



Temporary Use Permit Application Form

PERMIT APPLICATION

PERMIT RENEWAL

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 (PID) _____

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

1) Name _____

2) Name _____

Mailing Address _____

Mailing Address _____

Town / Province _____

Postal Code _____

Town / Province _____

Postal Code _____

Telephone/ Cell _____

Fax _____

Telephone/ Cell _____

Fax _____

Email _____

Email _____

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

Name _____

Mailing Address _____

Town/Province _____

Postal 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 as follows:

*NOTE: Please attach letter if more space is required.

Amendment Requested: _____

Purpose of Requested Amendment: _____

SECTION 5: APPLICATION COMPLETION CHECKLIST:

ALL MEASUREMENTS TO BE IN METRIC

- A copy of state of title certificate(s) and corporate registry search (if applicable) 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
- Property Declaration 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
- Archaeological Assessment
- Arborist Report
- Landscape Plan
- Site Profile 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 correspondence via: email regular mail fax

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".



Planning Department
 6300 Hammond Bay Road, Nanaimo BC V9T 6N2
 Phone: (250) 390-6510 or (250) 954-3798 (in District 69)
 or 1-877-607-4111 toll free in BC Fax: (250) 390-7511
 Email: planning@rdn.bc.ca web: www.rdn.bc.ca

Date: _____

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):

- | | | |
|---|--|--|
| <input type="checkbox"/> OCP Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Board of Variance |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Agricultural Land Reserve | <input type="checkbox"/> Other |

Owner Name (please print)

Owner Name (please print)

Signature of Owner

Signature of Owner

Agent's Information

 Agent's Name

 Company Name

 (Address)

 City

 Postal Code

 Telephone

 Fax No.

 Cellular Phone

 Email



Property Declaration Form

for Riparian Areas, Nesting Trees,
and Site Profiles

Subject Property Legal Description:

Subject Property Civic Address:

Subject Property PID:

Riparian Areas

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 (RDN) 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 I (we) are familiar with the property and area, and have inspected the property and immediate area for the existence of any water features. I (we) declare that (***please check the one that applies***):

- that there are no water features located on the subject property; or
- there are water features located on the subject property.

I (we) declare that all proposed development including land alteration, vegetation removal, alteration or construction of a building or structure (***please check the one that applies***):

- is greater than 30.0 metres from a water feature; or
- is less than 30.0 metres from a water feature.

Eagle and Heron Nesting Trees

I (we) acknowledge that the *Wildlife Act* protects Bald Eagles and Great Blue Herons, their eggs and nests. Bald Eagles and Great Blue Herons are sensitive to development near their nesting sites and may return to a nest that has been unused for a number of years.

While the provincial government and the RDN undertake mapping of nesting sites from time to time, not all are mapped. Some on private property may have been undetected, and new nests are continually being built. Typically, a 60 metre radius for an eagle nesting tree and depending on the level of development in an area, a 60 - 300 metre radius for a heron nesting tree (or trees) is considered to be sensitive to disturbance. Electoral Areas A, E, G and H require that a development permit be obtained prior to development near an eagle or heron nest.

Mapped eagle and heron nest trees can be found on the Community Mapping Network at www.cmnmaps.ca/WITS/ and www.cmnmaps.ca/GBHE/.

I (we) declare that I (we) are familiar with the property and area, and have inspected the property and immediate area

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Groundwater - Application requirements for rezoning of un-serviced lands</i> (Current Planning)	POLICY NO: B 1.21 CROSS REF.:
EFFECTIVE DATE:	February 22, 2011	APPROVED BY: BOARD
REVISION DATE:		PAGE: 1 of 2

PURPOSE

To standardize the information required at the rezoning stage to confirm that the potable water needs of proposed lots or use can be met.

POLICY

Based on the policies and objectives of the Official Community Plan (OCP) and given the existing limitations to ensure standards are being satisfied through the subdivision process and in recognition that well drilling and testing on proposed lots may be onerous and undesirable at the rezoning stage, the following approach will be taken when considering un-serviced lands (with respect to community water) for rezoning:

1. Where a lot is the subject of a rezoning application to reduce the minimum lot size in order to facilitate a subdivision, a preliminary hydrogeological assessment completed by a qualified professional (P. Eng or P. Geo registered in BC) must be completed and submitted as part of the rezoning application.

The report must confirm that in the opinion of the qualified professional:

- a) a minimum year-round potable water supply of 3.5m³ (3500 l) per day can be provided for each parcel being proposed, and that,
- b) the proposed well(s) will have no adverse impacts on surrounding wells, groundwater resources, and receiving waters.

The report must be received and reviewed prior to proceeding to the Board for introduction of the associated amendment bylaw.

Prior to final adoption of the amendment bylaw a covenant must be registered on title which will require that the wells be constructed and tested, and a report submitted to the RDN prior to final approval of subdivision. The report must comply with the requirements as outlined below.

If the application involves the rezoning of lands to permit subdivision of lands that are currently occupied by dwellings, each with their own well, and the rezoning will not result in additional residential density, a preliminary hydrogeological assessment is not required provided the applicant proceeds with the well testing and associated report to the satisfaction of the Regional District.

2. Where a lot is the subject of a rezoning application to permit multiple units, commercial, institutional or industrial use, a preliminary hydrogeological assessment completed by a qualified professional (P. Eng or P. Geo registered in BC) must be completed and submitted as part of the rezoning application.

The report must confirm that in the opinion of the registered professional:

- a) a minimum year-round potable water supply to support the proposed use can be provided on the parcel, and that,
- b) the proposed well(s) will have no adverse impacts on surrounding wells, groundwater resources and receiving waters.

The report must be received and reviewed prior to proceeding to the Board for introduction of the associated amendment bylaw.

Prior to final adoption of the amendment the applicant must receive source approval from the Vancouver Island Health Authority.

Well report requirements:

The intent of the well report is to confirm that the well can adequately service the proposed lot and that it meets current well regulations. The report must be completed, dated and signed by a qualified professional and include/confirm the following:

- the date when the well was drilled along with a copy of the driller's log (if available);
- the well identity number as indicated on the plate secured to the well;
- photographs of the well identity tag, 'stick up', and general location of the well;
- that the water meets the Canadian Drinking Water Standards. The report should include the test results of the well water and to have been completed within 6 months of the date of the report. The report must also identify where the parameters may have exceeded the Drinking Water Guidelines;
- that pump testing has been completed and witnessed by a qualified professional. The pump testing is required to have been run for the greater of 12 hours or until the water level stabilizes at the pumping rate of at least 2.5 litres/minute with a well recovery period monitored for the greater of 6 hours or until the water level recovers to a minimum of 90% of its pre-pumping water level. This pump test should be conducted only during the months of July through November (lowest water table).

Confirmation that the well meets the minimum well standards as outlined in the BC Ground Water Protection Regulations as enacted on November 1, 2005 and as amended from time to time which includes the following:

- is at minimum 30m from potential sources of contamination, including but not limited to: agricultural buildings, septic fields, animal pens/runs, refuse and compost piles, areas of fertilizer/herbicide use or storage, above or below ground storage tanks, and parking areas;
- is outside of a floodplain, or if within a floodplain measures taken/required to protect the well;
- is accessible for maintenance;
- has a secure and watertight cap;
- the well head is at minimum 300mm above the adjacent finished grade, and the ground around the well head is sloped away from the well casing.