

## **Galiano 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 Galiano Island Local Trust Committee Development Approval Information Bylaw No 148, 2012, 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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| RIPARIAN AREAS DEVELOPMENT PERMIT AREA (DPA 1) |   | Office Use only |
|--|---|-----------------|
|  | <b>Information and Documentation Required</b>   | ✓               |
| Site Plan                                      | Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:   |                 |
|  | The proposed development and associated features  |                 |
|  | The development permit area boundary  |                 |
|  | Existing buildings and structures   |                 |
|  | Roads and driveways   |                 |
|  | Topographic features  |                 |
|  | The locations of the top of bank  |                 |
|  | The high water mark   |                 |
|  | SPEA widths and the width of any zones of sensitivity   |                 |
|  | <b>Where development would occur on slopes exceeding 20% grade:</b> site profiles and cross sections demonstrating terrain conditions prior to disturbance  |                 |
| Site Inventory                                 | A site inventory providing a description and evaluation of the riparian values, including species of fish that frequent the waterbody, and riparian features and habitat present  |                 |
| 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 watercourse, 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 the following:   |                 |
|  | For a stream: 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.   |                 |
|  | For other watercourses: an assessment of anticipated impacts on riparian habitat and features, the watercourse, and 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  |                 |
| Measures                                       | For a stream: a description of all measures that will be taken to maintain and protect the SPEA from development, including, where appropriate, assessment and treatment of danger trees, windthrow, slope stability, tree protection during construction, encroachment and sediment and erosion control.   |                 |
|  | For other watercourses: recommended measures to limit, mitigate and manage the impacts of the proposed development on riparian habit and features, the watercourse, and site hydrology.   |                 |
| 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  |                 |

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|--|---|-----------------|--|
|  | <b>Information and Documentation Required</b>   | ✓               |  |
| Restoration                                    | Recommended actions to restore or enhance riparian functions or habitat that have been degraded prior to development or that would be impacted by the proposed development  |                 |  |
| Certification                                  | For a stream, professional certification by the Qualified Environmental Professional(s) preparing the report that he or she is qualified to carry out the assessment, that the assessment methods have been followed, and providing his or her professional opinion that:   |                 |  |
|  | i. 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  |                 |  |
|  | i. 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. |                 |  |

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| SHORELINE AND MARINES AREAS DEVELOPMENT PERMIT AREA<br>(DPA 2) |  | Office Use only |
|--|--|-----------------|
|  | <b>Information and Documentation Required</b>  | ✓               |
| Site Plan  | Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:  |                 |
|  | <ul style="list-style-type: none"> <li>▪ The proposed development and associated features</li> <li>▪ The natural boundary of the sea</li> <li>▪ The development permit area boundary</li> <li>▪ Existing buildings and structures</li> <li>▪ Roads and driveways</li> <li>▪ Significant features identified in the site inventory</li> </ul>                           |                 |
|  | <b>Where development would occur on slopes exceeding 20% grade:</b> site profiles and cross sections demonstrating terrain conditions prior to disturbance   |                 |
| Site Inventory   | A site inventory providing information on existing plant communities, marine and terrestrial habitats, current on-site and adjacent land uses, slope stability, erosional processes, hydrology, topography and marine sediment transport.  |                 |
| 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"> <li>▪ Marine and terrestrial habitat</li> <li>▪ Site hydrology</li> <li>▪ Marine sediment transport</li> <li>▪ Public access to and along the foreshore</li> </ul>  |                 |
|  | 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, including on adjacent and proximate sites  |                 |
| Measures   | A description of all measures to limit, mitigate and manage the impacts of the development on:   |                 |
|  | <ul style="list-style-type: none"> <li>▪ terrestrial and marine habitat</li> <li>▪ geomorphic, hydrological and coastal processes</li> </ul>   |                 |
|  | 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, including a monitoring schedule and process for resolving any non-compliance   |                 |

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|--|---|---|-----------------|
|  | <b>Information and Documentation Required</b>   | ✓ |                 |
| 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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| TREE CUTTING AND REMOVAL DEVELOPMENT PERMIT AREA (DPA 3) |  | Office Use only |  |
|--|--|-----------------|--|
|  | <b>Information and Documentation Required</b>  | ✓               |  |
| Site Plan  | Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ The area of proposed cutting or removal of trees</li> </ul>   |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Existing buildings and structures</li> </ul>  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Topographic features</li> </ul>   |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Roads and driveways</li> </ul>  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Significant features identified in the site inventory</li> </ul>  |                 |  |
|  | <b>Where development would occur on slopes exceeding 20% grade:</b> site profiles and cross sections demonstrating terrain conditions prior to disturbance   |                 |  |
| Site Inventory   | A site inventory providing information on existing, pre-development timber species and quantities, current on-site and adjacent land uses, slope stability, erosional processes, hydrology and topography.                                     |                 |  |
| Development Proposal                                     | A description of the proposed work detailing volume, rate and species of timber to be harvested. Alternative options.  |                 |  |
| Impact Assessment  | An evaluation of the sustainability of the proposed rate of harvest, based on the principle that the cutting rate over any ten-year or greater period should not exceed 75% of the cumulative annual growth in the stand for that same period. |                 |  |
|  | An unqualified statement by a professional hydrogeologist stating that the proposed timber harvesting will not adversely impact aquifer(s), existing wells, or surface water bodies in terms of water quality and quantity.                    |                 |  |
|  | Where such a statement cannot categorically be made, the report should include specific recommendations on well and aquifer protection measures which would result in the requirement being met  |                 |  |
| 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                         |                 |  |

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| <b>ELEVATED GROUNDWATER CATCHMENT DEVELOPMENT PERMIT<br/>AREA (DPA 4)</b> |   | <b>Office Use only</b> |
|---|---|------------------------|
|   | <b>Information and Documentation Required</b>   | ✓                      |
| Site Plan   | Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:   |                        |
|   | <ul style="list-style-type: none"> <li>▪ The proposed development and associated features</li> <li>▪ The development permit area boundary</li> <li>▪ Existing buildings and structures</li> <li>▪ Roads and driveways</li> <li>▪ Topographic features</li> <li>▪ Significant features identified in the site inventory</li> </ul>   |                        |
|   | <b>Where development would occur on slopes exceeding 20% grade:</b> site profiles and cross sections demonstrating terrain conditions prior to disturbance  |                        |
|   | A map of all currently used water wells, springs and surface water features within a radius of at least 1 km of the development site.   |                        |
| Site Inventory  | A site inventory providing information on: <ul style="list-style-type: none"> <li>▪ pre-existing development conditions</li> <li>▪ current on-site and adjacent land uses</li> <li>▪ slope stability</li> <li>▪ erosional processes</li> <li>▪ hydrology</li> <li>▪ surface water bodies</li> <li>▪ topography</li> </ul>   |                        |
|   | A background analysis including the following:  |                        |
|   | <ul style="list-style-type: none"> <li>▪ A description of the hydrogeological system and setting, including the type of aquifer, aquifer boundaries, local surficial and bedrock geology, physical hydrogeology, local surface water features, estimated recharge area and conditions and climate;</li> <li>▪ A conceptual model of groundwater occurrence and groundwater-surface interaction;</li> <li>▪ A description of existing users within 1.0 km of the development site;</li> <li>▪ A preliminary pre-development water budget;</li> <li>▪ Water quality, including characterization of natural groundwater quality, potability, as well as possibility of contamination;</li> <li>▪ Methodology and, if applicable, uncertainties and limitations of the report.</li> </ul> |                        |
| Development Proposal  | A description of the proposed development detailing: <ul style="list-style-type: none"> <li>▪ Construction</li> <li>▪ cut and fill</li> <li>▪ blasting</li> <li>▪ road or driveway construction</li> <li>▪ vegetation clearing</li> <li>▪ alteration to hydrological systems</li> <li>▪ alterations affecting the marine foreshore</li> <li>▪ septic field installation</li> <li>▪ landscaping</li> <li>▪ other land alteration during or after the development phase.</li> </ul>   |                        |

| ELEVATED GROUNDWATER CATCHMENT DEVELOPMENT PERMIT<br>AREA (DPA 4) |   |   | Office Use only |
|---|---|---|-----------------|
|   | <b>Information and Documentation Required</b>   | ✓ |                 |
|   | <ul style="list-style-type: none"> <li>▪ Alternative development options.</li> </ul>  |   |                 |
|   |   |   |                 |
| Impact Assessment   | An assessment consisting of:  |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ Cumulative effects analysis;</li> </ul>  |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ Impact to existing groundwater users, identification of the potential groundwater protection issues in the area and risk of saline intrusion;</li> </ul>                               |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ Impact to surface water where applicable;</li> </ul>   |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ Other potential impact implications.</li> </ul>  |   |                 |
|   |   |   |                 |
| Measures  | Conclusions and recommendations consisting of:  |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ A summary of the results and impact assessment</li> </ul>  |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ An unqualified statement that the proposed development will not adversely impact aquifer(s), existing wells, or surface water bodies in terms of water quality and quantity</li> </ul> |   |                 |
|   | <ul style="list-style-type: none"> <li>▪ where such a statement cannot categorically be made, specific recommendations on well and aquifer protection measures which would result in the requirement being met.</li> </ul>      |   |                 |
|   |   |   |                 |
| 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          |   |                 |



