



City of Richmond

Development Application

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact: 604-276-4017 Fax: 604-276-4052

Please submit this completed form to the Zoning counter located at City Hall. **All materials submitted to the City with a *Development Application* become public property, and therefore, available for public inquiry.**

Please refer to the attached requirements for details on the non-refundable application fees and application attachments.

Type of Application: _____

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

_____ Postal Code _____

Tel. No.: _____ Business _____ Residence _____

_____ E-mail _____ Fax _____

Property Owner(s) Signature(s): _____

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete



The following items must be submitted depending on the type of *Development Application*:

All Applications (Except Servicing Agreements):

- Letter outlining the proposal in full along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.

Development Variance Permit Applications:

- Architectural and Landscape drawings – 8 full size sets plus 1 set of reduced 11” x 17” plans.
- Completed *Site Profile* (separate attachment).
- \$1,530.00 non-refundable application fee.

Agricultural Land Reserve Applications:

- Appropriate Land Reserve Commission applications and attachments.
- A site plan showing a generalized layout of the existing and proposed uses. Where a portion of a parcel is the subject of the application (i.e. subdivision / non-farm use or exclusion), a plan showing the precise dimensions with distances and bearings is also required.
- \$600.00 non-refundable application fee for subdivision or non-farm use applications.
- \$600.00 non-refundable application fee for exclusion applications.

Official Community Plan Amendments (Text and/or Map Without Rezoning Application):

- \$3,060.00 non-refundable application fee.

Note: Where an Official Community Plan Amendment must be submitted to a second or subsequent Public Hearing because of a failure by the applicant to comply with a requirement of the City of Richmond or because of other actions on the part of the applicant, an additional fee of \$765.00 is required to be paid by the applicant for the second and each subsequent Public Hearing.

Temporary Commercial or Industrial Use Permits:

- A site plan showing the generalized layout of the proposed use. Where a portion of a parcel is the subject of the application, a plan showing the precise dimensions with distances and bearings is also required.
- Completed *Site Profile* (separate attachment).
- \$2,040.00 non-refundable application fee.

Note: There is an additional fee of \$1,020.00 for a request to renew an existing Temporary Commercial or Industrial Use Permit that has already been issued.

Land Use Contract Amendments:

- Completed *Site Profile* (separate attachment).
- \$2,040.00 non-refundable application fee.

Road Closure or Road Exchange:

- \$765.00 non-refundable application fee and \$105.00 for the second and each additional parcel created.

Consolidations:

- \$100.00 non-refundable application fee.

Air Space Subdivisions:

- 6 copies of proposed air space subdivision plans.
- \$2,040.00 non-refundable application fee and \$125.00 for each air space parcel created.

Strata Title Conversions – 2 Residential Units (Duplex):

- Proof that the existing building is used as a two-family dwelling only (not a fourplex); eg. sworn affidavit, building plans or two-family dwelling covenant.
- \$2,040.00 non-refundable application fee.

Strata Title Conversions – 3 or More Residential Units:

- The written proposals by the owner/developer for the accommodation or relocation of tenants.
- A written report in an acceptable form from a registered architect, engineer, or any other qualified person, that the building is of a reasonable quality for its age, including reference to the state of repair, general workmanship and measure of compliance with relevant City Bylaws. All applications for strata title or cooperative conversion will be expected to comply with all City Bylaws and servicing standards/requirements.
- Any proposals for open space, landscaping, common facilities, off-street parking, and loading spaces.
- An analysis of the impact a proposed conversion will have on the stock of rental housing in Richmond, whether the rental vacancy rates are low (under 2%) and if the number of affected units is significant (a dozen or more).
- \$3,060.00 non-refundable application fee.

Note: The written views of the affected tenants, both in favour and not in favour, will be obtained by a formal canvas by the City staff or agents of the City. A standard form available from the City's Urban Development Division may be used to solicit tenant views.

Strata Title Conversions – 3 or More Commercial / Industrial Units:

- A written report (prepared by a registered architect, engineer, or similarly qualified professional) detailing:
 - The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land, and the servicing standards appropriate to the site.
 - The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate in comparable and suitable rental premises if unable to purchase their existing units.
 - Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
 - Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
- \$3,060.00 non-refundable application fee.

Note: The views of the affected tenants will be obtained by a formal canvas by City staff or agents of the City. A standard form available from the City's Urban Development Division may be used for this purpose.

Phased Strata Title Development:

- Written confirmation that each phase of a strata project is consistent with the City's Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setbacks and parking requirements.
- A plan drawn to scale indicating the location of all proposed access points, internal roadways and parking areas. Where access points, internal roadways or parking areas are proposed to serve more than one phase of the strata project, reciprocal access and parking easements/covenants will be required.
- A description of any common facilities to be included in any phase of the strata project and a plan indicating their location. The applicant shall state whether he intends to provide security for the provision of these facilities and shall provide substantiating documents in this regard.
- A design drawing indicating the location of all utilities (i.e. water, sanitary sewer, storm sewer, electric power, telephone, cable TV, and natural gas) intended to service each proposed phase of the strata project. Each phase of the strata project should be configured to allow for utility servicing from public roads or rights-of-way.
- A copy of the disclosure statement that will be submitted to the Superintendent of Real Estate must be included with an application for Form P approval.
- \$510.00 non-refundable application fee.

Note: Applicants are encouraged to prepare and submit the above-noted material for review prior to preparing plans and documents for final approval (i.e. phased strata mylar drawings; Form P or Amended Form P documents).

Servicing Agreements:

- \$1,020.00 non-refundable processing fee (which may be credited toward the 4% inspection fee if the inspection fee exceeds \$2,000.00).
- Two sets of total design plans (including any applicable key plan).

Additional Information

Each applicant should review the following information brochures and policies to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire Development Application process:

- *Strata Title Conversion Applications – Residential Policy*
- *Strata Title Conversion Applications – Commercial and Industrial Policy*
- *Development Variance Permit Application Sign Information*
- *Acceptable Letters of Credit*
- *Notice to Applicant: Offsite Requirements for Works and Services*
- *Development Cost Charges Bylaw*
- *Insurance Coverage Requirements*
- *Tree Protection Bylaw*



Richmond Zoning Bylaw 8500 requires a *Development Application* (except Servicing Agreements) to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Division prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. If you have any questions or would like to know who to contact in the Development Applications Division, please call the Development Coordinator at 604-276-4164.

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			
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			
Reason for submission <i>(Please check one or more of the following)</i>			Soil removal <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 <input type="checkbox"/>			
Date received:	<u>Local Government contact :</u> Name _____ Agency _____ Address _____ _____ Telephone _____ Fax _____	Date submitted to Site Registrar:	Date forwarded to Director of Waste Management:
Director of Waste Management			
Reason for submission <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>			
Date received:	<u>Assessed by:</u> Name _____ Region _____ Telephone _____ Fax _____ If site profile entered, SITE ID # _____	Investigation Required? YES NO	Decision date:
Site Registrar			
Date received:	<u>Entered onto Site Registry by:</u>	SITE ID #:	Entry date:

Environmental Management Act**Contaminated Sites Regulation**

[includes amendments up to B.C. Reg. 343/2008, January 1, 2009]

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	Chemical industries and activities <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	Electrical equipment and activities <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

	<ol style="list-style-type: none"> 4. electrical transmission or distribution substations 5. electronic equipment manufacturing 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

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**Transportation industries, operations and related activities**

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**Waste disposal and recycling operations and activities**

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

	<ol style="list-style-type: none">22. street or yard snow removal dumping23. waste oil reprocessing, recycling or bulk storage24. 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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