

COLUMBIA SHUSWAP REGIONAL DISTRICT

DEVELOPMENT APPROVAL INFORMATION BYLAW NO. 644

THIS CONSOLIDATED BYLAW IS NOT INTENDED TO BE USED FOR LEGAL PURPOSES

CONSOLIDATED FOR CONVENIENCE ONLY WITH:

BYLAW NO 644-1

May 29, 2014

**INFORMATION SHEETS ON THE BYLAWS WHICH WERE CONSOLIDATED
INTO BYLAW NO. 644**

BYLAW NO. 644-1 – Adopted April 17, 2014

Text amendment

- Remove and replace Section 2 of Part II Application of Bylaw
- Remove and replace Section 6 of Part IV Procedure
- Insert a new Section Part VII Schedules

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BYLAW NO. 644

A bylaw to require Development Approval Information

WHEREAS the Columbia Shuswap Regional District (CSRD) has, pursuant to Section 920.1 of the *Local Government Act*, specified in an official community plan areas and circumstances for which development approval information may be required;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

Part I CITATION

1. This Bylaw may be cited for all purposes as “Columbia Shuswap Regional District Development Approval Information Bylaw No. 644”

Part II APPLICATION OF BYLAW

2. The requirements of this Bylaw apply to:
 - (a) applications for zoning amendments to a bylaw of the Columbia Shuswap Regional District enacted under Section 903 of the *Local Government Act*.
 - (b) applications for a development permit; and
 - (c) applications for a temporary use permit,

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where an Official Community Plan has designated an area as a Development Approval Information Area or has specified the circumstances in which development approval information is required, or both.

3. Pursuant to Section 920.1(7) of the *Local Government Act*, requirements of this Bylaw do not apply to any application for an activity or development that is a reviewable project under the Environmental Assessment Act of British Columbia.

PART III DEFINITIONS

4. In this Bylaw:

APPLICANT means the owner(s) or an agent authorized by the owner(s) to apply for a zoning amendment, development permit or temporary industrial or commercial permit, as set out in Section 2 of this Bylaw.

BOARD means the Columbia Shuswap Regional District Board of Directors.

MANAGER means the Manager of Development Services or his or her designate.

PART IV PROCEDURE

5. The Manager of Development Services or his or her designate is the authorized employee under Section 920.1(4) of the *Local Government Act*.

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6. At the request of the Manager, an applicant must provide to the Manager a completed Preliminary Project Impact Assessment, as illustrated in Schedule 'A' and 'C', to furnish preliminary information concerning the activity or development that is subject of the application.
 7. Based on the information provided under Section 6, the Manager:
 - (a) may determine that the development is one to which the development approval information requirements of this Bylaw apply;
 - (b) is authorized to require the applicant to provide, at the applicant's expense, all or part of the information as specified in Part V – Preliminary Project Impact Assessment of this Bylaw and with any applicable provisions of the Official Community Plan; and
 - (c) is authorized to require the applicant to submit the proposal to a public information meeting where the application is considered by the Manager to have a significant impact on the surrounding community and/or region.

PART V PRELIMINARY PROJECT IMPACT ASSESSMENT

8. To the extent that the proposed activity or development can reasonably be expected to have an appreciable impact on any of the following matters, the Manager may require information specific to:
 - (a) affected public infrastructure and community services such as water supply and sewage disposal systems, fire protection systems, solid waste disposal, storm water systems and recycling facilities, or alternatively, if applicable, the on-site means of providing a water supply and means of sewage collection and disposal;
 - (b) groundwater quantity and quality, surface drainage waters generated by the proposed development, and the options for collection, storage and disbursement of such drainage;
 - (c) the natural environment of the area affected such as adjacent aquatic areas, vegetation, soils and erosion, geotechnical characteristics and stability, topographic features, ecosystems and biological diversity, fish and wildlife, fish and wildlife habitat, areas of environmental sensitivity, and any rare or endangered plant or animal species;
 - (d) public facilities and public amenities such as schools, parks, health care services, and access to public waterfront;
 - (e) agricultural reserve lands and uses in the vicinity of the development and the impact these uses and the proposed development may have on each other;
 - (f) transportation patterns such as traffic flow and parking, transportation services and mobility, transportation alternatives such as pedestrian and cycling facilities, trails, greenways, and handicapped accessibility, and road and roadside standards;
 - (g) aesthetic values such as visual character, integration with public areas and with the natural environment, artificial lighting, noise, and odour;
 - (h) cultural heritage resources including resources of historical, archaeological, paleontological or architectural significance whether on land or underwater.
9. In addition to any matter listed in Section 8, the applicant may include in the Preliminary Project Impact Assessment any matter on which the applicant considers information ought to be provided to the Manager, to permit a full understanding of the impact of the proposed activity or development on the community affected.
10. The Manager may require the Preliminary Project Impact Assessment to address any particular information requirements that are identified in or arise from any applicable policy or

