

## 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) _____	2) _____
Name _____	Name _____
Mailing Address _____	Mailing Address _____
Town / Province _____	Town / Province _____
Postal Code _____	Postal Code _____
Telephone/ Cell _____	Telephone/ Cell _____
Fax _____	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:

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

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".

# Letter of Authorization

for Representative / Agent

Date: \_\_\_\_\_

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

Personal information collected on this form is collected for the purposes of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, Regional District of Nanaimo Bylaws and pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act*.

# Property Declaration Form

for Riparian Areas, Nesting Trees,  
Coastal Floodplain, and Site Profiles

Civic Address:	9 Digit PID:
Legal Description:	

## **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 & Climate Change Strategy.

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.

## **Coastal Floodplain**

I (we) acknowledge that a building located in a marine coastal area may be subject to flooding as a result of high tides, storm surges and wave effects.

I (we) declare that we are familiar with the property and area, and have inspected the property and immediate area for the existence of the marine coast.

I (we) declare that (***please check the one that applies***):

- ☐ the property is located more than 100 metres from the marine coast; or
- ☐ the property is located less than 100 metres from the marine coast.

### **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/](http://www.cmnmaps.ca/WITS/) and [www.cmnmaps.ca/GBHE/](http://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 for the existence of eagle or heron nests prior to completing this form. I (we) declare that (***please check the one that applies***):

- ☐ there are no eagle or heron nesting trees on or within 100 metres of the subject property;
- ☐ there is an eagle or heron nesting tree on or within 100 metres of the subject property.

### **Site Profile** - section to be completed for demolition, subdivision, rezoning, development or development variance permit

I (we) acknowledge that when an application is made to the RDN, Section 40(1) of the *Environmental Management Act* requires that a Site Profile be completed when the applicant knows, or reasonably should know, that the land is being used or has been used for industrial or commercial purposes of the type listed in Schedule 2 of the *Contaminated Sites Regulation*, unless otherwise exempt under the Regulation. Please find the list of Schedule 2 activities and Site Disclosure Statement on the Government of BC website at [www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification](http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification). Please contact the RDN Planning Department if any of the activities listed in Schedule 2 apply to the subject property.

I (we) declare that (***please check the one that applies***):

- ☐ I (we) have read the *Contaminated Sites Regulation* Schedule 2 document, and determined that the subject property has been used for purposes listed in Schedule 2, and filled out the Site Disclosure Statement; or
- ☐ I (we) have read the *Contaminated Sites Regulation* Schedule 2 document and am (are) not required to submit a Site Disclosure Statement as to my (our) knowledge, the subject property has not been used for any of the activities listed in Schedule 2; or
- ☐ I (we) have read the *Contaminated Sites Regulation* Schedule 2 document and am (are) exempted from being required to submit a Site Disclosure Statement under Section 4 of the *Contaminated Sites Regulation*. I (we) have provided the following information in support of this exemption: (List information below, use additional pages as required)

**DECLARATION SIGNATURE**

Please provide an additional page with owners' names and signatures if required.

I (we) declare that I (we) have read and filled out the above form.

Owner 1/Agent (Print Name)	(Signature)	(Date)
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Phone:

Email:

Owner 2/Agent (Print Name)	(Signature)	(Date)
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Phone: \_\_\_\_\_

Owner 3/Agent (Print Name)	(Signature)	(Date)
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Phone: \_\_\_\_\_

**OR if the owner is a Corporation or Limited Company:**

\_\_\_\_\_) )  
 \_\_\_\_\_) Corporate Seal  
 (Company Name) )  
 \_\_\_\_\_) (Date)  
 Authorized Signatory

**Witnessed By:**

---

Witness (Print Name)

---

(Signature)

---

(Date)

---

Phone: \_\_\_\_\_

Personal information collected on this form is collected for the purposes of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, Regional District of Nanaimo Bylaws and pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act*.

