

**LEQ'Á:MEL FIRST NATION
DEVELOPMENT PROCEDURES
MANUAL
APRIL 2016**



DEVELOPMENT PROCEDURES MANUAL

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1. INTRODUCTION

1.1 What Is A Development Procedures Manual?

This Development Procedures Manual is intended to provide guidance to Leq'á:mel First Nation (i.e. Chief, Council and staff) on how to implement the Zoning Bylaw and Land Use Plan. This manual establishes a process that all development proponents, including Leq'á:mel First Nation itself, must follow for any proposed development on Leq'á:mel First Nation lands. This information provides the basis from which Leq'á:mel First Nation can uphold existing land management responsibilities enabled under the Leq'á:mel Land Code. All development on Leq'á:mel First Nation land must comply with the Leq'á:mel Land Code and Leq'á:mel Land Laws. In the event that changes are to be made to the Leq'á:mel Land Use Plan or the Leq'á:mel Zoning Law, the procedures to make these changes are summarized in this manual.

1.2 Why Are Development Procedures Necessary?

The procedures in this manual are intended to ensure that new development meets the intent and requirements of the following documents:

- Leq'á:mel Land Code;
- Leq'á:mel Land Use Plan;
- Leq'á:mel First Nation Zoning Law;
- Leq'á:mel First Nation Development Guidelines; and
- Appropriate Federal and Provincial regulations are identified (where applicable).

1.3 Who Is Responsible?

It is the Development Proponent's responsibility to ensure compliance with the regulations set out in Section 1.2. Where there is a conflict between a provision of a law, bylaw or regulation and a description contained in this manual, the law, bylaw or regulation prevails. If an amendment or variance is required, the Development Proponent will work with the Leq'á:mel Lands Manager to follow the process outlined in this Manual.

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2. DEFINITIONS

The following outlines the definitions for this Development Procedures Manual.

Council – means the governing body of Leq'á:mel, comprised of the Chief and Councillors.

Development Guidelines – outlines best practices for community development on Leq'á:mel lands, including development layout and design. The guidelines are not intended to be regulatory or prescriptive, but are meant to guide the form and function of development.

Development Proponent – is the person and/or organization wanting to initiate new development (such as homes, businesses, public facilities, and such) on a parcel of land covered by the Land Use Plan and the Zoning Law. This can include Leq'á:mel administration, individual Leq'á:mel members, Leq'á:mel development corporation(s), and/or investors/developers that are not members of the Leq'á:mel First Nation.

Density – is calculated by dividing the number of residential units or floor space by the land area. For example, an apartment building with 30 units constructed on a 0.5 hectare lot would be said to have a density of 60 units/hectare.

Family Advisory Committee¹ – is a body of members who have been appointed by a family of Leq'á:mel, in accordance with the Family Advisory Committee terms of reference. The primary mandate of this committee is to advise Chief and Council and liaise between Council and Members

Lands Manager² – means the Leq'á:mel First Nation employee responsible for the day-to-day administration of Leq'á:mel Lands and the Leq'á:mel Lands Office and perform such duties and responsibilities as are required of the Leq'á:mel Lands Office under Leq'á:mel Land Code and Leq'á:mel Land Law.

The Lands Manager checks site plans to ensure that they are in compliance with the Land Use Plan and Zoning Law and, if they are not, writes reports to Chief and Council describing variations and whether these should be supported or denied.

Lands Office³ - means the department established by Council to manage Leq'á:mel lands as defined in Leq'á:mel Land Code.

Land Use Plan and Maps – includes policies that must be followed for all new development as well as maps that identify Leq'á:mel reserves and land use designations. The Land Use Plan and corresponding maps are referred to when determining if a proposed development complies with the policies and land uses desired by Council and the community.

Land Use Plan Amendment – is required when the Development Proponent wants to undertake activities that do not conform to the **use** identified in the Land Use Plan. In these cases an amendment would be

¹ *Leq'á:mel Land Code*, section 4.0 Definitions

² *Leq'á:mel Land Code*, section 4.0 Definitions and section 8.3 and 8.4

³ *Leq'á:mel Land Code*, section 4.1 and section 8.0

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required to change the land use of the parcel. For example, a parcel's land use type might need to be changed from Agriculture to Residential if a proponent wants to construct a new residential neighbourhood.

Property Manager and/or Operations and Maintenance Staff – provides support to the Lands Manager on technical matters associated with siting and infrastructure such as water, sewer, roads, stormwater management, and such.

Site Plan Package – is submitted by the Development Proponent for review by the Leq'á:mel Lands Manager. A Site Plan Package includes a site plan and other relevant information identified in this manual or requested by the Leq'á:mel Lands Manager. The Site Plan Package is required for information purposes. The Development Proponent must ensure applicable studies are undertaken (such as geotechnical, archaeological, environmental and such).

Site Plan Package Checklist – is used by the Leq'á:mel Lands Manager and Council to review the Site Plan Package submitted by the Development Proponent. This checklist is provided in Appendix A of this Manual.

