



Islands Trust

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North Pender Island Local Trust Committee Development Approval Information Checklist Development Permit Area Applications

The attached checklists are intended to assist consulting professionals in submitting complete and relevant reports. A completed checklist(s) for each relevant Development Permit Area should be submitted to the Islands Trust along with all professional reports.

Instructions

Landowners/applicants should ensure that:

1. The relevant checklist(s) is provided to all their consulting professionals
2. A completed checklist is submitted with the professional reports
3. If not all information is provided in the report or with the application, that the professional has consulted with, and obtained prior approval, of the Islands Trust.

Consulting Professionals:

1. Complete and attach the relevant checklist(s) to your professional report indicating that the report has addressed all relevant development approval information requirements.
2. Where the professional is of the opinion that because of the nature of the site or the development proposal specific information is not relevant, the professional should:
 - a. Contact the planner as early as possible and consult on the need for the particular information;
 - b. Describe clearly in the report why the particular information is not relevant; and
 - c. Indicate on the checklist that the information is not applicable (N/A)
3. Where a site is designated within two or more DPAs, all relevant checklists should be completed.

Note: it is at the determination of the Islands Trust planner whether or not specific information is required. Failure to provide complete information without prior consultation with and the approval of the Islands Trust may result in delays in processing an application or requirements for additional information.

Pursuant to North Pender Island Local Trust Committee Development Approval Information Bylaw No 134, the applicant shall provide, as part of a development permit application, a report prepared by a qualified professional with relevant experience containing the following information. Where a professional is of the opinion that any of the following information requirements are not relevant for the proposal in question, the professional shall indicate the rationale for such an opinion, either in the body of the report or in a separate certification. The determination of whether and what extent that development approval information is required is at the discretion of the Islands Trust official.

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SENSITIVE ECOSYSTEMS DEVELOPMENT PERMIT AREA (DPA ONE THROUGH SIX AND FOR NPAI SHORELINE DPA)		Office Use only	
	Information and Documentation Required	✓	
Site Plan	Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:		
	<ul style="list-style-type: none"> ▪ The proposed development and associated features 		
	<ul style="list-style-type: none"> ▪ The development permit area boundary 		
	<ul style="list-style-type: none"> ▪ Existing buildings and structures 		
	<ul style="list-style-type: none"> ▪ Roads and driveways 		
	<ul style="list-style-type: none"> ▪ Topographic features 		
	<ul style="list-style-type: none"> ▪ Significant features identified in the site inventory 		
	Where development would occur on slopes exceeding 20% grade: site profiles and cross sections demonstrating terrain conditions prior to disturbance		
Site Inventory	A site inventory providing information on the ecosystem classification, based on current best practices, providing information on: <ul style="list-style-type: none"> ▪ existing plant communities ▪ marine, aquatic and terrestrial habitats ▪ sensitive ecosystems ▪ nesting trees ▪ the presence of rare species and rare plant communities ▪ current on-site and adjacent land uses ▪ slope stability ▪ erosional processes ▪ hydrology and flood potential ▪ topography 		
	Site background analysis that includes the following known information: <ul style="list-style-type: none"> ▪ A check for observed species and ecosystems at risk ▪ A description of the context of the site including the use of adjacent lands and proximity to protected areas ▪ A check for the presence of raptor and heron nests ▪ A check for the presence of fish-bearing water courses 		
	A conservation evaluation that identifies environmentally valuable features on or near the proposed development. The evaluation should be based on current best practices, such as the RISC standard		
Development Proposal	A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, alterations affecting the marine foreshore, septic field installation, landscaping, or other land alteration during or after the development phase. Alternative development options.		
Impact Assessment	An assessment of the nature and extent of the impact of the proposed development, consisting of anticipated impacts on the following:		
	<ul style="list-style-type: none"> ▪ Sensitive ecosystems 		
	<ul style="list-style-type: none"> ▪ Rare plant communities 		
	<ul style="list-style-type: none"> ▪ Rare species habitat 		

SENSITIVE ECOSYSTEMS DEVELOPMENT PERMIT AREA (DPA ONE THROUGH SIX AND FOR NPAI SHORELINE DPA)		Office Use only	
	Information and Documentation Required	✓	
	<ul style="list-style-type: none"> ▪ Site hydrology 		
	The assessment should identify impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area		
Measures	A description of all recommended measures to limit, mitigate and manage the impacts of the development on environmentally valuable features		
	A description of mitigation measures and their anticipated effectiveness in maintaining the health, form and function of environmentally valuable features.		
Monitoring	Recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, a monitoring schedule and process for resolving any non-compliance		
Restoration	Recommended actions to restore or enhance ecosystem functions or habitat that have been degraded prior to development or that would be impacted by the proposed development		

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RAPTOR AND HERON NEST DEVELOPMENT PERMIT AREA (DPA 7)		Office Use only	
	Information and Documentation Required	✓	
Site Plan	Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:		
	<ul style="list-style-type: none"> ▪ The proposed development and associated features 		
	<ul style="list-style-type: none"> ▪ The natural boundary of the sea 		
	<ul style="list-style-type: none"> ▪ The development permit area boundary 		
	<ul style="list-style-type: none"> ▪ Existing buildings and structures 		
	<ul style="list-style-type: none"> ▪ Roads and driveways 		
	<ul style="list-style-type: none"> ▪ Significant features identified in the site inventory, including the nest tree 		
	Where development would occur on slopes exceeding 20% grade: site profiles and cross sections demonstrating terrain conditions prior to disturbance		
Evaluation	An evaluation fo the site and the current status of the nest tree, following current best practices.		
Development Proposal	A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing or trimming, alteration to hydrological systems, alterations affecting the marine foreshore, septic field installation, landscaping, or other land alteration during or after the development phase. Alternative development options.		
Impact Assessment	An assessment of the nature and extent of the impact of the proposed development on the nesting site, consisting of anticipated impacts stemming from the construction phase, the intended long-term use of the site, and any cumulative impacts of development in the area.		
Measures	A description of all measures to limit, mitigate and manage the impacts of the development on the nesting site.		
	A description of feasible mitigation measures and their anticipated effectiveness in maintaining the health and function of nesting site.		
	Any recommended measures to restore or enhance the health of the nesting site.		

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RIPARIAN AND AQUATIC DEVELOPMENT PERMIT AREA (DPA 10)		Office Use only	
	Information and Documentation Required	✓	
Riparian Assessment	A description of the fisheries resource values in the watercourse, including species of fish that frequent the waterbody and fish habitat present.		
	The results of the riparian assessment, using a detailed or simple assessment as indicated in the Riparian Areas Regulation, and establishing the Streamside Protection and Enhancement Area (SPEA) width for the subject parcel.		
Site Plan	Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:		
	<ul style="list-style-type: none"> ▪ Topographic features 		
	<ul style="list-style-type: none"> ▪ Location of top of bank 		
	<ul style="list-style-type: none"> ▪ High water mark 		
	<ul style="list-style-type: none"> ▪ SPEA widths, any ZOS 		
	<ul style="list-style-type: none"> ▪ All buildings, structures and supporting infrastructure 		
Measures	A description of all measures to maintain and protect the SPEA from development, including where appropriate: <ul style="list-style-type: none"> ▪ assessment and treatment of danger trees, ▪ windthrow, ▪ slope stability, ▪ tree protection during construction, ▪ encroachment and ▪ sediment and erosion control. 		
Monitoring	Recommended monitoring requirements, identifying actions that will be taken to ensure all proposed activities are completed as described, including a monitoring schedule and process for resolving any non-compliance		
Certification	Professional certification by a Qualified Environmental Professional preparing the report that he or she is qualified to carry out the assessment, that the assessment methods have been followed, and provides his or her professional opinion that: <ul style="list-style-type: none"> ▪ if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area, or ▪ if the streamside protection and enhancement areas identified in the report are protected from the development and the measures identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area. 		