



## DEVELOPMENT SERVICES APPLICATION FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

### SUBDIVISION

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#### Applicant

Name \_\_\_\_\_

Corporation (if applicable) \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

#### Subject Property

Civic Address \_\_\_\_\_

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

Parcel ID \_\_\_\_\_

#### Description of Proposal

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#### Declaration to City of Prince George

I/WE HEREBY declare that I/we:

- a) have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b) agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c) agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d) agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that if the City of Prince George grants a license, permit or approval, it will be granted only to the person(s) named in the application, or to the private corporation having the directors and/or officers named in the application, or to the public corporation or society having the directors and/or officers named in the application.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

**Proposal**

Total Area to be Subdivided (m<sup>2</sup>) \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Describe buildings/structures on the land and whether they are to be retained or removed \_\_\_\_\_

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

**Application Fee(s)**

<input type="checkbox"/> Base application fee .....	\$750
<ul style="list-style-type: none"> <li>• fee simple, bare land strata, phased strata and strata conversion</li> </ul>	
<input type="checkbox"/> Processing fee .....	\$100 per new lot x _____ lot(s)
<input type="checkbox"/> Title Search .....	\$20 per title
Total .....	\$ _____

**Application Checklist**

<input type="checkbox"/> Application form
<input type="checkbox"/> Application fee
<input type="checkbox"/> Current Title Search + a copy of all relevant charges on file
<input type="checkbox"/> Site Profile Form
<input type="checkbox"/> Appointment of Agent ( <i>if applicable</i> )
<input type="checkbox"/> Two (2) copies of the proposed plan of subdivision
<input type="checkbox"/> Maps, plans and documents in support of application ( <i>if applicable</i> )

OFFICE USE ONLY	
Date Application Submitted:	File No.:
Date Complete Application Received:	Fee Collected:
Property within 1.0 km of a Controlled Access Highway	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property within 15 m of permanent body of water/canal/drainage ditch?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rezoning required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes:	





## APPOINTMENT OF AGENT FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

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I/WE,

\_\_\_\_\_ Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s):

\_\_\_\_\_

\_\_\_\_\_

Civic Address(es):

\_\_\_\_\_

\_\_\_\_\_

Legal Description(s):

\_\_\_\_\_

\_\_\_\_\_

### DO HEREBY APPOINT AND AUTHORIZE:

\_\_\_\_\_, of  
Name of Agent

\_\_\_\_\_,  
Mailing Address of Agent

\_\_\_\_\_,  
Phone No. of Agent Email of Agent

**TO ACT AS MY/OUR AGENT** and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s) \_\_\_\_\_.

**AND I/WE HEREBY** ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

**AND I/WE HEREBY** declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

**AND IN CONSIDERATION OF** the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

**AND I/WE HEREBY** acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

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**IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:**

\_\_\_\_\_  
Name of Corporation (as shown on the title to the lands)

**I/WE** have authority to bind the company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

## 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](mailto:site@gov.bc.ca). For questions on site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto: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>
_____	_____
_____	_____
_____	_____
_____	_____

*If none, please N/A this section.*

<b>IV AREAS OF POTENTIAL CONCERN</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any</b> (please mark the appropriate column opposite the question):	<b>YES</b>	<b>NO</b>
<b>A.</b>	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
<b>B.</b>	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
<b>C.</b>	Discarded barrels, drums or tanks?		
<b>D.</b>	Contamination resulting from migration of substances from other properties?		
<b>V FILL MATERIALS</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any deposit of</b> (please mark the appropriate column opposite the question):	<b>YES</b>	<b>NO</b>
<b>A.</b>	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>B.</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?		
<b>C.</b>	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
<b>VI WASTE DISPOSAL</b>			
	<b>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</b> (please mark the appropriate column opposite the question):	<b>YES</b>	<b>NO</b>
<b>A.</b>	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
<b>B.</b>	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
<b>C.</b>	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
<b>D.</b>	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
<b>E.</b>	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?		



<b>VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any</b> (please mark the appropriate column opposite the question):	<b>YES</b>	<b>NO</b>
<b>A.</b>	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?		
<b>B.</b>	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		
<b>VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any</b> (please mark the appropriate column opposite the question):	<b>YES</b>	<b>NO</b>
<b>A.</b>	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
<b>B.</b>	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
<b>C.</b>	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
<b>IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS</b>			
	<b>To the best of your knowledge are there currently any of the following pertaining to the site</b> (please mark the appropriate column opposite the question):	<b>YES</b>	<b>NO</b>
<b>A.</b>	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
<b>B.</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?		
<b>C.</b>	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
<b>X ADDITIONAL COMMENTS AND EXPLANATIONS</b>			
<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/>			

<b>XI SIGNATURES</b>			
<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>	
<b>XII OFFICIAL USE</b>			
<b>Local Government Authority</b>			
<p><b>Reason for submission</b> <i>(Please check one or more of the following)</i></p>			<p><b>Soil removal</b> <input type="checkbox"/></p>
<p> <input type="checkbox"/> Subdivision application   <input type="checkbox"/> Zoning application   <input type="checkbox"/> Development permit   <input type="checkbox"/> Variance permit   <input type="checkbox"/> Demolition permit </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>
<b>Director of Waste Management</b>			
<p><b>Reason for submission</b> <i>(Please check one or more of the following)</i></p>			
<p> <input type="checkbox"/> Under Order   <input type="checkbox"/> Site decommissioning   <input type="checkbox"/> Foreclosure </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><b>YES NO</b></p>	<p>Decision date:</p>
<b>Site Registrar</b>			
<p>Date received:</p>	<p><u>Entered onto Site Registry by:</u></p>	<p>SITE ID #:</p>	<p>Entry date:</p>