Zoning Amendment – is required when the Development Proponent wants to undertake activities that do not conform to permitted land use or density or regulations (such as building size, height or siting) as set out in the Zoning Law. In these cases, an amendment would be required to change the zone of the parcel. For example a parcel's zone might be amended from Agriculture to Residential to accommodate the construction of a new residential neighbourhood.

Zoning Law and Maps – identifies current land uses, and includes regulations for siting and density that must be followed for all new development. The Zoning Law also contains maps identified as Schedules A to K illustrating the existing zoning on all Leq'á:mel reserves. This Law and corresponding maps are referred to when determining if a proposed development complies within the Zoning Law (including use, siting, and density).

Zoning Variance – is required when a proposed development is not compliant with the building size, dimensions, height, or siting of buildings or structures as regulated in the Zoning Law and the proposed development results in a change of less than 10% of the applicable measurement. For instance, if the Zoning Law requires that buildings be sited 6.0 meters from the property line, and the site plan indicates that the building will only be 4.5 meters from the property line, a variance will be required. Issues that trigger the need for variances are generally at the neighbourhood level and usually have little impact at the community-wide level. A variance must not be used to accommodate a change in land use.

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3. GENERAL PRINCIPLES

- 3.1 The assessment and approval of development applications for Leq'á:mel First Nation land shall follow the step-by-step process in this Manual. Development applications shall only be approved if the requirements outlined in the following documents are met for any proposed development:
- Leq'á:mel Land Code, Leq'á:mel Land Use Plan, Leq'á:mel Zoning Law and Leq'á:mel First Nation Development Guidelines;
 - Applicable provincial and federal environmental regulations;
 - Meets or exceeds Building Code standards as required by Leq'á:mel First Nation; and
 - Other Leq'á:mel First Nation laws and/or bylaws that may be deemed applicable by Leq'á:mel First Nation during the development application process.
- 3.2 All development on Leq'á:mel First Nation land shall meet the following guiding principles:
- Comply with the Leq'á:mel Land Code and Leq'á:mel Land Laws;
 - Promote and sustain quality economic and social development;
 - Encourage economic and social development to evolve in an orderly fashion;
 - Encourage economic and social development that embodies respect for the aboriginal rights and traditions of the Leq'á:mel First Nation by protecting its spiritual, cultural and heritage sites and values;
 - Establish high development standards and enhance the health, safety and well-being of Leq'á:mel First Nation, its members and all others who live or work or utilize the recreational opportunities on Leq'á:mel First Nation lands;
 - Sustain a spirit of openness and full disclosure of all economic, environmental, cultural and social activities; and
 - Establish standards of development that will protect the natural environment of the lands.
- 3.3 For convenience, the following is a list of some of the applicable legislation and outside government agencies:
- Leq'á:mel Land Code
 - Leq'á:mel Land Use Plan
 - Leq'á:mel Zoning Law
 - Leq'á:mel Development Guidelines
 - The Stó:lō Heritage Policy⁴
 - Health Canada
 - Environment Canada
 - BC Building Code

⁴ *Leq'á:mel Land Code*, section 7.6

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- National Building Code
- Ministry of Transportation and Infrastructure
- Fraser Valley Regional District
- Any other applicable laws, bylaws or regulations regarding the protection of the environment, subdivision of land and such.