guidelines in an Official Community Plan and, in all cases, must address any particular information requirements for such an application in any CSRD bylaw.

11. The Manager may require the Preliminary Project Impact Assessment to contain an evaluation of the potential and likely impacts of the proposed activity or development, including any cumulative effects when combined with other projects, in terms of their significance and the extent to which and how they might be mitigated; making recommendations as to conditions of approval that may be appropriate to ensure that undesirable impacts are minimized or avoided, all in accordance with generally accepted impact assessment methodology.
12. The Preliminary Project Impact Assessment must specify that the impact information will be prepared by a person having appropriate professional expertise, with information specifying the identity, qualification and experience of the person who the applicant proposes to engage to prepare the information.
13. The Manager will indicate to the applicant if:
 - (a) the Preliminary Project Impact Assessment submitted by the applicant is acceptable;
 - (b) the Preliminary Project Impact Assessment submitted by the applicant must include additional information as specified by the Manager;
 - (c) the person or persons proposed by the applicant to prepare the impact information are not acceptable and another person or persons must be proposed;
 - (d) the Preliminary Project Impact Assessment is unacceptable and must be amended and resubmitted by the applicant or appealed to the Board under Part VII; or
 - (e) additional time is required to complete the review of the Preliminary Project Impact Assessment.
14. Upon receipt of notice accepting the Preliminary Project Impact Assessment, the applicant must, at the applicant's expense, prepare the impact information in accordance with the accepted Preliminary Project Impact Assessment and provide it to the Manager.
15. If deemed necessary by the Manager, the applicant must, with respect to every matter within the scope of this bylaw and in accordance with generally accepted surveying and drafting technique and methodology:
 - (a) provide a BCLS certified, properly scaled site plan referenced to the UTM Zone 11 Nad 83 projection system and equivalent to professional drafting quality, in both hard copy and standard GIS and/or CAD digital format, showing the following (wherever applicable) and any additional information which may reasonably be expected to have an appreciable effect:
 - (i) name, address, phone number and e-mail of client and consultant;
 - (ii) legal data including property lines and legal description;
 - (iii) scale, date, north arrow;
 - (iv) dimensions and location of existing and proposed buildings and impermeable surfaces;
 - (v) any easements or rights-of-way;
 - (vii) top of bank and elevation of natural boundary for all watercourses and wetlands;
 - (viii) boundary of any applicable setbacks from watercourses;
 - (ix) outline of any restrictive covenant areas;

- (x) building setbacks as per CSRD Zoning, Floodplain Bylaws;
- (xi) sewage disposal works;
- (xii) contours at 1 metre intervals; and
- (xiii) where applicable, existing trees showing drip-lines (note: the drip-line is the area directly located under the outer circumference of the tree branches) for trees on adjacent properties that extend into the property in question.

- (b) identify relevant baseline information and document the nature of the resource or other matter on which the proposed activity or development may have an impact.

- 16. If the Manager is not satisfied that the impact information provided by the applicant is sufficient to comply with the Preliminary Project Impact Assessment, then the Manager may, to the extent that is reasonable, require the applicant to provide at the applicant's expense, further information to comply with the Preliminary Project Impact Assessment.

PART VI RECONSIDERATION PROCEDURE

- 17. An applicant may request reconsideration by the Board of a requirement or decision of the Manager under this bylaw by completing a Request for Reconsideration Form, as illustrated in Schedule 'B', within 30 days of the date on which the requirement or decision is mailed, faxed, e-mailed or handed to the applicant.
- 18. The Request for Reconsideration Form must be filled out and delivered to the CSRD and must set out the grounds on which the applicant considers the requirement or decision is inappropriate and what, if any, requirement or decision the applicant considers the Manager ought to substitute.
- 19. Upon receipt of the completed Request for Reconsideration Form, the date and time of the meeting at which the reconsideration will occur will be set as the next regular Board meeting, scheduled 10 or more business days from the date on which the request for reconsideration was delivered to the CSRD.
- 20. The applicant's signature on the Request for Reconsideration Form, under Section 18 of this Bylaw, will acknowledge notification of the date and location of the meeting at which the reconsideration will be heard.
- 21. At a regular board meeting, the Board may consider any presentations made by the applicant and may either confirm the requirement or decision or substitute its own requirement or decision.

PART VII SCHEDULES

22. The following schedules attached hereto form part of this bylaw:

- BL644-1 .1 Schedule 'A', Preliminary Project Impact Assessment;
- .2 Schedule 'B', Request for Reconsideration Form; and
- .3 Schedule 'C', FireSmart Assessment."

Preliminary Project Impact Assessment

Rezoning

Development Permit(s)

FILE:

DATE:

Temporary Use Permit

_____/_____/_____
Month/Day/Year

Development Services Department
Columbia Shuswap Regional District
781 Marine Park Drive NE Box 978
Salmon Arm BC V1E 4P1
t. 250.832.8194 / 1.888.248.2773
f. 250.832.3375
w. www.csrld.bc.ca

This preliminary assessment is required to assist the Development Services Department in assessing applications for potential community and site impact. You may be requested to supply more formal and complete information concerning the impact of your proposal before your application can be processed. Generally (but not limited to), applications will be reviewed for their impact on the following:

- (a) affected public infrastructure and community services such as water supply and sewage disposal systems, fire protection systems, solid waste disposal, storm water systems and recycling facilities, or alternatively, if applicable, the on-site means of providing a water supply and means of sewage collection and disposal;
- (b) groundwater quantity and quality, surface drainage waters generated by the proposed development, and the options for collection, storage and disbursement of such drainage;
- (c) the natural environment of the area affected such as adjacent aquatic areas, vegetation, soils and erosion, geotechnical characteristics and stability, topographic features, ecosystems and biological diversity, fish and wildlife, fish and wildlife habitat, areas of environmental sensitivity, and any rare or endangered plant or animal species;
- (d) public facilities and public amenities such as schools, parks, health care services, and access to public waterfront;
- (e) agricultural reserve lands and uses in the vicinity of the development and the impact these uses and the proposed development may have on each other;
- (f) transportation patterns such as traffic flow and parking, transportation services and mobility, transportation alternatives such as pedestrian and cycling facilities, trails, greenways, and handicapped accessibility, and road and roadside standards;
- (g) aesthetic values such as visual character, integration with public areas and with the natural environment, artificial lighting, noise, and odour;
- (h) cultural heritage resources including resources of historical, archaeological, paleontological or architectural significance whether on land or underwater.

Please provide a description of your proposed project and how you will address any site and community impacts on a separate sheet and submit with the completed checklist and any supporting documents.

At a minimum, you must supply the following information as part of the description of your proposed project (where applicable):

1. Name, address, phone number and e-mail of registered owner(s) and agent, if applicable.
2. Site plan showing:
 - a. legal data including property lines and legal description;
 - b. scale, date, north arrow;
 - c. metric dimensions and location of existing and proposed buildings and impermeable surfaces;
 - d. any easements or rights-of-way;
 - e. natural boundary for all watercourses and wetlands and applicable setbacks;
 - f. outline of any restrictive covenant areas, existing or proposed;
 - g. building setbacks as per CSRDL Zoning and Floodplain bylaws, including floodplain elevation;
 - h. sewage disposal works;
 - i. any existing buildings or structures;
 - j. parcel coverage;
 - k. phases and timeframes, if proposal is for a multi-phase project.
3. If the project involves surveying, please provide a BCLS certified, properly scaled site plan referenced to the UTM Zone 11 NAD 83 projection system and equivalent to professional drafting quality, in both hard copy and standard GIS and/or CAD digital format. *NOTE: You may be required to provide this information following review of your Preliminary Project Impact Assessment.*



Registered owner(s) of the property:

Name(s):	Mailing Address:	Tel:	Email:

Agent:

Name:	Letter of agent authorization? <input type="checkbox"/>
Mailing Address:	
Tel:	
Email:	

Property Civic Address:

Property Legal Description:

PID:			
Lot(s):	Section:	Township:	Range:
Plan:		Block:	

Following submission of your Preliminary Project Impact Assessment, staff will review the information and inform you whether the Preliminary Project Impact Assessment submitted:

- (a) is acceptable;
- (b) must include additional information as specified;
- (c) must be amended because the qualifications of the professional proposed to prepare the impact information are not appropriate for the information requested;
- (d) is unacceptable and must be amended and resubmitted or appealed to the CSRD Board of Directors within 30 days of receipt of the decision (see Request for Reconsideration - Schedule 'B').

If the proposal is deemed to have a significant impact on the surrounding community and/or region, you may be required to submit the proposal to a public information meeting.



CHECKLIST	YES	NO
1. Does the project have multiple phases? If yes, please attach the description of the phases and timeframes on a separate page.		
2. Does your property contain or have a boundary with a watercourse?		
3. Does the project involve works within 30 m (98.4 ft) of any watercourse?		
4. Does the project involve works within 100 m (328.1 ft) of a Lake?		
5. Does the project involve works on slopes of 30% or greater?		
6. Does the development have the potential to increase the need for public services or infrastructure, such as schools, roads, fire protection, solid waste facilities, transportation, hospitals, parks, etc.?		
7. Will your proposal require an amendment or variance of a CSRD bylaw or Plan? If yes, please attach the description on a separate page.		
8. Will the proposed use cause any public nuisance such as noise, odours, light/glare or dust?		
9. Are there any restrictive covenants on the proposed site?		
10. Will the proposal generate appreciable additional vehicular traffic, have a substantial effect on existing transportation systems, increase parking demands, or increase hazards for pedestrians or cyclists?		
11. Is substantial creation, upgrading or extension of utilities (sewer, water, storm drainage, etc.) required?		
12. Will the proposal impact upon parks, natural areas, beaches and waterfront access, or outdoor activities?		
13. Does the proposal have any potential to alter an archaeological site?		
14. Will any excavation, removal or addition of soil (including gravel) be required within a development permit area?		
15. To your knowledge, have any industrial or commercial uses occurred on the property which may have contributed to site contamination? If yes, please complete the Site Profile forms.		
16. Does the project involve any works on the foreshore or water structures, such as docks, buoys, marinas, etc.?		
17. Will the proposal be accompanied by any professional studies, reports, plans, etc.? If so, please provide a list that includes the professional designations of all persons involved.		
18. Are there any other major impacts you foresee your project having on the site and/or community?		
19. Does the project involve the removal, alteration, disruption, or destruction of vegetation involving more than 30% of the parcel?		
20. Have you completed and attached Schedule 'C' FireSmart Assessment?		
21. Is your FireSmart Assessment score "High" (30-35 points) or "Extreme" (>35 points)?		

By signing below, the person completing this form attests that the information provided above and attached is true and correct based on the person's current knowledge as of the date completed. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application may result in an issued permit becoming null and void.

Signature:

Date:

Print name:

DISCLAIMER: Information collected in accordance with CSRD Development Approval Information Bylaw No. 644, including all information submitted as part of a rezoning, development permit or temporary use permit application is intended for the use of CSRD staff and shall not be construed by third parties as indications, confirmations or guarantees of the existence or non-existence of site or community impacts.

Request for Reconsideration

Rezoning

Development Permit(s)

FILE:

DATE:

Temporary Use Permit

_____/_____/_____
Month/Day/Year

Development Services Department
Columbia Shuswap Regional District
 781 Marine Park Drive NE Box 978
 Salmon Arm BC V1E 4P1
 t. 250.832.8194 / 1.888.248.2773
 f. 250.832.3375
 w. www.csr.d.bc.ca

An applicant may request reconsideration by the CSR.D Board of Directors of a development approval information requirement or decision of the Manager of Development Services or his or her designate.

To proceed with a request for reconsideration, the applicant must complete and return this form within 30 days of the date on which the requirement or decision was mailed, faxed, e-mailed or handed to the applicant. The date and time of the meeting on which the reconsideration will occur will be set as the next regular Board meeting scheduled 10 or more business days from the date on which the request for reconsideration is delivered.

I hereby make application to the Columbia Shuswap Regional District Board of Directors under Bylaw No. 644 for a reconsideration of a decision made by the Manager of Development (or his or her designate) in relation to development approval information requested to support my application.

On a separate sheet of paper, please set out the grounds on which you consider the requirement or decision inappropriate and what, if any, requirement or decision you regard as an appropriate substitute.

Registered owner(s) of the property:

Owner Name(s):	
Mailing Address:	
Tel:	Fax:
Email:	

If applicant is not property owner:

Agent Name(s):	
Mailing Address:	
Tel:	Fax:
Email:	

Property Civic Address:

Property Legal Description:

PID:	
Lot(s):	Section:
Plan:	Township:
Block:	Range:

By signing below, I acknowledge that I have been notified of the date and location of the CSR.D Board of Directors meeting at which the reconsideration will be heard.

Signature:	Date:
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FireSmart Assessment

Rezoning

Development Permit(s)

Temporary Use Permit

FILE:

DATE:

_____/_____/_____
Month/Day/Year

Development Services Department
Columbia Shuswap Regional District
781 Marine Park Drive NE Box 978
Salmon Arm BC V1E 4P1
t. 250.832.8194 / 1.888.248.2773
f. 250.832.3375
w. www.csrld.bc.ca

FireSmart Assessment	Characteristics of Material	Point Rating	Your Score
What kind of roofing material do you have?	Asphalt shingles, metal, clay tile or ULC rated shakes	0	
	Unrated wooden shakes	30	
How clean is your roof?	No needles, leaves or other combustible materials	0	
	A scattering of needles and leaves	2	
	Clogged gutters and extensive leaf litter	3	
What is the exterior of your home built of?	Non-combustible material stucco, metal siding, brick	0	
	Logs or heavy timbers	1	
	Wood, vinyl siding or wood shakes	6	
Are your eaves and vents closed up and screened?	Closed eaves and vents with 3 mm wire mesh	0	
	Closed eaves and vents with no mesh	1	
	Open eaves, open vents	6	
Have you screened in your balcony, deck or porch?	All decks, balconies and porches are screened or sheathed in with fire resistant material	0	
	All decks, balconies and porches are screened or sheathed with combustible material	2	
	Decks, balconies and porches are not screened or sheathed in	6	
How fire resistant are your windows and doors?	Tempered glass in all doors/windows	0	
	Double pane glass: <ul style="list-style-type: none"> • small/Medium • large 	1 2	
	Single pane glass: <ul style="list-style-type: none"> • small/Medium • large 	2 4	
Where is your woodpile located?	More than 10 m from any building	0	
	Less than 10 m from any building	6	
Is your home set back from the edge of a slope?	Building is located on the bottom or lower portion of a hill	0	
	Building located on the mid to upper portion or crest of a hill	6	

What type of forest surrounds your home, and how far away is it?	Deciduous trees (poplar, birch) within 10 m of buildings	0	
	Deciduous trees 10 – 30 m from buildings	0	
	Mixed wood (poplar, birch, spruce, or pine) within 10 m of the buildings	30	
	Mixed wood 10 – 30 m from buildings	10	
	Conifers (spruce, pine or fir) within 10 m of buildings • separated • continuous	30 30	
	Conifers (spruce, pine, or fir) within 10 – 30 m of buildings • separated • continuous	10 30	
What kind of vegetation grows in the zone around your buildings?	Well watered lawn or non-combustible landscaping material	0	
	Uncut wild grass or shrubs • within 10 m of buildings • within 10 – 30 m of buildings	30 5	
	Dead and down woody material within 10 m of buildings • scattered • abundant	30 30	
	Dead and down woody material within 10 – 30 m of buildings • scattered • abundant	5 30	
Are there abundant underbrush and ladder fuels in the surrounding forest?	None within 10 – 30 m	0	
	Scattered • within 10 – 30 m of buildings	5	
	Abundant • within 10 – 30 m of buildings	10	
The Wildfire Hazard Level for your home is :		Total Score	
Low < 21 points	Moderate 21 - 29 points	High 30 - 35 points	Extreme >35 points
The checklist above is from the BC Edition of the Home Owners FireSmart Manual. FireSmart is a registered trademark of Partners in Protection Association.			

