________

I hereby declare that all of the above statements and the information contained in the materials submitted in support of this application are to the best of my knowledge true and correct in all respects.

_______________________________
signature

ACKNOWLEDGEMENT OF MEETING DATE

The Regional Board meets on the second Tuesday of each month. The date and time of the meeting, at which the reconsideration will occur, will be set as the next regular Board meeting scheduled 7 or more business days from the date on which the request for reconsideration was delivered to the Regional District of Nanaimo.

By your signature below you acknowledge that you have been notified of the reconsideration date.

DATE OF MEETING: ________________________________

___________________________
applicant's signature