

LAND USE

CONTAMINATED SITES

**MUNICIPAL SITE INFORMATION FORM &
PROVINCIAL SITE PROFILE ADMINISTRATION**

LAN.36

POLICY

*Date Policy Implemented: May 20, 1997
Date Policy Amended: April 2, 2008*

*Council Resolution Number:97/518
CAO Approval*

1. At the time of a 'trigger' application, front desk staff will hand out a "site profile package" to include: **Site Information Form with Checklist (Municipal), Site Profile Form (Provincial, Schedule 1 of the Regulation), and Site Profile Applicant's Questions (Provincial brochure)**. The package may be included in other packages which are currently distributed at the time of inquiry into rezoning, subdivision, etc.
2. "Trigger" applications include subdivision and/or rezoning applications, and demolition, development, development variance, and soil removal permits.
3. In all cases the Municipal Site Information Form must be completed.
4. When the Municipal Site Information Form (and other material as applicable) is turned in it must be date stamped by front counter staff and then, based on the trigger, handed to the 'Municipal Contact

Trigger	Municipal Contact
Demolition Permits.....	Building Inspector II
Subdivision Applications	Planning Technician
Rezoning Applications	Planning Technician
Development & Development Variance Permits	Planning Technician
Soil Removal Permits	Environmental Coordinator

5. In all cases the trigger application will be frozen, and no approvals may be given until released by one of the 'Municipal Contacts' indicated above.
6. The 'Municipal Contact' will review the information which was submitted, and will assess if the Municipal Site Information Form has been adequately completed by following the checklist on the back of the form.
 - a) Assess that the owner(s) is on title.
 - b) Assess if the form has been adequately completed.
 - i) If not, the Municipal Contact will return it, and any other forms such as a Site Profile, to the applicant with a written explanation as to why it has been returned and the application(s) will remain frozen.
 - ii) If the form has been adequately completed, then the Municipal Contact will assess the applicant's responses.
 - iii) If, in Section 4, the applicant indicates an exemption applies, the Municipal Contact will: advise the appropriate department head that processing of the application may resume, subject to the usual considerations; inform the applicant by form letter of this decision; and file the Site Information Form, Municipal Contact Checklist, and form letter to the applicant under the PRF in Lotus Notes.
 - iv) If, in Section 5, the applicant indicates that there were no Schedule 2 Commercial or Industrial purposes or activities, the Municipal Contact will: advise the appropriate department head that processing of the application may resume, subject to the usual considerations; inform the applicant by form letter of this decision; and file the Site Information Form, Municipal Contact Checklist, and form letter to the applicant under the PRF in Lotus Notes.
 - v) If, in Section 5, there was a Schedule 2 Commercial or Industrial Activity indicated by the applicant, the Municipal Contact will: assure that a Provincial Site Profile (schedule 1 form) has been attached and is adequately completed.
 - If the Provincial Site Profile has not been adequately completed (as per directions in the *Site Profile - Municipal/Approving Officer General Processing Requirements* brochure), the Municipal Contact will return it to the applicant informing them by form letter why it has been returned, file the form letter to the applicant under the PRF in Lotus Notes, and the application(s) will remain frozen.
 - If the Provincial Site Profile has been adequately completed, the Municipal Contact will assess if there are any "yes" responses in Sections IV to IX (as per directions in the *Site Profile - Municipal/Approving Officer General Processing Requirements* brochure):

- If there are no "yes" responses in Sections IV through IX the Municipal Contact will: forward the Site Profile to the Site Registrar ***within 15 working days of original receipt of the form from the applicant***, advise the appropriate department head that processing of the application may resume, subject to the usual considerations; inform the applicant by form letter of this decision; and file the Site Information Form, the Provincial Site profile, the Municipal Contact Checklist, and form letter to the applicant under the PRF in Lotus Notes.
 - If there are one or more "yes" responses in Sections IV through IX the Municipal Contact will: forward the Site Profile to the Director (after filling in the appropriate municipal responses, see attached *Site Profile - Municipal/Approving Officer General Processing Requirements* brochure), ***within 15 working days of original receipt of the form from the applicant***, advise the appropriate department head that the application(s) shall remain frozen until informed by the Director that approvals are allowed; inform the applicant in writing of the decisions; and file the Site Information Form, the Provincial Site Profile, the Municipal Contact Checklist, and form letter to the applicant under the PRF in Lotus Notes.
 - When the Director approves, in writing, that the application may proceed, the Municipal Contact will: allow the permit to be approved, subject to the usual considerations; inform the applicant in writing of the decisions; and file the letter from the Director and form letter to the applicant under the PRF in Lotus Notes (Note: A copies of the Provincial Site Profile will be kept).
 - In the event a Site Profile is completed and subsequent work finds that the level of contamination is negligible but still requires a Certificate of Compliance, a letter of "Low Significant Risk" from the Director will be accepted as a determination and the processing of subdivision, rezoning, demolition, development, development variance applications may resume. Processing of soil removal permits shall not resume until a final Certificate of Compliance has been issued by the Ministry unless otherwise approved by a rostered professional. Building permits will not be issued until Certificate of Compliance has been issued.
7. As per the District of Mission Contaminated Sites Policy LAN.37, the District of Mission staff member (Municipal Contact) reviewing the Municipal Site Information Form and Provincial Site Profile is authorized, but not required, to forward the application to the Director if they have personal knowledge of, or suspect that, a site is contaminated or has been used for a Schedule 2 activity. The decision not to take a more active role in reviewing the Site Profile or Site Information Form is based on limited staff and financial resources. If the Municipal Contact does believe that the site in question may be contaminated or has had a Schedule 2 activity they should:

- a) Contact the applicant to provide them with this information and allow them the opportunity to make the appropriate changes to their application.
 - i) If the applicant changes their application to suit the Municipal Contact's knowledge then normal review of the application and applicant's responses will continue.
 - ii) If the applicant does not change their application, then the Municipal Contact shall fill out their own Municipal Site Information Form and Provincial Site Profile on the subject site and forward it to the Director with a letter of explanation. The applicant's application will not be regarded as frozen and normal processing of the application and/or permit will proceed. All this information will also be copied to the applicant along with a letter indicating the status of their application.

DISTRICT OF MISSION



1. Site Address: _____

Legal Description: _____

Applicants Name: _____

Mailing Address: _____

Telephone No. : _____ (home) _____ (work) _____ (fax)

2. Reason for submission:

Demolition Development Development Variance

Soil Removal Permits Subdivision and Rezoning Applications

3. Does an exemption from filing a site profile apply? Yes No

If yes, indicate the Section No. from the Regulations _____

4. Has the site ever been used for a Schedule 2 Commercial or Industrial purpose or activity? (see page 7 of Applicant's Questions brochure for a list of Schedule 2 purposes/activities)

Yes No

If Yes, you must also complete the Provincial Site Profile, and list below what Schedule 2 activity(s):

I assure that the above is complete and accurate to the best of my knowledge:

Applicant's Signature

Date

We, the registered property owners of the site identified above, do hereby authorize the applicant to fill out the Municipal Site Information Form and Provincial Site Profile, as required, on our behalf:
(all registered property owners must sign this form)

Registered Property Owners' Signatures

Date

MUNICIPAL CONTACT CHECKLIST
for office use only

MUNICIPAL SITE INFORMATION FORM

(DATE)

- Signed owner is on title Yes No N/A _____
- Adequately completed Yes No N/A _____
- If NO, adequately completed Yes No N/A _____
- Requires Site Profile Yes No N/A _____
- Site Profile received Yes No N/A _____

SITE PROFILE

- Site Profile adequately completed Yes No N/A _____
- If NO, Site Profile adequately completed Yes No N/A _____
- Forwarded to Site Registry Yes No N/A _____
- Forwarded to Director Yes No N/A _____
- Signed off by Director Yes No N/A _____

NOTIFICATIONS

- Sent to be filed in Electronic Filing System (PRO.PRI._____) _____
- Notice to applicant _____

This application has satisfied the Contaminated Sites Legislation requirements and is hereby released for normal processing and subsequent approvals.

Signed _____ Date _____

- Copies forwarded to :
- Director of Engineering and Public Works
 - Manager
 - Director of Planning