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| SENSITIVE ECOSYSTEMS DEVELOPMENT PERMIT AREA (DPA 5) |   | Office Use only |
|--|---|-----------------|
|  | <b>Information and Documentation Required</b>   | ✓               |
| Site Plan  | <p>Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:</p> <ul style="list-style-type: none"> <li>▪ The proposed development and associated features</li> <li>▪ The development permit area boundary</li> <li>▪ Existing buildings and structures</li> <li>▪ Roads and driveways</li> <li>▪ Topographic features</li> <li>▪ Significant features identified in the site inventory</li> </ul> <p><b>Where development would occur on slopes exceeding 20% grade:</b> site profiles and cross sections demonstrating terrain conditions prior to disturbance</p>  |                 |
| Site Inventory                                       | <p>A site inventory providing information on the ecosystem classification, based on current best practices, providing information on:</p> <ul style="list-style-type: none"> <li>▪ existing plant communities</li> <li>▪ aquatic and terrestrial habitats</li> <li>▪ sensitive ecosystems</li> <li>▪ nesting trees</li> <li>▪ the presence of rare species and rare plant communities</li> <li>▪ current on-site and adjacent land uses</li> <li>▪ slope stability</li> <li>▪ erosional processes</li> <li>▪ hydrology</li> <li>▪ topography</li> </ul> <p>Site background analysis that includes the following known information:</p> <ul style="list-style-type: none"> <li>▪ A check for observed species and ecosystems at risk</li> <li>▪ A description of the context of the site including the use of adjacent lands and proximity to protected areas</li> <li>▪ A check for the presence of raptor and heron nests</li> <li>▪ A check for the presence of fish-bearing water courses</li> </ul> |                 |
| Development Proposal                                 | <p>A description of the proposed development detailing construction, cut and fill, blasting, road or driveway construction, vegetation clearing, alteration to hydrological systems, septic field installation, landscaping, or other land alteration during or after the development phase. Alternative development options.</p>   |                 |
| Impact Assessment                                    | <p>An assessment of the nature and extent of the impact of the proposed development consisting of anticipated impacts on the following:</p> <ul style="list-style-type: none"> <li>▪ Sensitive ecosystems</li> <li>▪ Rare plant communities</li> <li>▪ Rare species habitat</li> <li>▪ Site hydrology</li> </ul> <p>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, including on adjacent and proximate sites</p>   |                 |
| Measures   | <p>A description of all measures to limit, mitigate and manage the</p>  |                 |

| SENSITIVE ECOSYSTEMS DEVELOPMENT PERMIT AREA (DPA 5) |  | Office Use only |  |
|--|--|-----------------|--|
|  | <b>Information and Documentation Required</b>  | ✓               |  |
|  | 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, including 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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| STEEP SLOPE HAZARD DEVELOPMENT PERMIT AREA (DPA 7) |  | Office Use only |  |
|--|--|-----------------|--|
|  | <b>Information and Documentation Required</b>  | ✓               |  |
| Site Plan  | Professionally prepared plan at an appropriate scale and based on a legal survey, containing the following:  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Topographic features and showing 1 to 5 metre contour intervals</li> </ul>  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ The development permit area boundary</li> </ul>   |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Existing and proposed buildings and structures</li> </ul>   |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Roads and driveways</li> </ul>  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Proposed site grading and post development contours</li> </ul>  |                 |  |
|  | <ul style="list-style-type: none"> <li>▪ Significant natural features</li> </ul>   |                 |  |
|  | <b>Where development would occur on slopes exceeding 20% grade:</b> site profiles and cross sections demonstrating terrain conditions prior to disturbance   |                 |  |
| Site Inventory                                     | An assessment of potential geotechnical hazards that may affect the subject site and neighbouring properties. This should include a summary of the method of hazard analysis and the level of field work.  |                 |  |
| 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 whether the proposed development would result in an acceptable probability of a geotechnical hazard.  |                 |  |
| Measures   | Recommendations for measures to reduce hazards on the subject site and neighbouring properties.  |                 |  |
| 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   |                 |  |