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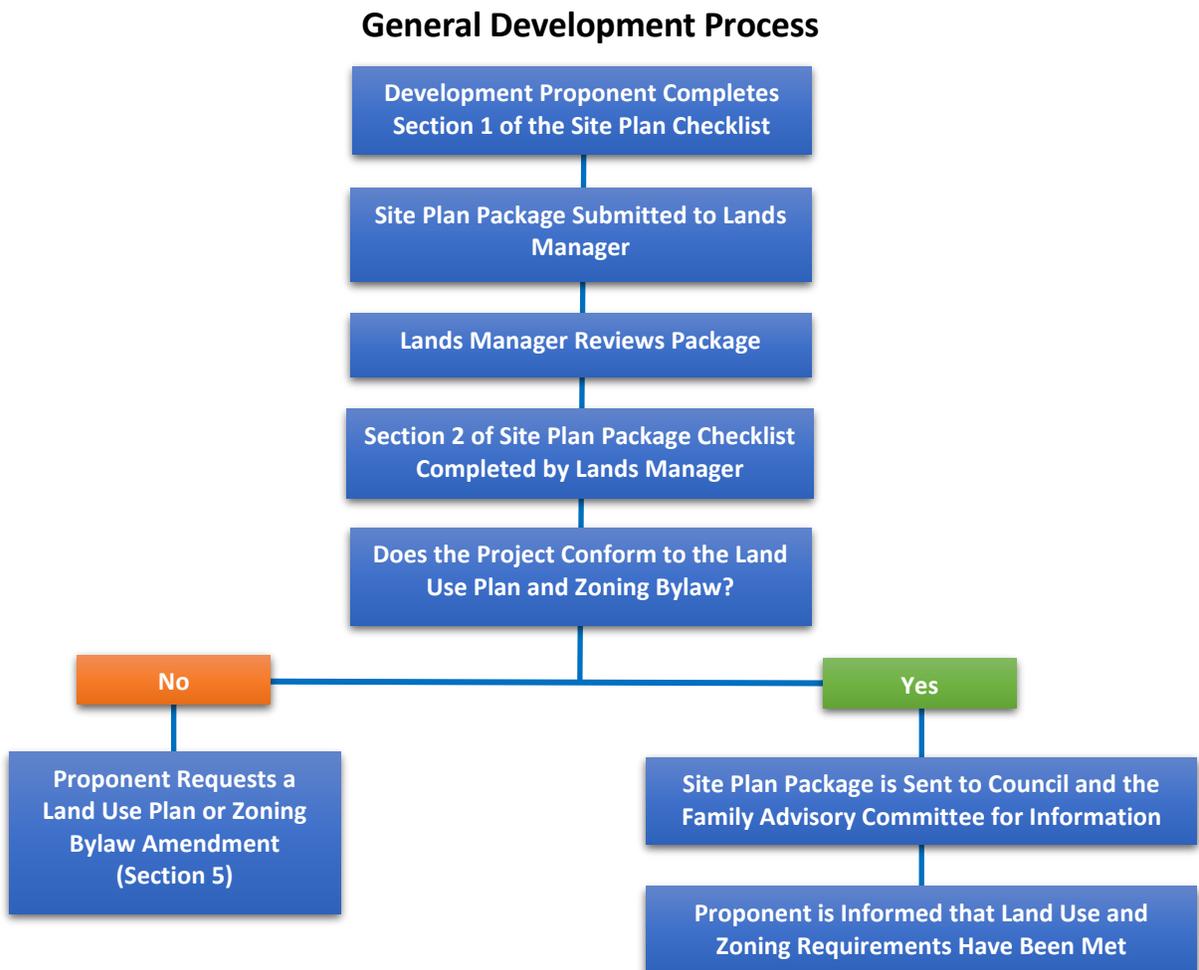
4. GENERAL DEVELOPMENT PROCESS

Every proposed development must undertake the following procedures as outlined in this section. This is the first step for ANY development proposal on Leq'á:mel First Nation reserve land.

4.1 Scope

Every **Development Proponent** must follow the steps outlined in this section whether or not there is an amendment or variance required. This general development process must be followed prior to any development approvals. No construction shall begin before the proponent has followed all the steps and been notified of the results of this process.

The following flow chart summarizes the steps involved in consideration of any development. If there is any ambiguity between this flow chart and the procedure detailed in this section the Leq'á:mel Land Code will govern.



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4.2 Procedure

The procedures shown below are required for **every new** development on Leq'á:mel lands. These steps include:

Step 1 Application to be Completed by Development Proponent

Lands Manager requests the Development Proponent to **complete Section 1** of the **Site Plan Package Checklist** (provided in Appendix A) and provide supplemental information as required. The Development Proponent submits an application fee for \$500. If there are additional costs associated with the review of the Site Plan Package by the Lands Manager, these costs will be charged to the Development Proponent.

Step 2 Leq'á:mel Lands Office Receive Site Plan Package from Development Proponent

Lands Manager receives the Site Plan Package at the Lands Office, from the Development Proponent (even if it is Leq'á:mel First Nation making the application). A site plan package will include:

- Section 1 of the Site Plan Package Checklist (Appendix A);
- Development Proponent contact information;
- A site plan, drawn at a reasonable scale, which clearly illustrates all necessary information including existing and proposed development on the subject property which includes:
 - Site characteristics;
 - Current and proposed Land Use description;
 - Current and proposed Zoning
 - Complies with the Leq'á:mel First Nation Development Guidelines;
 - Regulatory information about the proposed development;
 - Building and setback information;
 - Parking requirements;
 - Infrastructure servicing requirements, including but not limited to: water pressure and flow requirements, sanitary sewer flows, and drainage impacts; and
 - Staging, implementation schedule and duration of proposed development.
- Environmental Protection:
 - Environmental Assessment Report from a qualified environmental professional including information as to whether Approvals or Notifications are required by other government agencies. This should also include recommendations regarding mitigation and protection measures;
 - If development is within 30 metres of a watercourse, identify appropriate setbacks established by a qualified environmental professional;
 - Archeological Assessment report prepared by a qualified professional including the requirements of the Stólō Heritage Policy;

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- Geotechnical Assessment prepared by a qualified Professional Engineer that includes consideration of the site suitability according to the *Environmental Management Act* and the *Contaminated Sites Regulation*. This report must also indicate how impacts will be mitigated including soil stability and fill.
- If the proposed development is a commercial use, a Business Plan must be provided by the Development Proponent; and
- If the proposed development will be located on an Allotment AND the holder of the Allotment will NOT be undertaking the proposed development, the Development Proponent must provide a letter of approval to proceed with development. This letter must be signed by the Allotment holder granting permission for the Development Proponent to make application for new development and/or amendment/variance processes.

All of the above information is to be provided by the Development Proponent. All costs incurred to provide this information will be paid for by the Development Proponent.