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b><i>Hydrogeological (groundwater) assessment requirements for rezoning unserviced lands and for development permits</i></b> (Current Planning)	POLICY NO: B 1.21 CROSS REF.:
EFFECTIVE DATE:	February 22, 2011	APPROVED BY: Board
REVISION DATE:	<b>April 23, 2019</b>	PAGE: 1 of 8

### PURPOSE

To identify and standardize the technical information required for rezoning applications to confirm that the potable water needs of a proposed parcel, parcels or use can be met, assess potential impacts on groundwater resources, existing groundwater users, and hydraulically-connected streams., and provide consistency in the review of development proposals.

To identify and standardize the technical information required through development permit area guidelines for hydrogeological assessments and provide consistency in the review of development approvals.

To uphold the policies and objectives in the Official Community Plans (OCP) with regards to water supply in rural areas, and to identify and minimize potential impacts of the proposed development on existing groundwater or surface water users and sensitive ecosystems.

### POLICY

This policy outlines the approaches that will be taken when considering rezoning lands that are unserviced (by community water), and when considering issuance of a development permit where a hydrogeological assessment is required, and outlines details the requirements for the following application types:

- A. Rezoning to facilitate subdivision.
- B. Rezoning to permit multi-family, commercial, institutional or industrial use.
- C. Development permit application where a hydrogeological assessment is required through the development permit area guidelines.

For both types of rezoning and for development permit applications, a preliminary hydrogeological assessment is required. In cases where a desktop review of available data and site visit provide a sufficient level of confidence that the required water needs can be met without adverse impact, in the

opinion of the qualified professional registered with Engineers and Geoscientists of BC (EGBC) with competency in hydrogeology, then a pumping test is not required. If the qualified professional deems it necessary to perform a pumping test to confirm water supply, a well must be drilled (if not already present) on the parcel and tested through the completion of a pumping test to proceed with the assessment.

This assessment is not intended to provide a guarantee that future property owners will have an adequate supply of potable water, but rather to provide a qualified opinion of the likelihood of obtaining an adequate supply of potable water without compromising water resource sustainability, existing water users and hydraulically-connected streams.

#### **A. Rezoning to facilitate subdivision**

Where a parcel 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 with Engineers and Geoscientists of BC (EGBC) with competency in hydrogeology) must be submitted as part of the rezoning application and must be received and reviewed by staff prior to proceeding to the Board for introduction of the associated amendment bylaw.

See flow chart for *rezoning to facilitate subdivision* below in **Figure 1**.

*NOTE: 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 dwelling unit or a change in water use, a preliminary hydrogeological assessment is not required provided the applicant proceeds with the well testing and associated final well report (outlined below) to the satisfaction of the Regional District.*

#### **Preliminary Hydrogeological Assessment Report Requirements**

The preliminary hydrogeological assessment must confirm that in the opinion of the qualified professional:

- i. a minimum year-round potable water supply of
  - a. 3.5 m<sup>3</sup> (3,500 litres) per day can be provided for each new residential parcel being proposed
  - b. Or, for non-residential uses, sufficient supply to support the proposed use can be provided on each new parcel being proposed
- ii. the proposed well(s) are not anticipated to have adverse impacts on groundwater resources, existing groundwater users, and hydraulically-connected streams.

Requirements for the preliminary hydrogeological assessment are outlined in full within a detailed checklist (**Appendix I: RDN Checklist for Hydrogeological Assessment Reports**). The report should address all the items listed in the checklist.

Prior to bylaw adoption, a covenant must be registered on title which will require that the new wells be constructed, tested, and a **final well report (Appendix II: Final Well Report Requirements)** submitted to the RDN prior to final approval of subdivision.



## **B. Rezoning to permit multi-family, commercial, institutional or industrial use**

Where a lot is the subject of a rezoning application to permit multiple residential units, commercial, institutional or industrial use, a **preliminary hydrogeological assessment** completed by a qualified professional (P. Eng or P. Geo registered with Engineers and Geoscientists of BC (EGBC) with competency in hydrogeology) must be submitted as part of the rezoning application. The preliminary assessment report must be received and reviewed by staff prior to proceeding to the Board for introduction of the associated amendment bylaw.

See flow chart for *rezoning to allow a change in use* below in **Figure 2**.

### **Preliminary Hydrogeological Assessment Requirements**

The preliminary assessment report must contain estimated flow requirements for the proposed use and confirm that in the opinion of the qualified professional:

- i. a minimum year-round potable water supply to support the proposed use can be provided on the parcel, and that,
- ii. the proposed well(s) are not anticipated to have adverse impacts on groundwater resources, existing groundwater users, and hydraulically-connected streams.

Requirements for the preliminary hydrogeological assessment are outlined in full within a detailed checklist (**Appendix I: RDN Checklist for Hydrogeological Assessment Reports**). The report should address all the items listed in the checklist.

Prior to bylaw adoption the applicant must receive and demonstrate to the RDN:

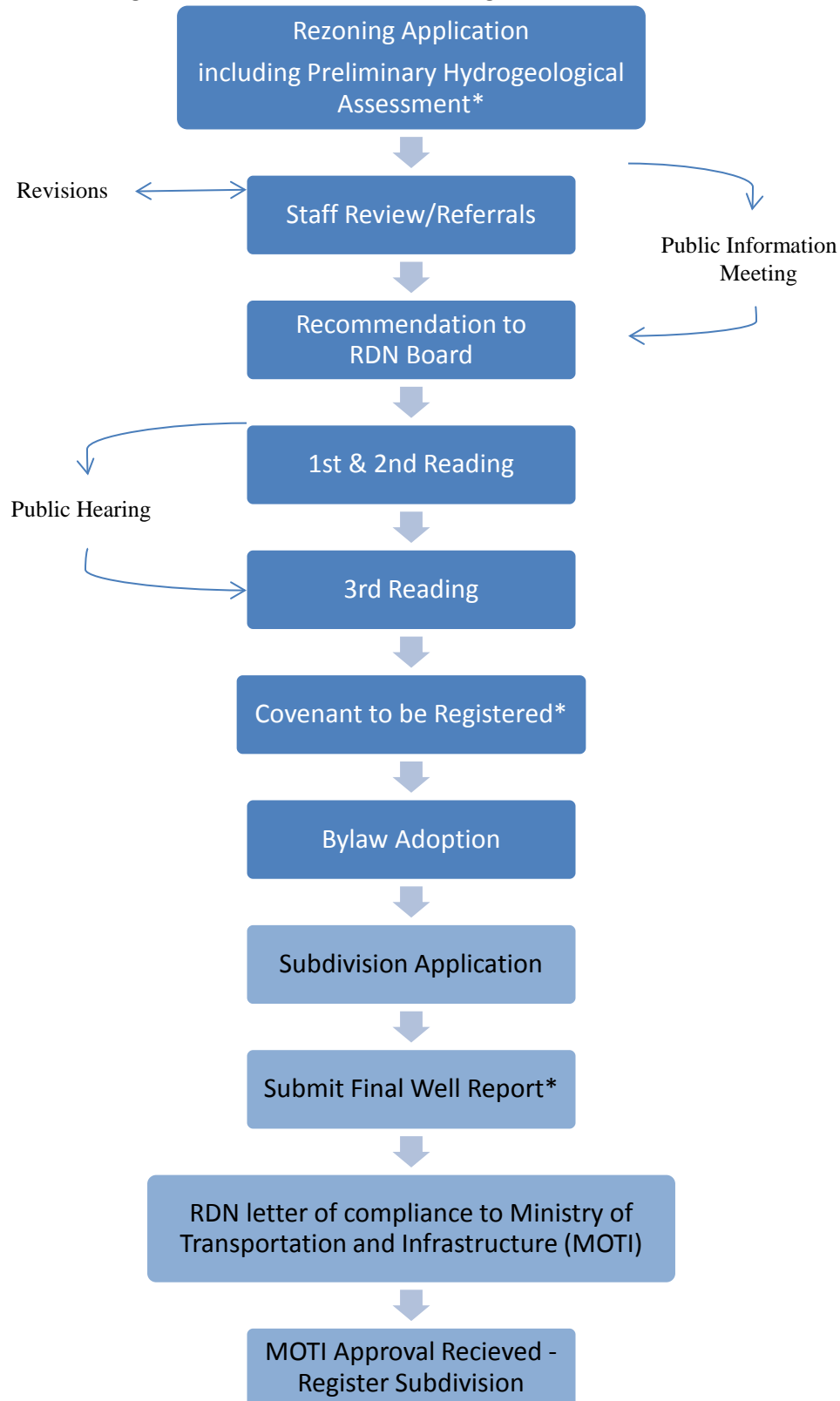
- An approved groundwater license from the Province. This is a requirement of all non-domestic groundwater uses.
- Source approval from the Vancouver Island Health Authority (Island Health), if required. This is required for all drinking water systems other than a single-family home.

