

The Process for Subdividing Land In the Village of McBride, B.C.

SUBDIVISIONS:

Subdivisions are defined as the division of land into two or more parcels. The term "subdivision" also includes strata subdivisions and adjustments of a lot line between two or more properties. Consolidation of properties may not be included in the term "subdivision" depending on the circumstances.

WHY DOES SUBDIVISION NEED APPROVAL:

The *Land Title Act* of British Columbia requires that all subdivisions be approved by the Approving Officer. As well, the Village of McBride has an Official Community Plan, a Zoning Bylaw, and a Subdivision Servicing Bylaw, all of which govern subdivision within the community. The Approving Officer may not approve a subdivision if the proposal does not meet the requirements of the Village Bylaws.

Before making an Application to Subdivide

It is strongly recommended that, if you want to subdivide, you meet with Village Staff and the Approving Officer before making an application to subdivide. Often the subject properties will require a change in zoning before subdivision may be approved. Changes in Zoning and the Official Community Plan take some time, and because there is no guarantee that zoning changes will be approved, it is prudent to deal with the land use regulations before making a subdivision application. Remember, it is the property owner's responsibility to make what applications are needed to achieve the subdivision.

How to make an Application for Subdivision

You make your application at the Village Office. Along with a completed application form, you will need:

- a preliminary plan of your subdivision, drawn to scale, showing the subdivision layout, with dimensions and areas of all existing and proposed parcels.
- a current copy of a State of Title certificate for the parent parcel, and copies of any registered rights of way, easements, or restrictive covenants.
- a completed Site Profile
- required application fee

What happens next

The Approving Officer will review your application, and perhaps contact you for further information. He will then refer the application to various other agencies for their comments. In McBride, these other agencies usually include, but are not limited to, the Village of McBride Public Works Department, McBride Fire Department, Ministry of Transportation and Infrastructure, Telus, B.C. Hydro, and CNR.

This process usually takes about 4 weeks from the time the application is made. The Approving Officer may contact you for further information based on what has been received from the referral agencies. In short order the Approving Officer will then send to you a letter giving “**Preliminary Layout Approval**” or “**Preliminary Layout not Approved**”. These letters will list what has to be done in order to achieve final approval of your subdivision.

Preliminary Layout Approval

When the Approving Officer grants Preliminary Layout Approval (PLA), there are only a few things needed to be done by the applicant to finalize the subdivision. When you receive your Preliminary Layout Approval, it is reasonable to engage the services of a BC Land Surveyor (BCLS) to survey and post your proposed subdivision. The surveyor will prepare the final subdivision plan. When you have done all the things that are listed in the Preliminary Layout Approval, you, your surveyor, or your solicitor will submit the final plan to the Approving Officer.

Preliminary Layout not Approved

When the Approving Officers says in his letter to you that Preliminary Layout is not Approved, it is usually because the subject property is not appropriately zoned for the proposal, or when underground works and services or road works are still to be constructed. Due to the seasonal nature of construction in the McBride area, it may be some time before underground works can be installed. Zoning applications can take some time, and due to the nature of the process, there is no guarantee that making an application for a change in zoning will mean the zoning gets approved.

Once the zoning is approved, or the underground works and services or road works are completed to the satisfaction of the Village, the Approving Officer may issue a Preliminary Layout Approval, listing the rest of the items required to be done before submitting the plans for Final Approval.

Final Approval of Subdivision

Submission of the survey plans to the Village starts the Final Approval process. The Approving Officer has two months to finalize his part in this process. The Approving Officer will review the Preliminary Layout Approval to ensure all issues have been dealt with. In very rare cases, there may be some additional requirements as a result of information revealed during the construction of subdivision services.

Payment for service connections and parkland are due at this time. All taxes in arrears must be paid at this time. If there are any securities or bonds required as part of the subdivision, they must be established and submitted at this time. Any final reports or other agency requirements must be completed. Final processing will not be complete until all required information is submitted and evaluated.

On successful completion of final processing, the legal plans and documents will be signed by the Approving Officer. Most plans now are created and submitted electronically by the surveyor, so the plans and documents will be returned either to the surveyor, the applicant, or the applicant's solicitor depending on the direction of the applicant. The solicitor will submit the plans to the Land Title office for registration. When the Land Title Office creates the new titles for the new lots, the applicant has now completed his subdivision.