Step 3 Site Plan Package Review by Lands Manager

Lands Manager (working with the Leq'á:mel Property Manager and/or Operations and Maintenance staff or other external agencies or consultants as necessary) reviews the Site Plan Package. Any additional costs that may result from this process will be charged to the Development Proponent.

Step 4 Lands Manager Complete Section 2 of Site Plan Package Checklist

Lands Manager **completes Section 2** of the Site Plan Package Checklist (Appendix A) to determine conformance with the Land Use Plan and the Zoning Law regulations and associated maps. Once complete, the Lands Manager signs the checklist to ensure all information has been provided.

If the Site Plan Package conforms to the Land Use Plan and the Zoning Law:

Step 5 Site Plan Package Submitted to Chief, Council and Family Advisory Committee

The Lands Manager sends the completed Site Plan Package and the Site Plan Review Checklist to Chief and Council and the Family Advisory Committee.

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Step 6 Development Proponent is Informed

Unless there are concerns raised by Chief and Council and/or the Family Advisory Committee, the Development Proponent is informed that the proposed development meets the requirements of the Land Use Plan and Zoning Law.

OR

If the Site Plan Package does not conform to the Land Use Plan and the Zoning Law:

Step 5 Request for Amendment or Variance Application(s)

A Land Use Plan amendment OR a Zoning Law Amendment may be required. The Lands Manager requests the Development Proponent provide application for a Land Use Plan Amendment and/or Zoning Law Amendment or Variance.

Step 6 Refer to Section 5 of this Manual

The Development Proponent must follow the steps in Section 5 if the proposed development does not conform to the Land Use Plan and the Zoning Law as identified in the Site Plan Package.

5. AMENDMENTS AND VARIANCES

5.1 Scope

This section pertains to proposed developments **that do not conform to the current Land Use Plan and/or Zoning Law**, and an amendment to one or both of these documents is required before the development can proceed.

Land Use Plan Amendment – A Land Use Plan amendment is required when the Development Proponent wants to undertake activities that do not conform to the **use** identified in the Land Use Plan. In these cases an amendment would be required to change the land use of the parcel. For example, a parcel's land use designation might need to be changed from Agriculture to Residential if a proponent wants to construct a new residential neighbourhood. An amendment is also required if any other significant changes to these laws are proposed and are considered greater than a **variance**.

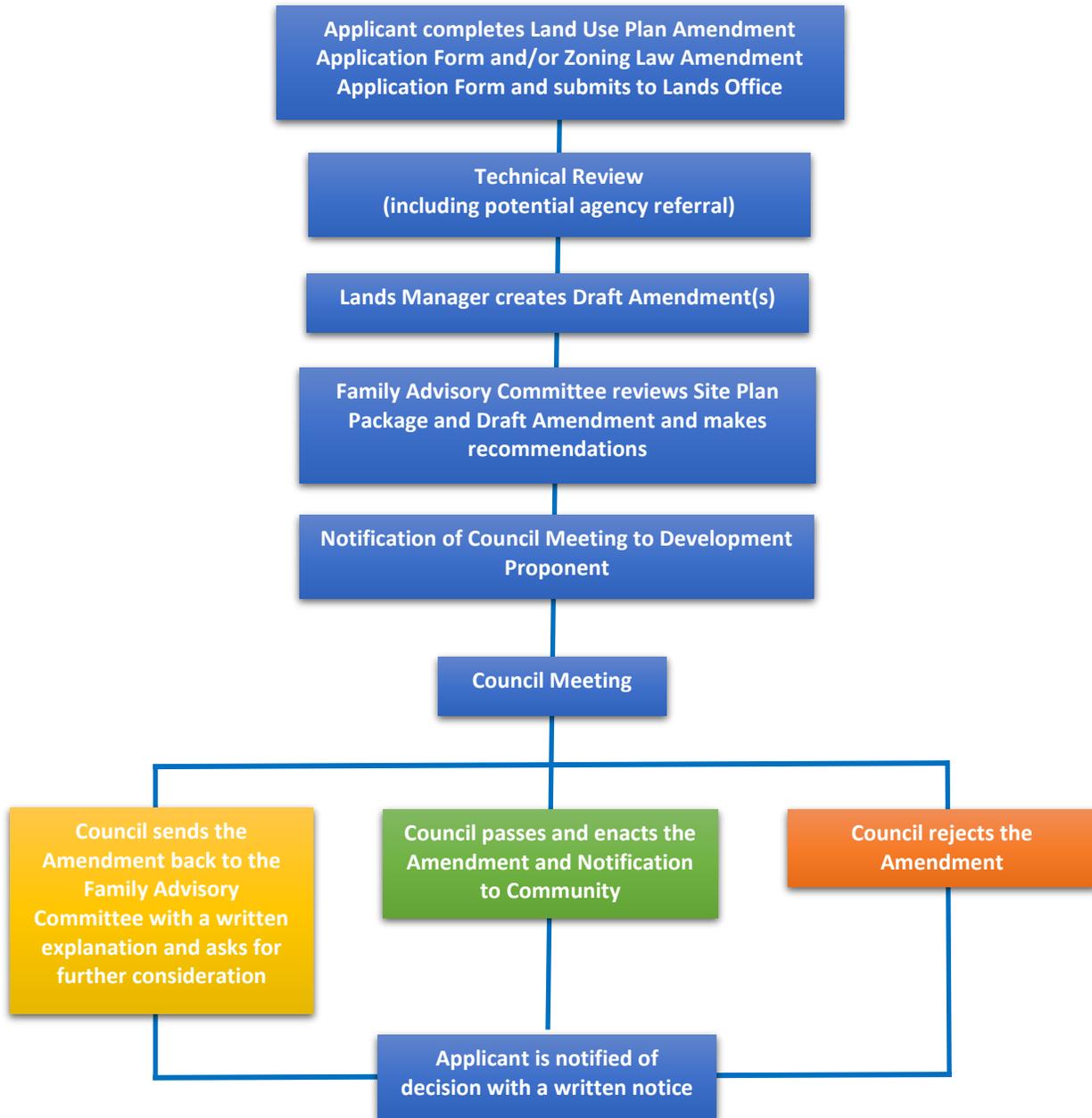
A **Zoning Amendment** is required when the Development Proponent wants to undertake activities that do not conform to permitted use or density or regulations (such as building size, height or siting) as set out in the Zoning Law. In these cases an amendment would be required to change the zone of the parcel. For example a parcel's zone might be amended from Agriculture to Residential to accommodate the construction of a new residential neighbourhood.