These documents fulfill much of what is required for a final well report (Appendix II). The applicant may be asked to provide supplementary information to the groundwater license and source approval as per **Appendix II: Final Well Report Requirements**, if necessary.

## **C. Development permit application where a hydrogeological assessment is required through the development permit area guidelines**

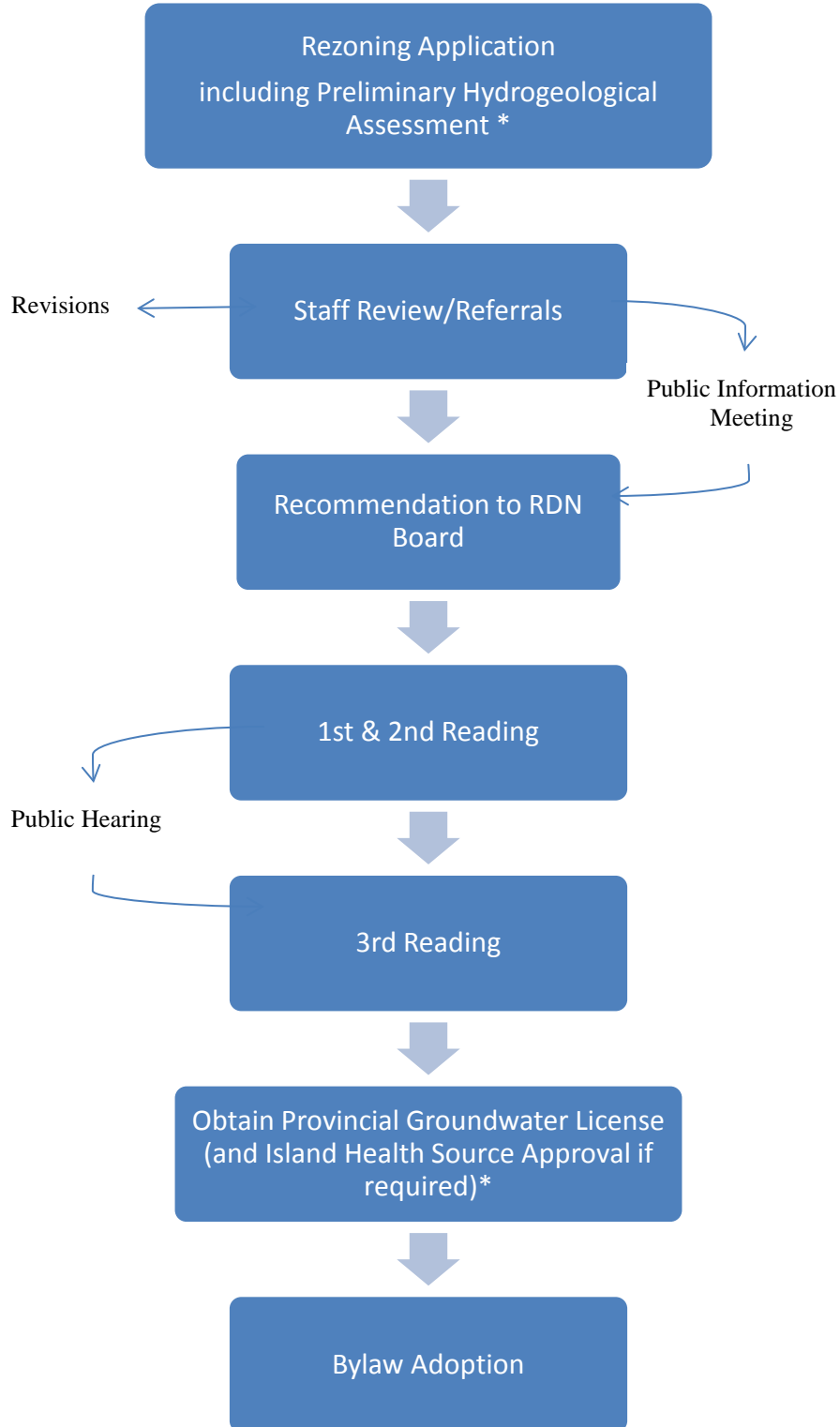
Where a hydrogeological assessment is required for a development permit application, the assessment must address the items listed in **Appendix I: RDN Checklist for Hydrogeological Assessment Reports** in addition to the relevant development permit guidelines.

Figure 1 – Flow Chart for A. Rezoning to Allow Subdivision



\* Denotes key requirement of Board Policy B1.21

Figure 2- Flow Chart for B. Rezoning to Allow a Change in Use



\* Denotes key requirement of Board Policy B1.21

## Appendix I: RDN Checklist for Hydrogeological Assessment Reports

This checklist outlines the elements to be addressed in the preliminary professional hydrogeological assessment reports required for rezoning applications OR for professional hydrogeological assessment reports for development permit applications:

Component	Details / Sources
Site Description	<input type="checkbox"/> Description of the project, site and study area including a description of proposed land use and water use for the site. <input type="checkbox"/> Location map including: <ul style="list-style-type: none"> <li>o topography</li> <li>o aquifer boundaries where mapped</li> <li>o locations of current and proposed wells (production and monitoring) on the site and adjacent properties</li> <li>o location of existing licensed water users (groundwater and surface water) within at least 300 m radius of the property.</li> <li>o locations of watercourses and sensitive environmental features</li> <li>o surrounding land uses</li> </ul>
Local Hydrogeology	<input type="checkbox"/> Description of local geology – bedrock and/or surficial (GSC /NRCAN). <input type="checkbox"/> Summary of data on neighbouring wells diverting groundwater (GWELLS or iMapBC). <input type="checkbox"/> Description of the aquifer including storativity, transmissivity, hydraulic conductivity (Provincial aquifer classification database, well records, ECOCAT, RDN Water Budget Study, other local reports). <input type="checkbox"/> Description of local groundwater regime and its seasonal variations (e.g. measured water level fluctuations from existing observation wells or other monitored wells nearby, if applicable.) <input type="checkbox"/> Hydrogeological maps and cross sections illustrating groundwater flow and surface water interaction, if available.
Hydrologic Setting	<input type="checkbox"/> Description of the local area's climate and a summary of relevant available climate data. <input type="checkbox"/> Description of nearby lakes, streams, springs, wetlands in the area. <input type="checkbox"/> Description of surface water flux (i.e. streamflow data, lake level data) in correlation to precipitation data and groundwater level fluctuations.
Hydraulic Connectivity	<input type="checkbox"/> Description of known or potential hydraulic connections to surface water bodies and under what conditions might pumping be likely to impact the quantity of water in those surface water bodies.
Assessment of Adequacy of Supply	<input type="checkbox"/> For multi-family, commercial, institutional or industrial: provide demand estimates (flow requirements) for the proposed use. <input type="checkbox"/> Confirmation that a minimum year-round potable water supply of 3.5 m <sup>3</sup> (3,500 litres) per day can be provided for each new parcel (A) or the proposed use (B). <input type="checkbox"/> Use publicly available data and/or referenced literature values to support estimates.
<b>[Only applies to Rezoning]</b>  <b>Discretionary:</b>	<input type="checkbox"/> <i>If deemed necessary by Professional, considering aquifer stress level and characteristics, provide pumping test results and interpretation. Must follow BC Pumping Test Guidelines and BC Water Sustainability Act and Regulations for time of year, duration, methodology etc.</i>
Assessment of Quality of Supply	<input type="checkbox"/> Describe known water quality concerns in the regional and local area. <input type="checkbox"/> Include well water test results if applicable; confirm the water quality meets the Canadian Drinking Water Guidelines. <input type="checkbox"/> Recommendations for water treatment if applicable.
Assessment of Potential Impacts	<input type="checkbox"/> Confirm that the proposed well(s) and associated pumping will not adversely impact groundwater resources, existing groundwater users and hydraulically connected streams. <input type="checkbox"/> Use aquifer parameters obtained from pumping tests conducted on site or in the immediate area or from other referenced information, if available. <input type="checkbox"/> Address the risk of sea water intrusion, if applicable.
Conclusions and Recommendations	<input type="checkbox"/> Provide recommendations; monitoring and/or management approaches to mitigate aquifer impacts. <input type="checkbox"/> Consider innovative options– i.e. rainwater harvesting, stormwater infiltration, efficient landscaping etc.

## APPENDIX II: Final Well Report Requirements

The intent of the final well report for **A. Rezoning to facilitate subdivision** is to confirm, once the well(s) is/are installed, that there is a well for each proposed parcel that can provide adequate water and meets current Groundwater Protection regulations. The report must be completed, dated, signed and sealed 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 identification 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 a pumping test has been completed by a registered well driller, registered pump installer or person working under the direct supervision of the well driller, pump installer or professional with competency in hydrogeology, in accordance with the protocols outlined in the [BC Guide to Conducting Well Pumping Tests](#).
- the pumping test 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 pumping test must be conducted only during the months of July through October (lowest water table). [Note: if a pumping test was completed on a new well that will service the re-zoned parcel as part of the Preliminary Hydrogeological Assessment it is considered valid for the final well report within 3 years.]
- test results (i.e. chemical analyses from a certified laboratory) of the well water quality as analyzed against the Guidelines for Canadian Drinking Water Quality. The analysis should have been completed within 6 months of the date of the report. The report must also identify where parameters do not meet the Guidelines for Canadian Drinking Water Quality and the qualified professional shall provide recommendations for appropriate mitigation / treatment to achieve a potable quality;
- confirmation that the well meets the current minimum well standards as outlined in the Groundwater Protection Regulation under the *BC Water Sustainability Act*, in particular:
  - 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, above the 200 year flood level and the ground around the well head is sloped away from the well casing.
  - a surface seal is installed to prevent surface contaminants from entering the well from outside the casing.

## **Provincial Resources**

[Links Page – Groundwater Science and Data](#)

[GWELLS - Groundwater Wells Search](#)

[BC Water Resources Atlas](#)

[ECO CAT - Ecological Reports Catalogue](#)

[Guide To Using BC Aquifer Classification Maps](#)

[Guide To Conducting Well Pumping Tests](#)

[Determining Likelihood Of Hydraulic Connection](#)

[Modelling Tools For Estimating Effects Of Groundwater Pumping On Surface Waters](#)

[BC Observation Well Network Interactive Map](#)

[Environmental Reporting - Trends in Groundwater Levels in BC](#)

[Real-time Water Data Reporting](#)

## **Regional Resources**

[RDN Phase 1 Water Budget Study](#)

[RDN GIS ... Select: Water Map](#)

[DWWP Reports Inventory](#) ...includes State of our Aquifers Reports

[RDN Well Protection Upgrade Rebate](#)