Costs Associated with Subdivision

Applicants should be aware right from the beginning that there are a number of costs that they as applicants must pay.

Subdivision Application Fee:

Engineering Design Costs:

Because McBride as a community is mostly fully serviced with water and sanitary sewer, and in some areas, with storm sewer, and paved roads and sidewalks, all new subdivisions must meet the requirements of the Subdivision Servicing Bylaw. This means that any works and services associated with the subdivision must be designed by a civil engineer licenced to practice in British Columbia, and submitted to the Village requesting that the drawings be "Issued for Construction". Until such time as the drawings are approved for construction, they have not received the official go-ahead from the Village.

Geotechnical reports or other specific expert assistance:

Depending on the location and nature of the proposed subdivision, there may be a need for professional expertise and the Approving Officer will require reports from agencies hired by the applicant to assess an issue which may impact the subdivision proposal. An example would be a proposed subdivision in an area of unstable land, where an Approving Officer will require a geotechnical engineer to provide information on whether the land is suitable for subdivision and future use.

Construction costs:

The costs to construct underground works and services, roads, sidewalks, and paving associated with the subdivision, are all the responsibility of the applicant. The Village will work with the applicant to make it as easy as possible, but it must be very clear that the costs for subdivision works are the applicants' responsibility.

Engineering Supervision costs:

Ultimately, the Village will take over the works and services that you as the applicant have installed. In order for the Village to have certainty that the works installed are done properly, and are where they are supposed to be, your engineer must supervise the construction, leak testing and disinfection of water lines, and certify the "as-built" drawings indicating the works were installed in accordance with good engineering practice and to the requirements of the Village Subdivision Servicing Bylaw.

Water and Sewer hook up fees

Legal Surveys:

The applicant must hire a BC Land Surveyor (BCLS), to survey the proposed lots and put in the required survey posts and monuments. Any easements or rights of way will also be surveyed at this time. The Surveyor will prepare a legal survey plan which ultimately the Approving Officer will sign off on.

Money-in-lieu of parkland:

If money-in-lieu of parkland is required as part of your subdivision proposal, you will need to pay an amount equal to 5% of the value of the land being subdivided. This requirement only comes into play if 3 or more lots less than 5 acres are being created.

Registration costs:

The costs of registration of the subdivision and final approval must be borne by the applicant. When the plans are submitted to the Village for final approval, a lot examination fee must be paid

The approved plans and documents must be filed in the Land Title Office in order for titles for the new lots to be created. You may have a Notary Public or Solicitor involved at this stage, and at the applicants cost. There may be easement or right-of-way documents to register as well, and these documents may require some legal assistance to create. For strata subdivisions, there may be an earlier need to discuss strata matters with a Solicitor.

A couple of other things:

Access to Water:

If your subdivision borders on a lake or the river, the Approving Officer may require you as the subdivider, to provide public access to the water's edge. This is a provincial requirement, not one from the Village. The access may not have to be improved, but it must be public, and could require some of your land to be made into public road or right of way.

Access to Lands Beyond:

Again another provincial requirement. If the land that you are subdividing borders on land that has no current public access, you will be required to provide a right of way to the land locked parcel as part of your subdivision. Like the water access, you will not necessarily have to construct the access, but you will have to dedicate the right of way.

**Village of McBride**

100 Robson Centre - 855 SW Frontage Road
PO Box 519, McBride, B.C. V0J 2E0
Phone: 250-569-2229 Fax: 250-569-3276

Application for Subdivision

Date of Application:**File Number:**

This form is to be completed in full, wherever applicable, by the registered owners of the land, or by an authorized agent acting on their behalf.

Legal Description and Area of Land to be Subdivided:

Total Area: _____**Applicant Information:****Agent/Applicant's Name(s):**

Mailing Address:

City:

Postal Code:

Contact Phone:

Fax:

Email:

Registered Owner's Name(s) (if different than Applicant): _____
(as appearing on title search)

Mailing Address:

City:

Postal Code:

Contact Phone:

Fax:

Email:

Base Fee Schedule:

Base Application Fee for fee simple, bare land strata, phased strata and strata conversion \$ 500.00

+ Processing Fee for each additional lot: _____ Lots @ \$75.00/lot \$ _____

Approving Officer Examination Fee – as per Land Title Act \$ 50.00

Total Application Fee: \$ _____

PLEASE ATTACH:TWO (2) copies of the proposed plan of subdivisionONE (1) Title Search Print

Completed Site Profile

Location and zoning of land to be subdivided:

- a) Is the land situated within 1.0 km of the right-of-way of a Controlled Access Highway (major Highway)? ☐ Yes ☐ No
- b) Is the land situated within 15 metres of a river, stream, watercourse, lake or other permanent body of water, a canal or drainage ditch? ☐ Yes ☐ No
- c) Official Community Plan designation is: _____
- d) Zoning _____ Is rezoning required? ☐ Yes ☐ No

Existing and proposed use of land to be subdivided:

- a) Existing Use: _____
- b) Proposed Use: _____
- c) Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or removed:

Registered Owner:

I/We have attached the true and correct required documentation along with the required application fee and hereby agree to submit further information deemed necessary for processing this application.



Signature of Applicant

Date

Owner Authorization for Agent/Application:

I/We, _____
FULL NAME(S) OF REGISTERED OWNER(S) AS SHOWN ON THE TITLE TO THE LANDS

Do Hereby Appoint and Authorize:

Name of Agent

Address of Agent

To act as my/our agent in regard to this application

Signed this _____ *day of* _____, 20____

☒ *Registered Owner(s) Signatures* _____

Schedule G

Fees and Charges

The following fees, where applicable, shall be paid by cash or certified cheque.

1. Subdivision Applications:

- | | |
|--|----------|
| a) <u>Base fee</u> – For Fee Simple, Bare Land Strata, and Phased Strata subdivision and for Strata Conversion | \$500.00 |
| b) <u>Processing fee</u> for each additional lot resulting from subdivision for Fee Simple, Bare Land Strata and Phased Strata subdivision and for Strata Conversion | \$75.00 |
| c) <u>Approving Officer Examination Fee</u> – as per Land Title Act | \$50.00 |

2. Subdivision Inspection Administration Fee:

The subdivision inspection administration fee provides for the cost to the Village of McBride of:

- a) onsite inspections required during construction of the works and services installed by the Owner;
- b) retaining outside engineering or other expertise, as required, during construction;
- c) responding to technical inquiries during construction
- d) witnessing watermain and sewer testing performed by the Owner's Consulting Engineer, and;
- e) performing final inspections.

The fee will be phased in over a three year period as follows:

Fee-simple and bare land strata subdivisions approved during the following periods:

prior to June 1, 2011	0% of construction value
June 1, 2011 to May 31, 2012	1% of construction value
June 1, 2012 to May 31, 2013	1.5% of construction value
June 1, 2013 and beyond	2.0% of construction value

3. Village Water or Sewer Connection Applications:

Processing fee, per application, for a water, sanitary sewer or	\$75.00
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Village of McBride
Subdivision and Development Servicing Bylaw No. 704, 2010

storm sewer service connection. One application may include one, two or all three types of service connections. Payable at the time of application for connection to a Village of McBride water, sanitary sewer or storm sewer, or, at the time of building permit issuance.

4. Inspection Administration Fee for Offsite Works and Services

The inspection administration fee for offsite works and services provides for the cost to the Village of McBride of:

- a) inspections required during construction of offsite works and services installed for the development;
- b) retaining outside engineering or other expertise, as required, during construction;
- c) responding to technical inquiries during construction;
- d) witnessing or performing any watermain and sewer testing, and;
- e) performing final inspections.

The fee will be phased in over a three-year period as follows:

Build Permits for developments issued during the following periods:

prior to June 1, 2011	0% of construction value
June 1, 2011 to May 31, 2012	1% of construction value
June 1, 2012 to May 31, 2013	1.5% of construction value
June 1, 2013 and Beyond	2.0% of construction value

5. Street Signs

Fee, per sign, for the fabrication and installation, by the Village of McBride, of street signs required for a subdivision or a development, including regulatory signs and street name signs. Payable at the time the subdivision receives final approval or at the time of building permit issuance. \$200.00

6. Latecomer Agreement

Processing fee for the preparation of a latecomer agreement for the calculation of latecomer charges on benefiting properties for excess and extended services provided by the Applicant of a \$250.00

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subdivision or development. Processing fee is payable at the time of subdivision approval or building permit issuance.