Zoning Variance – A Zoning Variance is required when a proposed development is not compliant with the building size, dimensions, height, or siting of buildings or structures as regulated in the Zoning Law and the proposed development results in a change of less than 10% of the applicable measurement. For instance, if the Zoning Law requires that buildings be sited 6.0 meters from the property line, and the site plan indicates that the building will only be 4.5 meters from the property line, a variance will be required. Issues that trigger the need for variances are generally at the neighbourhood level and usually have little impact at the community-wide level. A variance must not be used to accommodate a change in land use.

Section 5.2 summarizes the steps involved in consideration of a Land Use Plan or Zoning Law Amendment. If there is any ambiguity between the flow chart and the procedure detailed in section 5.2, the Leq'á:mel Land Code will govern. Procedures for a Zoning Law variance are provided in section 5.3.

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Land Use Plan Amendment or Zoning Law Amendment



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5.2 Procedure for a Land Use Plan or Zoning Law Amendment

The procedure for an Amendment to the Land Use Plan or the Zoning Law is as follows:

Step 1 Application Completed and Submitted by Development Proponent to Leq'á:mel Lands Office

The Development Proponent completes the Land Use Plan Amendment Application Form (in Appendix B) and/or the Zoning Law Amendment Application Form (in Appendix C). He/she then submits the Form and the Site Plan Package to the Lands Office to be considered by the Lands Manager, along with a \$1,200 application fee.

Step 2 Technical Review

Once the completed application is received, the application shall be reviewed and assessed by the Leq'á:mel Lands Manager with respect to:

- The appropriateness of the proposed use;
- Past precedents; and
- Other Council policies.

The review also shall consider the general nature and appropriateness of the proposal, and the potential impact of the proposed development on adjacent properties with respect to:

- Land use;
- Setbacks;
- Height;
- Views and privacy;
- Appropriateness of use;
- Health and safety;
- Environmental protection and enhancement
- Leq'á:mel First Nation Development Guidelines; and
- Fit with community values.

The Lands Manager may decide the application requires referral to external agencies such as its planning and engineering consultants or other appropriate agencies to obtain further, more detailed information or recommendations. The need for this referral will depend upon the nature and complexity of the application.

Any costs involved in engaging these external agencies will be borne by the Development Proponent and will be discussed with the Development Proponent prior to proceeding. The following agencies **may** be considered for referral as determined by Leq'á:mel First Nation:

- Ministry of Transportation and Infrastructure;
- Fraser Valley Regional District;
- Environment Canada;

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- Health Canada;
- Utility Companies; and
- Indigenous and Northern Affairs Canada.

The review may reveal that further or more detailed information is required from the Development Proponent. If so, the application process may be delayed until the required information is submitted.

On lands previously used for commercial or industrial purposes, the Development Proponent may be required to provide evidence of environmental conditions on the site. If there is a doubt as to the site conditions in regard to contamination with chemicals, metals or other hazardous substances, the Development Proponent may be required to have the site evaluated by a qualified environmental professional (see Zoning Law) and to provide confirmation that the site is not known to be contaminated. In the event that the site is contaminated, site remediation may be required prior to the application proceeding.

Step 3 Draft Amendment(s) and Recommendation Prepared⁵

Once the Technical Review has been completed and all necessary information has been submitted, the Leq'á:mel Lands Manager prepares a draft amendment and sends it to Council and the Family Advisory Committee to adopt, reject or alter.

Step 4 Family Advisory Committee Review⁶

The Family Advisory Committee members shall discuss with their respective families the amendment proposed by Council.

The Family Advisory Committee, at a duly convened meeting for which notice was given and a quorum present, shall, by consensus or, failing consensus, by a majority, recommend Council pass the amendment.

Step 5 Notification of Council Meeting to Development Proponent

The Lands Manager, on behalf of Council, will notify the Development Proponent of the date, time and location of the Council meeting. The Development Proponent will be invited to attend the meeting. If the Development Proponent cannot attend the meeting, then he/she may assign a representative to be present in the Development Proponents' absence. If the Development Proponent cannot attend, he/she must notify the Council, in writing, at least 5 business days in advance of the Council meeting and clearly identify the person(s) who will be representing the Development Proponent.

⁵ *Leq'á:mel Land Code*, section 31.6

⁶ *Leq'á:mel Land Code*, section 31.2

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Step 6 Council Meeting and Consideration⁷

Council shall review the recommendations of the Family Advisory Committee and, at a duly convened meeting, for which notice was given, and a quorum of council present, shall:

- a) Pass the proposed amendment by consensus or, failing consensus, a majority;
- b) Reject the proposed amendment; or
- c) Send the proposed amendment back to the Family Advisory Committee for further consideration.

If Council rejects the proposed amendment or sends it back to the Family Advisory Committee for further consideration, Council shall provide the Family Advisory Committee with written reasons.

If the Family Advisory Committee then comes back to Council with a recommendation to pass the amendment a second time, Step 5 and 6 are undertaken once again.

If Council is of the opinion that urgent protection of Leq'á:mel lands or members is required, Council may enact an interim Leq'á:mel Land Law by Council resolution for up to 28 days⁸.

Step 7 Enacting an Amendment and Notifying the Development Proponent⁹

The Amendment shall be signed within 30 days by a quorum of Council at a Council meeting and shall be effective on that day.

Notice of the enactment shall be posted in a public areas of the Leq'á:mel administration building and published in a local newsletter within 7 days of enactment.

An original of the amendment shall be deposited in a register of the Leq'á:mel Land Laws for access by the public during business hours and true copies kept by the Lands Manager.

Step 8 Development Proponent Notified

The Leq'á:mel Lands Manager notifies the Development Proponent of the outcome of the Council decision in Step 6. The Council shall give a written notice of its decision to the Development Proponent. The written decision will provide the Development Proponent with an explanation about the decision making process including the information that was provided and reviewed, who provided input, and reasons behind the outcome of the decision.

If the Development Proponent wants to re- apply, he/she will need to resubmit an application.

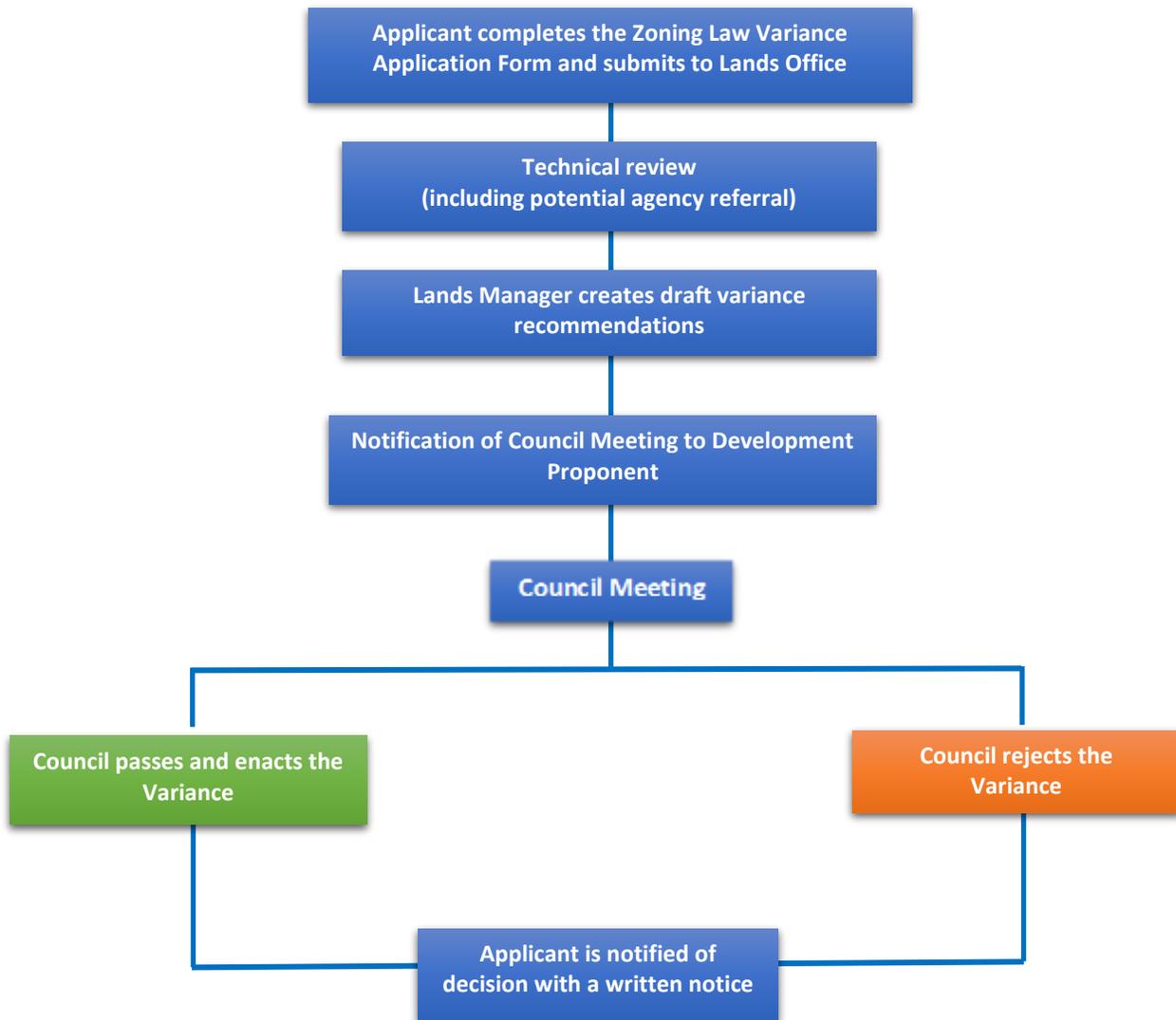
⁷ *Leq'á:mel Land Code*, section 31.2 and 31.3

⁸ *Leq'á:mel Land Code*, section 31.4 and 31.5

⁹ *Leq'á:mel Land Code*, section 32.1, 32.2, 32.3 and 32.4

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Zoning Law Variance Process



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5.3 Procedure for a Zoning Law Variance

The procedure for a Variance to the Zoning Law is as follows:

Step 1 Application Completed and Submitted by Development Proponent to Leq'á:mel Lands Office

The Development Proponent completes the Zoning Law Variance Application Form (in Appendix D). He/she then submits the Form and the Site Plan Package to the Lands Office to be considered by the Lands Manager, along with a \$500 application fee.

Step 2 Technical Review

Once the completed application is received, the application shall be reviewed and assessed by the Leq'á:mel Lands Manager with respect to:

- The appropriateness of the proposed variance;
- Past precedents; and
- Other Council policies.

The review also shall consider the general nature and appropriateness of the proposal, and the potential impact of the application on adjacent properties with respect to:

- Land use;
- Setbacks;
- Height;
- Views and privacy;
- Appropriateness of use;
- Health and safety;
- Environmental protection and enhancement
- Development Guidelines; and
- Fit with community values.

Step 3 Prepare a Draft Variance Recommendation

Leq'á:mel Lands Manager prepares a draft recommendation and sends it to Council to adopt, reject or provide conditional approval of the variance subject to changes.

Step 4 Notification of Council Meeting to Development Proponent

The Lands Manager, on behalf of Council, will notify the Development Proponent of the date, time and location of the Council meeting. The Development Proponent will be invited to attend the meeting. If the Development Proponent cannot attend the meeting, then he/she may assign a representative to be present in the Development Proponents' absence. If the Development Proponent cannot attend, and wants to send a representative, he/she must notify the Council, in writing, at least 5 business days in advance of the Council meeting and clearly identify the person(s) who will be representing the Development Proponent.

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Step 5 Council Meeting and Consideration

Council shall:

- a) Pass the proposed variance by consensus, or, failing consensus, a majority;
- b) Pass the proposed variance with conditional approval of the variance subject to changes by consensus or, failing consensus, a majority; or
- c) Reject the proposed variance.

Step 6 Enacting a Variance and Notifying the Development Proponent

The Variance shall be signed within 30 days by a quorum of Council at a Council meeting and shall be effective on that day.

Step 7 Development Proponent Notified

The Leq'á:mel Lands Manager notifies the Development Proponent of the outcome of the Council decision in Step 6. The Council shall give a written notice of its decision to the Development Proponent. The written decision will provide the Development Proponent with an explanation about the decision making process including the information that was provided and reviewed, who provided input, and reasons behind the outcome of the decision.

If the Development Proponent wants to re- apply, he/she will need to resubmit an application.

APPENDIX A

Site Plan Package Checklist



SITE PLAN PACKAGE CHECKLIST REQUIRED FOR ANY NEW DEVELOPMENT

SECTION 1 (TO BE COMPLETED BY PROPONENT and SUBMITTED TO LANDS OFFICE)

Date of Application: _____

Name of Development Proponent:
Phone number of Development Proponent:
Email address of Development Proponent:
Mailing address of Development Proponent:
Site Plan attached? (including any elevations, cross-sections or detail drawings that are relevant) <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach 4 copies)

Site Characteristics

Address of development:
Name of Reserve where development is proposed:
Brief description of proposed development (additional information can be attached):
Legal description:
Size of development parcel:
Explain how the development conforms to the recommendations in Leq'a:mel First Nation Development Guidelines (information can be attached).



SITE PLAN PACKAGE CHECKLIST REQUIRED FOR ANY NEW DEVELOPMENT

Zoning*

*Check current and proposed zoning for the site. Refer to the Zoning Law and applicable Zoning Maps.

	Current Zoning Check Box	Proposed Zoning Check Box
Residential (R1)	<input type="checkbox"/>	<input type="checkbox"/>
Commercial (C1)	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive Development Zone (CD-1)	<input type="checkbox"/>	<input type="checkbox"/>
Public Use (P1)	<input type="checkbox"/>	<input type="checkbox"/>
Recreation, Parks and Open Space (P2)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Protection Area (EPA)	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture (A1)	<input type="checkbox"/>	<input type="checkbox"/>
Industrial (I1)	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Home Park (MHP)	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Regulatory Information

Number of dwelling units proposed:	
Lot size:	units/ha:
Building footprint size:	Proposed site coverage (proportion of property covered by buildings): %
If residential, is a Home Based Business being proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No	



SITE PLAN PACKAGE CHECKLIST REQUIRED FOR ANY NEW DEVELOPMENT

If residential, is a Secondary Suite being proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complies with Zoning Law:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, fill in a Zoning Amendment Application Form. Form provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Principal Buildings

What is the size of the principal building?	Square metres / square feet	
Height of building(s):	Metres / feet	Number of storeys
Complies with Zoning Law:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Principal Building Setbacks

Front Yard Setback:	Metres / feet
Side Yard Setback:	Metres / feet
Rear Yard Setback:	Metres / feet
Complies with Zoning Law:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, fill in a Zoning Amendment Application Form or a Zoning Variance Form.	

Parking

Number of parking stalls currently provided:
Number of parking stalls required for the proposed development:



SITE PLAN PACKAGE CHECKLIST REQUIRED FOR ANY NEW DEVELOPMENT

Has a Geotechnical Assessment been prepared by a qualified Professional Engineer? Is the site suitable according to the *Environmental Management Act* and the *Contaminated Sites Regulation*? How will impacts be mitigated including soil stability and fill?

Is this included Yes No

Attached 4 copies

Schedule

Anticipated staging and implementation timeframe:

Proposed duration of project:

If a Commercial Use is proposed

A Business Plan outlining the feasibility of the proposed commercial use is included: Yes No

Allotment

If the proposed development will be located on an Allotment, is the proposed development going to be carried out by the current Allotment holder (i.e. CP Holder)? Yes No

If No, a letter of approval to proceed with development must be provided and signed by the Allotment holder granting permission for the Development Proponent to make application for new development and/or amendment/variance processes. (Attach original letter to this application.)

Has a letter of approval from the Allotment holder been provided? Yes No Not applicable

The information requested in this Site Plan Checklist is for information purposes only. It is the responsibility of the Development Proponent to ensure all studies are undertaken. The costs incurred for all studies, engineering and design are to be paid for by the Development Proponent.

This Development Plan Checklist is not exhaustive and therefore, reference should still be made to the Land Use Plan, the Zoning Law and Development Guidelines to ensure any new development is in compliance with those documents. This Development Plan Checklist is used for informational purposes only. It is the responsibility of the Development Proponent to ensure all studies are undertaken.

APPENDIX B

Land Use Plan Amendment Application Form



Leq'a:mel First Nation

43101 Leq'a:mel Way Tel: 604-826-7976
Deroche, BC V0M 1G0 Fax: 604-826-0362

www.leqamel.com

LAND USE PLAN AMENDMENT APPLICATION FORM

TO BE COMPLETED BY DEVELOPMENT PROPONENT

Date of Application: _____

Name of Development Proponent:
Phone number of Development Proponent:
Email address of Development Proponent:
Mailing address of Development Proponent:

Site Characteristics

Address of development:
Current land use:
Proposed land use:
Proposed amendment(s) to the Land Use Plan:

APPENDIX C

Zoning Law Amendment Application Form



Leq'a:mel First Nation

43101 Leq'a:mel Way Tel: 604-826-7976
Deroche, BC V0M 1G0 Fax: 604-826-0362

www.leqamel.com

ZONING LAW AMENDMENT APPLICATION FORM

TO BE COMPLETED BY
DEVELOPMENT PROPONENT

Date of Application: _____

Name of Development Proponent:

Phone number of Development Proponent:

Email address of Development Proponent:

Mailing address of Development Proponent:

Site Characteristics

Address of development:

Current zoning designation (i.e. land use):

Proposed zoning (i.e. land use):

Why is the Zoning Amendment required?

Additional documentation required:

APPENDIX D

Zoning Law Variance Application Form



Leq'a:mel First Nation

43101 Leq'a:mel Way Tel: 604-826-7976
Deroche, BC V0M 1G0 Fax: 604-826-0362

www.leqamel.com

ZONING LAW VARIANCE AMENDMENT APPLICATION FORM TO BE COMPLETED BY DEVELOPMENT PROPONENT

Date of Application: _____

Name of Development Proponent:

Phone number of Development Proponent:

Email address of Development Proponent:

Mailing address of Development Proponent:

Site Characteristics

Address of development:

Current zoning:

Proposed variance to the Zoning Law:

Why is a Variance to the Zoning Law required?

Additional documentation required: