

SCHEDULE J
Regional District of Kitimat-Stikine
Floodplain Exemption Application

IT IS RECOMMENDED THAT APPLICANTS CONSULT WITH REGIONAL DISTRICT OF
KITIMAT-STIKINE STAFF PRIOR TO SUBMITTING AN APPLICATION

I/We hereby make application for an exemption from the provisions of the Regional District of Kitimat-Stikine Floodplain Management Bylaw No. 656. The following information provided is to the best of my knowledge, true statements of fact.

1. Property Information:

- a) Legal Description: _____

- b) PID No.: _____ c) Folio No.: _____
- d) Location (Street address of property, or general description) _____

2. Applicant and Registered Property Owner:

- a) Applicant's Name: _____
Address: _____ Postal Code: _____
Telephone: Business: _____ Home: _____

_____ Date _____ Applicant's Signature

- b) Registered Property Owner's Name: _____
Address: _____ Postal Code: _____
Telephone: Business: _____ Home: _____

This application is made with my full knowledge and consent.

_____ Date _____ Property Owner's Signature

****Where the Applicant is NOT the REGISTERED OWNER, the application must be signed by the REGISTERED OWNER or his/her solicitor.**

Notice of Collection of Personal Information:

The information collected on this form will be used to process the application and for the purposes of administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the Regional District of Kitimat-Stikine. Information submitted may be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*. Contact the Regional District of Kitimat-Stikine's Freedom of Information Officer if you have any questions regarding the use of this information.

3. Proof of Ownership:

A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as proof of ownership.

Proof of Ownership received

4. Application Fee:

An Application Fee of _____ as set out in the *Development Procedures Bylaw No. 613, 2012*, or any amendments thereof shall accompany the application and be made payable to the: **Regional District of Kitimat-Stikine.**

5. Subject Property and Development Information:

a) Applicable Zoning Bylaw: _____

b) Present zoning of the property: _____

c) Located in ALR: YES _____ NO _____

d) Property has BC Assessment Farm Class Status: YES _____ NO _____

e) Is permit requested for a development already existing or under construction?

YES _____ NO _____

f) Any restrictive covenants registered on the property?

YES _____ NO _____

If yes, provide details. _____

g) Current Sewage Disposal method

Community Sewer On-site Septic Other None

h) Description of existing use / development on the property: _____

i) Description of proposed development (use separate sheet if necessary): _____

6. Floodplain Information:

- a) Name of adjacent Watercourse or Water body(s): _____
- b) Bylaw Flood Construction Level (FCL): _____
- c) Requested Flood Construction Level (FCL): _____
- d) Bylaw Floodplain Setback: _____
- e) Requested Floodplain Setback: _____

7. Reasons in Support of the Application:

(Attach Qualified Professional's Geotechnical Report and any other supporting documents)

8. Required Documentation:

At the time of providing the Application Form to the applicant, Regional District staff shall indicate which of the following attachments are required.

- a) A Site Plan of the property drawn to a scale of _____ to _____ showing the;
 - i. location of adjacent bodies of water or prominent natural features,
 - ii. property lines and dimensions and any easements or rights of way;
 - iii. location and dimensions of proposed and existing buildings/structures
 - iv. location and extent of any landfill, dikes or flood protection works
 - v. setbacks from property lines, dikes, flood protection works and bodies of water for proposed and existing buildings/structures
 - vi. location of property access, utilities and sewage disposal systems

REQUIRED: YES _____ NO _____

- b) A Survey Certificate, prepared by a qualified BC Land Surveyor showing the extent of the property, location of existing and proposed buildings/structures, setbacks from bodies of water, natural and finished grades at site of proposed buildings/structures.

REQUIRED: YES _____ NO _____

- c) A Qualified Professional’s Geotechnical Report in support of the Application.

REQUIRED: YES _____ NO _____

- d) Please specify below any additional technical information or reports in support of the application.

Additional Supporting Information:

IN ORDER FOR AN APPLICATION TO BE CONSIDERED AT THE NEXT SCHEDULED BOARD MEETING IT MUST BE COMPLETED IN FULL AND RECEIVED AT LEAST 30 DAYS IN ADVANCE.

APPLICATIONS ONE YEAR OLD AND INACTIVE FOR ANY 6 MONTH PERIOD ARE CONSIDERED ABANDONED AND CAN BE CLOSED

For Office Use Only:	
Application Fee: \$ _____ Received	Receipt No.: _____
_____	_____
Date	Signature of Official

Floodplain Exemption Application Guide

1. Application

The application shall be completed in full by the applicant and signed and dated by the applicant and the subject property owner if different from the applicant. The Regional District can refuse any application that fails to include all required information. Only applications completed with all the required information will be signed as received and dated by the Regional District.

2. Cancellation

Applications that are one year old and have been inactive for any 6 month period are deemed to be abandoned and can be closed. The official date of the application shall be the date on which the application was dated and sign as received by the Regional District. An applicant can request, in writing, to withdraw an application. The request must be signed and dated by the applicant and the subject property owner. The amount of any fees to be refunded is at the discretion of the Regional District.

3. Application Extensions

An applicant has the right to apply, in writing, for an extension of up to one year. Any request for extension must outline reasons and circumstances to justify the extension and must be signed and dated by the applicant and subject property owner.

4. Engineering and Geotechnical Reports

The following information is provided to assist the Qualified Professional in the preparation of the Engineering or Geotechnical Report.

- a. Acknowledgement that the report is prepared for the Regional District as a pre-condition of a building permit or a building declaration approval.
- b. Any conditions in this report can be included in a restrictive covenant as per Section 219 of the *Land Titles Act* and filed against the title of the subject property.
- c. Acknowledgment that the report has been prepared for and at the expense of the owner of the subject property and the qualified professional has not acted for or as an agent for the Regional District in the preparation of the report.
- d. A detailed site plan of the subject property showing the location of existing and proposed buildings and/or structures in relation to property lines, bodies of water and any dikes or protective works. Where possible include a recent air photo of the site showing property boundaries.
- e. A topographic and geomorphological description of the property and a statement as to the type and location of the natural hazards that may affect the site.
- f. A review of current and historical aerial photography.
- g. A review of historical flood information for the general area of the subject property including climate data, hydrometric data, provincial ministry reports, news archives and interviews with local residents.

- h.** An assessment of the extent, magnitude, frequency, probability and potential effect of all flood hazards that may affect the subject property including a description of the methodology used in the assessment.
- i.** Reference to any previous and relevant geotechnical studies completed for the subject property or surrounding area.
- j.** Where dikes or protective works are concerned provide comment about the history, the current state and the maintenance program of the structure.
- k.** The location of all proposed safe building sites, specifying setbacks from the natural boundary of a watercourse or water body and the flood construction level (FCL) above natural boundary of a watercourse or water body. Alternatively, FCL can be displayed as above the natural ground elevation at the building site. To determine FCL a bench mark should be located on the site and the location shown on the site plan.
- l.** Recommendations and assessment of mitigations, construction and maintenance required to reduce the flood hazard impacts. Any mitigation works contemplated should be discussed with and acceptable to the Regional District prior to completing the report.
- m.** Any relevant restrictive covenants registered on title of the subject property or near by properties.
- n.** Any additional information or recommendations that the Qualified Professional believes to be appropriate or should be included in the report and brought to the attention of the Regional District.

5. Processing procedures

- a.** Prior to making a formal application it is recommended that an applicant meet with Regional District Planning staff to discuss the exemption request.
- b.** Planning staff may wish to conduct a site visit and consult with other Regional District departments and government agencies before any application will be accepted. A preliminary staff report may also be prepared for the Regional District Board or applicable committees.
- c.** If the application is accepted, staff will prepare formal referrals to other government agencies and prepare a report for any applicable committees and the Regional District Board. Applicants will be provided an opportunity to attend and make a presentation to the committees and the Regional District Board.
- d.** After the Regional District Board has considered the application the applicant will be informed of the results in writing.
- e.** If the application is approved the applicant will be required to have a restrictive covenant that includes the Qualified Professionals report registered on the Title of the subject property.