7. Works and Services Agreement

Processing fee for the preparation of a works and services agreement. Payable at the time of subdivision approval or building permit. \$250.00

8. Development Works Agreement

Processing fee for the preparation of a development works agreement and bylaw. Payable at the time an application is made for a development works agreement. \$2000.00



ADMINISTRATIVE GUIDANCE ON CONTAMINATED SITES

Version 4 June 2010

Completing and Submitting Site Profiles

Provisions for contaminated sites in the *Environmental Management Act* (the Act) and Contaminated Sites Regulation create a system to screen for potentially contaminated sites using site profiles. This document provides answers to common questions about completing and submitting site profiles.

What are site profiles?

Site profiles are forms that require information about the past and present uses of a site, as well as basic land descriptions. The site profile form is provided in Schedule 1 of the Regulation. The ministry has also prepared a user friendly site profile form available on our Land Remediation Section web site under "Forms". *Please use this version if you are submitting a site profile.*

When do I need to complete a site profile?

There must be a legal trigger in the Act or Regulation for a site profile to be completed and submitted. Site profiles submitted to the ministry for other reasons are not legally considered site profiles, and are not subject to the usual site profile processing requirements. Figure 1 and the three-step procedure described below will help you decide when you would be required to submit a site profile for a site.

Step 1. Establish if a specific type of application is being made or activity is being proposed

If any of the following items specified in the Regulation are involved, you will have to complete a site profile (unless you are otherwise exempted):

1. You are applying for
 - subdivision,
 - zoning,
 - development or development variance,
 - soil removal, or
 - demolition.
2. You are decommissioning a site.

Please note that "decommission a site" means the removal, destruction or treatment of soil, process equipment or buildings, including the removal of storage tanks, in a manner designed to stop or reduce a significant portion of the operations at a site or to significantly change the use of the site.
3. You are taking over a property as a trustee, receiver or liquidator.
4. You are selling property that has, or has had, a Schedule 2 activity on it.

If you answer "yes" to any of the above, then you may have to complete a site profile.

Step 2. Determine if any of the activities listed in Schedule 2 have previously occurred on the site

If you determine that none of the activities listed in Schedule 2 of the Regulation has occurred, then you don't have to complete a site profile – unless you are ordered to do so by a Director of Waste Management, or a local government asks you to complete parts of a profile for their own records.

Step 3. Decide if any exemptions apply

You are exempted from the duty to submit a site profile if any of the following applies:

- The Site Registry already contains a site profile that accurately reflects your current knowledge of the site.
- Your demolition permit application does not involve site decommissioning, or disturbance or excavation of soil beyond what is incidental to the demolition.
- The site is already under an official site investigation order from the ministry.
- Your development or variance permit application does not involve soil excavation.
- The local government or approving authority to which the site profile would be submitted has "opted out" by notifying the Minister that it does not wish to receive site profiles.
- Your demolition permit application relates to *temporary* camps or facilities associated with construction of rights-of-way for exploration or development of petroleum, natural gas, mineral, or geothermal energy resources.
- The entire site already has an Approval in Principle or a Certificate of Compliance from the ministry and no new contamination has been created since one was issued.
- A letter from the ministry confirms that the site was cleaned up before April 1, 1997, and the cleanup is still consistent with the proposed land or water use.

- The site has already been issued a Determination of Contaminated Site by the ministry, and there has been no new or additional contamination of the site.
- The site is part of an official "wide area remediation plan" and the site profile would have been required because of the contamination that the wide area remediation plan addresses.
- For property sales: The purchaser states in writing that he or she does not require a site profile; or, at the time of sale, the property is used primarily for residential purposes, or has always been zoned as residential.

If any one of the previous statements applies to your site, you will not be required to complete a site profile. *Be prepared to provide proof.*

Exceptions to the exemptions

Note: None of the above exemptions applies if you are taking possession or control of a Schedule 2 activity property as a trustee, receiver, or liquidator. In any of these situations, a site profile is always required.

How do I complete a site profile?

For the site profile to be considered satisfactorily completed, you must fill in Sections I, II, and III, answer *all* questions in Sections IV through IX, and sign Section XI. If a site profile is *not* satisfactorily completed, it may result in delays in getting an approval of your application.

Whoever completes a site profile is responsible for the accuracy of the answers. Questions are to be answered to the best of his or her knowledge.

Even when a site profile is not legally required for any other reason, a local government may ask you to complete Sections I, II, III, and XI for

its own records when you are submitting an application. Although these site profiles are not normally sent to the ministry, if it is, the local government will notify you with its reasons before it forwards us the site profile.

Section I – Contact Identification

- “Name of Site Owner” means the person or organization (one or more) that owns the property.
- “Person Completing Site Profile” can be the same as the site owner or someone authorized by the owner to submit the site profile on his or her behalf.
- “Person to Contact Regarding the Site Profile” can be the site owner or the person completing the site profile. If it is not the owner, the “Person to Contact” is responsible for communicating the results of the site profile submission to the site owner.

Section II – Site Identification

Only one site profile should be completed for a site made up of more than one titled or untitled parcel, but individual parcels must be identified.

For all sites the following must be provided:

- The latitude and longitude using the 1983 North American Datum, accurate to 0.5 of a second of the centre of the site; and
- Accurate maps of appropriate scale that show the location and boundaries of the site.

For urban sites:

- In general, most urban sites are legally surveyed, titled, and registered and will have PIDs (Parcel IDentifiers). You can obtain PIDs for your site from your local Land Titles office or BC OnLine’s Land Titles Office System.
- All PIDs must be provided for *each* parcel contained within the site and so must each parcel’s legal description.

For remote sites:

- If the site is untitled Crown land (and therefore has no PID number), then the appropriate PINs (Parcel Identification Numbers) for each parcel, with the appropriate land description, should be supplied *if available*. Contact your local Crown Lands office to get this number.
- If it is available, also supply the Crown Land File Number for the site.

Section III – Commercial and Industrial Purposes or Activities

- Review the industrial and commercial purposes or activities list (Schedule 2 of the Contaminated Sites Regulation).
- Using your best knowledge, decide if one or more of the activities listed have occurred on your site either now or in the past.
- Enter the reference numbers of the activities (e.g., A1, E7) and the related written description (e.g., “adhesives manufacturing or wholesale bulk storage” or “road salt storage facilities”) in the space provided.
- If you can’t identify any listed activities, re-read the section in this document titled “When do I need to complete a site profile?” Likely you are not required to submit one.

Sections IV, V, VI, VII, VIII, and IX

- All questions must be answered to the best of your knowledge.
- Each question must be marked in either the *yes* or *no* column to indicate your answer.

Section X – Additional Comments

- This section allows further opportunity to provide information concerning the site and to put any *yes* answers in context.

Section XI – Signatures

- The “Person Completing the Site Profile” must sign and date this section for the submission to be considered complete.

Section XII – Official Use

- This section is for local government and the ministry to complete.

Who do I submit a site profile to?

Depending on the circumstances, a completed site profile should be submitted to one of the following:

1. An approving officer, along with a subdivision application;
2. A local government, along with an application for zoning, development, or variance permit or a soil removal or demolition permit;
3. For decommissioning a site:
 - a municipality, along with a demolition permit if required, or
 - a Director 10 days prior to dismantling if there are any *yes* answers in Sections IV to IX; or
 - the Site Registrar 10 days prior to dismantling if there are all *no* answers in Sections IV to IX.
4. A prospective purchaser, from the vendor, 30 days before the transfer of ownership or at least before the agreement date. *Note: This site profile does not need to be submitted to a Director.*
5. A Director from a trustee, receiver, or liquidator within 10 days of taking control of a Schedule 2 activity site. *Note: This requirement always applies. No normal site profile exemptions apply to this requirement.*
6. A Director who has ordered that a site profile be prepared.

Contact Information for Site Profile Submissions

Director of Waste Management
Land Remediation Section
Ministry of Environment
Second Floor, 10470 152nd Street
Surrey, BC V3R 0Y3

or

Site Registrar
Land Remediation Section
Ministry of Environment
PO Box 9342 Stn Prov Govt
Victoria, BC V8W 9M1

When is a site profile considered to be “officially submitted”?

Many of the applications to local government or an approving officer need discussion and clarification before proceeding. The site profile is considered “officially received” at the time the application is finalized.

What happens after a site profile submission?

Once a *satisfactorily completed* site profile has been received by a local government or approving officer, they have 15 days to do the following:

- Forward any site profiles to the Director for review if there are any *yes* answers in Sections IV to IX. Otherwise, the site profile is sent to the Site Registrar and the application approval process continues without delay.
- Notify the applicant as to whether or not the site profile has been forwarded to the Director. In such cases, the local government or approving officer must not approve any applications for the site until a release is obtained. See Fact Sheet 37, “Site Profile Freeze and Release Provisions” for more information.

Once a Director receives the site profile from the local government or approving officer, he or she has 15 days to determine if a site investigation is required and to notify the local government or approving officer and the applicant of this decision.

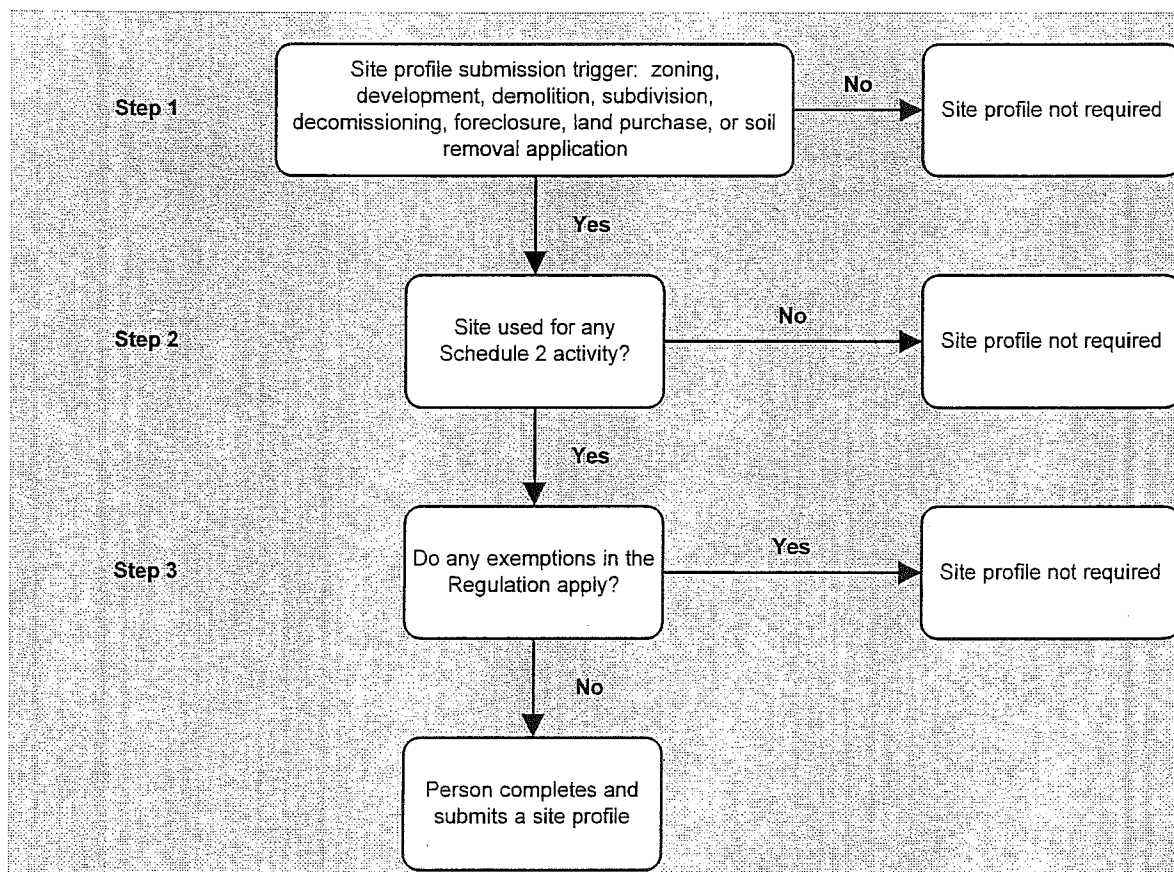
The Director may extend, by an extra 15 days, the time to reach a decision on the need for a site investigation. The applicant must be notified of this first. Thus, the processing time of

applications can differ depending on decisions at both levels of government.

Note: This document does not replace the Environmental Management Act or its regulations. It does not list all provisions relating to site profiles. If there are differences or omissions in this document, the Act and regulations apply.

For information about site profiles, please send a message to siteprofiles@gov.bc.ca or visit the "Site Profiles" key topic on our website.

Figure 1. Process for deciding if a site profile must be submitted



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

Schedule 2
Reference

Description

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

Schedule 2
Reference

Description

_____	_____
_____	_____
_____	_____
_____	_____

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: