

# A Guide to Project Review in Burrard Inlet, Fraser River, Pitt River and Roberts Bank

Vancouver Fraser Port Authority, doing business as Port Metro Vancouver, has prepared this guide to assist tenants, terminal operators, consulting firms and the public with the review of proposed development, dredging and construction projects in the Port's jurisdiction.

Applicants are responsible for consulting with Port Metro Vancouver to determine the appropriate application procedures and requirements. Port staff are available to answer your questions and to help you throughout the review process.

This guide is provided for general information purposes only, is subject to approved Port Metro Vancouver policies and may be changed or updated without notice.

This document is available for download from our website at <http://www.portmetrovancover.com/>.

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# 1. Why do you need Port approval?

Under the *Canada Marine Act*, Port Metro Vancouver is responsible for the administration, management and control of land and water within its jurisdiction. In exercising its mandate, Port Metro Vancouver strives to ensure that new developments meet applicable standards and minimize environmental and community impacts. New developments should also support Port Metro Vancouver's land use objectives as described in the Port Metro Vancouver Land Use Plan.

To effectively manage these responsibilities, Port Metro Vancouver administers a Project Review Process that involves both a Planning Review and an Environmental Assessment Procedure (EAP). The Project Review Process applies to land use, construction, and demolition on land, water and air space administered by Port Metro Vancouver, including all property leased or licensed to other parties.

Port Metro Vancouver's proprietary jurisdiction includes:

- the water, sea bed and over 460 hectares of land in Burrard Inlet east of the First Narrows
- the water, river bed and over 545 hectares of land along the North, Middle and South Arms of the Fraser River from the Straight of Georgia on the west, to Kanaka Creek and the mouth of Pitt Lake on the east. In the rivers, the area governed by the Port is all that lies below the Legal High Water Mark as registered in the Land Title Office
- the Port facility at Roberts Bank (Deltaport & Westshore)
- in addition, Port Metro Vancouver has navigational jurisdiction in the offshore area shown shaded on this map



## 2. Projects Requiring Approval

All proposals involving physical works on Port Metro Vancouver property require approval through the Port's Environmental Assessment Procedure (EAP).

In addition, certain physical works and land use changes will require a Planning Review. For most works proposed, Port Metro Vancouver issues a Project Permit to applicants. Proposals that require this Permit include:

- changes of use on land or water
- new buildings or structures on land or water
- additions to and modifications to existing structures
- demolitions
- reclamation projects
- land grading or capital dredging (deepening of a channel)
- new utility corridors
- recreational docks
- new float homes or relocations

Recreational docks in Burrard Inlet must also meet *Building Guidelines for Private Moorage Facilities*. Float homes must also meet the *Residential Use Standards* as well as other requirements as determined by Planning and Development. These documents are available on the Port Metro Vancouver website or through the Planning and Development Department. Many works also require a Building Permit, as determined by the National Building Code.

Generally, maintenance and repair works, and certain minor structures, equipment, or installations such as pilings will not require a Project Permit and are considered exempt. Proposals should be discussed with Port Metro Vancouver staff in advance of an application to determine if an exemption may apply, and all proposed works must be reviewed by Port Metro Vancouver even if no Project Permit is specifically required.

The Planning and Development Department administers all proposals requiring Building or Project Permits. For proposals not requiring Project Permits, applicants may contact Environmental Programs directly to initiate an EAP. Please see [Section 5](#) for more information on the EAP process.

### **3. Port Metro Vancouver Project Permits**

Applicants should contact the Planning and Development Department to discuss their proposal and application requirements prior to submitting an application. If necessary, a pre-application meeting will identify requirements specific to the proposal, and issues that may be expected to arise in the review process.

Following pre-application contact, applicants are requested to submit a completed application form to the Planning and Development Department, supported by additional information as necessary to adequately describe the proposed works and assess any impacts. The application form and a detailed description of application requirements are provided in [Sections 9 & 10](#) of this document.

Project applicants are not required to submit a separate application for the EAP. However, projects not requiring a Project Permit will be referred directly to Environmental Programs for the EAP.

#### **Recreational Docks**

Upland owners wishing to construct, repair or upgrade private moorage facilities in Port controlled waters should refer to *Building Guidelines for Private Moorage Facilities*. These guidelines are designed to outline standards for marine structures in order to achieve a balance between safe navigation, the environment and the structural integrity of recreational moorage facilities. Compliance with these Guidelines will help to ensure that structures suit the particular sites and uses. They are available on the Port Metro Vancouver website.

Recreational Dock applications are reviewed in much the same way as any other application, through the Project Permit process.

#### **Float Homes**

The Port is limited in its ability to approve new floating homes in Port Metro Vancouver jurisdictional waters. The size and scope of float home communities has been effectively capped based on the number in existence in 1999 for both arms of the Fraser River, and float homes are not permitted in Port controlled portions of Burrard Inlet. New float home applications as well as Tenure renewals are currently reviewed on a case specific basis to

ensure compliance with our federal mandate as well as any other concerns normally associated with in-water residential use. A Project Permit application is required for new homes and relocations, as is submission of a valid marine survey and proof of insurance. For more information, contact the Planning and Development Department.

## **Property Agreements**

Existing tenants should review their respective property agreements to ensure their proposed works are permitted. Required changes to lease arrangements resulting from proposed works must be discussed with the Real Estate Department in advance of submitting an application.

Prospective tenants that do not have a lease, license or other agreement to use Port Metro Vancouver property must obtain a documented interest in the property (e.g. a signed offer to lease) prior to submitting a Project Permit application. Prospective tenants should contact the Real Estate Department to begin this process.

## **Navigation**

The Operations and Harbour Master's Office is responsible for maintaining safety of navigation in the harbour. All proposals are reviewed to ensure they do not negatively impact vessel movements or access to nearby properties. Applicants may discuss navigation or operational matters directly with the Harbour Master's Office.

## **Site Servicing**

Generally, major utilities serving Port Metro Vancouver property are provided by local municipalities, the Greater Vancouver Sewerage & Drainage District, BC Hydro, Terasen, and Telus. Applicants are responsible for proper connections to these services and obtaining all necessary approvals as part of their developments.

Applicants are required to obtain all necessary site-servicing information prior to finalizing servicing plans. Servicing plans should take into account the location of existing on-site services in order to avoid any possible damage to these installations for which they would be responsible. Contact the Engineering Department and other utility providers for information on existing service locations and capacities. More detailed information will sometimes be required from the adjacent jurisdiction.

## 4. Environmental Assessment

Port Metro Vancouver has a long-standing commitment to environmental stewardship. This commitment is reflected in proactive responses to environmental regulation as well as co-operation with other regulatory agencies. The Port strives to ensure that all reasonable measures are taken to prevent adverse environmental effects resulting from activities on Port lands, including impacts to air and water.

Port Metro Vancouver has established an in-house Environmental Assessment Procedure (EAP) to review proposals. All projects involving physical works on Port property require an EAP review. Where projects also require a Project Permit, the Planning Review and EAP run concurrently, and conditions of approval for both will be provided in the Project Permit.

In general, the applicant should provide a description of all potential environmental impacts resulting from the project's construction and operation that may affect air, land or water resources. The applicant should also describe methods that will be used to avoid or reduce such impacts. Information requirements for the EAP review will be identified during the pre-application meeting. Applicants may also contact Environmental Programs directly to discuss informational requirements.

Environmental impacts to land and water could include spills or leaks of contaminants into soil, sediment, groundwater and/or surface water. Projects with the potential for such impacts as well as projects that involve new or expanded leaseholds may require an environmental site assessment. For further information on site assessments, please request a copy of *Environmental Baselines and Exit Assessments for Tenants of the Vancouver Fraser Port Authority* by contacting the Environmental Programs department.

Environmental impacts to air could result from emissions of all kinds including those from dust, diesel exhaust and stacks. Projects with the potential to affect air quality may be required to provide an air emissions inventory that quantifies existing and anticipated air emissions. Tenants may also be required to demonstrate commitment to continuous improvement in terms of reducing air emissions resulting from activities at their site.

Further information regarding strategies for reducing air emissions can be found on the Port Metro Vancouver website at [http://www.portvancouver.com/the\\_port/air\\_quality/](http://www.portvancouver.com/the_port/air_quality/).

Projects that have the potential to impact the waters of Burrard Inlet or the Fraser River may be referred to the Burrard Environmental Review Committee (BERC) or the Environmental Review Committee of the Fraser River Estuary Management Program (FREMP ERC) respectively. These agencies will review the application and may make recommendations to Port Metro Vancouver regarding conditions of approval. More information on these agencies can be found on their website at [www.bieapfrempp.org](http://www.bieapfrempp.org).

Development proposed along the Fraser and Pitt Rivers will be reviewed using a three tiered classification system developed by Fisheries and Oceans Canada. The Green, Yellow, and Red coding of all foreshore in these rivers refer to habitat sensitivity, with Red coded areas being the most restrictive. Compensation, No Net Loss, or Mitigation of Habitat may be required as determined by FREMP.

Some projects may require a *Notice of Commencement* be posted on the Canadian Environmental Assessment Registry (CEAR). The posting provides basic project information and invites the public to comment on environmental aspects of the project. Information on CEAR can be found at [www.ceaa.gc.ca/050/index\\_e.cfm](http://www.ceaa.gc.ca/050/index_e.cfm).

Following completion of the EAP review, a Schedule of Environmental Conditions and recommendations are forwarded to the Planning and Development Department for inclusion in the Project Permit. Where a Project Permit is not required, Environmental Programs will communicate the outcome of the EAP review directly to the applicant. In both cases, the applicant is responsible for satisfying any conditions and/or required actions. If no Project Permit is required, there is no fee for the EAP review.

## 5. Port Metro Vancouver Building Permits

Port Metro Vancouver issues its own Building Permits on Port owned lands using accredited Building Code professionals contracted for plan review. The Port requires that design drawings be reviewed to ensure buildings and structures meet the current National Building Code of Canada and the National or BC Fire Code.

Contracted Building Code professionals advise Port staff on the issuance of Building Permits, inspections and building suitability for occupancy.

Port Metro Vancouver Building Permits are required for:

- new building construction
- changes of building use
- additions and renovations
- structural modifications
- interior renovations and,
- temporary buildings/structures on Port property

Exceptions include works not regulated by the Building Code, and certain in-water works such as:

- floating docks or piers
- float homes being relocated to or within Port waters
- mooring dolphins, pilings and,
- private recreational moorage facilities

Applicants should submit three copies of all sealed drawings and technical specifications (all in metric) to the Planning and Development Department. One set should be no larger than 11" x 17" in size, and an electronic copy must be provided.

Port specific Building Code Letters of Assurance relating to the National Building Code must be completed and submitted where applicable. These can be downloaded from the website. See:

<http://portmetrovancover.com/projects/ProjectReviewandPermits.aspx>

For projects in the City of North Vancouver, the City undertakes the Building Permit review on behalf of Port Metro Vancouver. Following receipt of a Project Permit from Port Metro Vancouver, applicants should submit Building Permit applications directly to the City of North Vancouver. These

applications are subject to the City's applicable building permit fees, and the City will copy the Port the issued Building Permit.

Site services are generally provided to Port properties by the neighbouring municipality or jurisdiction. Ensuring the location, capacity, and potential for connection to these services is the applicant's responsibility, and should be explored prior to finalizing plans for development (and before application for Project Permit is made). For further information on site servicing, see [Section 3](#).

The Building Permit review process normally follows the issuance of a Project Permit. The Building Permit process can be initiated early (prior to approval and issuance of the Project Permit), or phased to meet construction schedules, at the risk of the applicant.

## **Electrical, Gas, and Elevator Permits**

Applicants are responsible for obtaining all necessary trade permits for gas, electricity and elevator installations directly from the authority having jurisdiction, typically the British Columbia Safety Authority.

Projects requiring these specialized permits generally rely on the qualified contractor to secure the relevant permit from the authority having jurisdiction. Port Metro Vancouver is not involved in the review of the technical documentation, but may request a copy of the issued Permit as part of the As-Built package submitted at the completion of construction.

Elevators are regulated under the BC Elevator Code.

## 6. Dredging and Other Approvals

Dredging projects must meet the regulations of the Canada Marine Act, Canadian Environmental Assessment Act, Canadian Environmental Protection Act and Federal Fisheries Act. Capital dredging projects (not maintenance dredging) require a Project Permit.

The following must accompany a completed application for dredging:

1. **Application Fee** – based on the Project Permit fee schedule (there is no fee for review of Maintenance Dredging applications)
2. **Letter of Riparian Consent** – a Letter of Riparian Consent from the upland owner for proposals within a water lot or located adjacent to the shoreline
3. **Sketch/Drawing** – diagram of the proposed dredge area (a sketch template is provided in the application form on page 25 of this document)
4. **Sediment Analysis** – A sediment analysis is required to allow appropriate environmental assessment of the dredgate

The application form is designed to provide basic information required by most regulatory agencies, each of which will review the proposal. Certain reviewing agencies may require additional/specific information. If so, the applicant will be notified.

The review period for dredging applications will vary depending on the potential environmental and navigation impacts. For routine or maintenance dredging projects where no Project Permit is required and where anticipated impacts are minimal, applications are generally assessed within 4 to 6 weeks. If the proposed project has the potential for a greater environmental impact or larger implications for land use or navigation, a longer processing time may apply.

Applications may be referred to the Environmental Review Committee of either the Fraser River Estuary Management Program or the Burrard Inlet Environmental Action Program. The application may be forwarded to Transport Canada Navigable Waters Protection Division, the Council of Marine Carriers, Pilots, or other water users if the proposed project has the potential to impact navigation.

Port Metro Vancouver grants approval for the dredging project providing the

applicant adheres to all conditions in the approval. The project must be carried out as described within the approval, and it is the applicant's responsibility to ensure all requirements are carried out. Any and all changes must be reported immediately to the Port.

Post-dredge sounding data must be submitted once the dredging project is complete, and is a condition of approval.

## **Other Approvals – Other Agencies**

Applicants are reminded that other regulatory approvals may be required for projects undertaken within Port Metro Vancouver jurisdiction. Port staff can assist applicants in identifying external approval processes on a case-specific basis. However, applicants are responsible for determining what other approvals are necessary and obtaining these approvals from the appropriate agencies.

Anyone proposing to construct works in, on, over, under or through a navigable waterway generally requires prior approval under the Navigable Waters Protection Act (NWPA). Transport Canada administers the NWPA with the mandate of preserving the public right of unimpeded safe navigation.

Applications reviewed by BERC or FREMP (see [Section 4](#)) will be automatically reviewed by a representative of Transport Canada. Additional information on the NWPA is available on Transport Canada's website at <http://www.tc.gc.ca/marinesafety/oep/nwpp/guide.htm>.

## 7. Application Processing

The Planning and Development Department will assign a planner to each Project Permit application to coordinate the review. Based on their evaluation, the application will be directed to one of two process streams: Planning Review or Planning Review with Consultation.

In determining the appropriate review process, the following factors will be considered:

- any proposed change of site land use
- consistency with use designation in the Port Land Use Plan
- potential for off-site impacts that may affect neighbouring residents, and/or industrial or commercial users
- stakeholders who have previously expressed an interest regarding the site or projects of the same type
- whether the project requires cooperation from external parties

In addition, all applications are forwarded to Environmental Programs for the EAP, which is a separate process that runs concurrently with the Planning Review. This may include referral to external agencies.

### Planning Review

In general, projects that do not involve any of the factors listed above will be reviewed by internal Port departments only – a Planning Review.

Where one or more of these factors do apply, projects may still be reviewed only by Port staff depending on the anticipated level of external interest. Some proposals may simply warrant a courtesy notification to stakeholders such as adjacent tenants, neighbouring residents and businesses or the local municipality.

Projects requiring Planning Review only may include:

- minor new buildings or structures on land
- minor additions or modifications to existing structures or installations that are ancillary to a principal use (e.g. building addition)

- temporary buildings & installations (e.g. modular buildings)
- temporary holding lot for construction activities (e.g., material storage, truck staging)
- minor demolition

## **Planning Review with Consultation**

Port Metro Vancouver is committed to providing local communities and other interested parties an opportunity to provide input into the review of proposals that may impact them. In general, projects that meet one or more of the factors listed below and are anticipated to generate significant stakeholder interest will require a consultation component.

Projects involving Planning Review with Consultation may include:

- large site redevelopment or expansion
- major new buildings or structures on land or in-water
- reclamation works
- major in-water works
- major demolition works
- high profile projects

### ***Types of Consultation***

The form of consultation will vary depending on the nature of the project, its potential impacts and known external interests. The Planning and Development Department will work closely with the applicant to establish the consultation program.

Consultation activities will generally include a public notice such as a letter or a page on the Port website. They may also include information meetings with interested groups or agencies, an open house, or workshops.

In certain instances where local community associations or advisory groups are not in place, the Planning and Development Department may propose a local advisory committee be established to provide comments on the application.

Consultation may also involve a separate and distinct process with First Nations that have specific interests within the project area. There may be an additional review cost for the First Nation review of the proposal.

Once a public notice has been issued for a project, the public will have an opportunity to provide written comments during a specified comment period. Questions received during the comment period will be reviewed. The applicant may be required to address the comments and questions considered relevant, or provide additional information.

## **The Project Review Committee**

Following the project review process, the Planning and Development Department prepares a project report. This report includes a summary of application details, comments received during the consultation process and the outcomes of the EAP, as well as recommends whether or not the project warrants approval. It may also recommend conditions that could be included in the permit if approved. The report is forwarded to the Project Review Committee for consideration.

The Project Review Committee is a standing committee comprised of representatives from several Port departments. The Committee may choose to approve or decline the application or request additional information about the application prior to making a decision.

If the project is approved, a Project Permit is issued to the applicant. If a project is not approved, the applicant is advised of the rationale of the decision.

## **How long does the Project Review Process take?**

The review period depends on a number of factors such as:

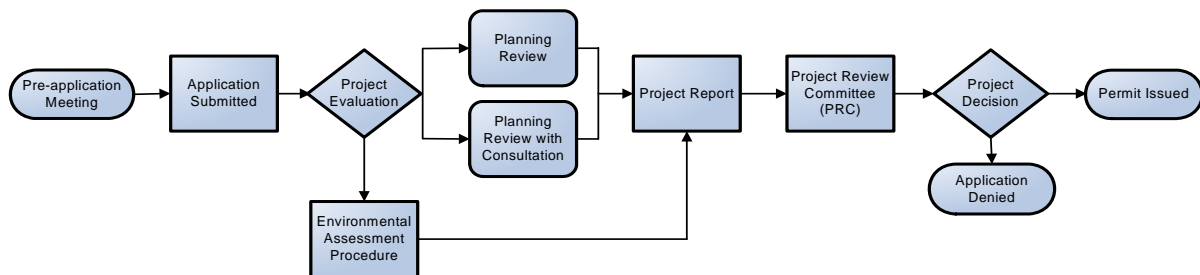
- completeness of the application submitted
- complexity of the proposal
- magnitude of potential off-site impacts and,
- level of involvement required by external parties

Generally, applications that follow the Planning Review process stream and do not require consultation with external parties are processed in 6 to 8 weeks.

Applications that require consultation with external parties normally take longer to process. Depending on the complexity of the project or the land use implications, Permit issuance may take 3 to 6 months. Port Metro Vancouver staff can advise on the anticipated duration of the review process during the pre-application meeting.

Applications that have remained inactive for a period of 6 months from the date of most recent submission may be closed at the discretion of Port Metro Vancouver. Re-activation of a closed file will require payment of the Project Permit Review Fee in effect at the time of re-activation.

## Project Review Flowchart



## When can construction begin?

Construction can begin once all relevant conditions of approval of the Project Permit are satisfied, property agreements are in place and the applicant has received all other necessary approvals from external agencies. Projects involving works that are regulated under the National Building Code of Canada are required to obtain a Building Permit prior to undertaking construction (see [Section 5](#)).

Applicants should note that the Department of Fisheries and Oceans requirements might restrict in-water works during fisheries sensitive periods.

Project Permits are valid for a fixed period, and validity may be extended by written request 30 days prior to the expiry date by submission of a request for extension and payment of the base Project Permit fee in effect at the time of the request. Substantial construction must commence within the period specified in the Permit.

## 8. Review Fees

All projects requiring a Project Permit are subject to a non-refundable application fee to accompany the application. Project applicants will be advised of the applicable fee at the pre-application meeting, or applicants can contact the Planning and Development Department to discuss the appropriate fee.

### Project Permit Fees

Type of Review	Fee	GST	Total
Planning Review	\$500.00	\$25.00	\$525.00
Planning Review with Consultation	\$2,500.00	\$125.00	\$2,625.00

In addition to the basic consultation fee above, applicants are responsible for all costs related to additional public consultation activities such as flyers, advertisements, public open house expenses, and First Nation review fees.

Application fees will be accepted from Port tenants, leaseholders or consultants working on their behalf.

The Project Permit fee also covers the Environmental Assessment Procedure where applicable. If no Project Permit is required, there is no fee for the EAP review.

### Documentation Deposits & Record Drawings

For projects requiring a Project Permit, a documentation deposit is required. This deposit is based on the construction value of the project and is retained by Port Metro Vancouver until all required record drawings, such as as-builts, surveys, or letters of assurance have been received. Once all information has been submitted to Port Metro Vancouver's satisfaction, the deposit is refunded in full with interest.

As-built drawings are detail drawings of any structure, utilities or civil improvements (roads, ditches, retaining walls etc.) built on or made to a property. They may in some cases be slightly different from what was reviewed and shown on the Permit drawings – any changes must be shown on the as-built drawings. Port Metro Vancouver requires drawings in Autocad 2000 DWG or later, as well as in PDF format.

Accurate digital locations are particularly important for in-water structures, as they are added to the Navigable Waters database, and may appear on future navigational maps. In some cases, a survey may be acceptable in place of as-built drawings, as directed by the Planning and Development or the Engineering Department.

A general site location or keyplan must be included with record drawing submissions to identify the structures in relation to surrounding features. A drawing index list shall include the drawing name and drawing number of all submissions, if applicable.

The required deposit is calculated as 1% of the construction value (minimum \$1,500/maximum \$10,000). Port Metro Vancouver will only refund documentation deposits to Port tenants, and **not** to consultants working for or applying for permits on their behalf. A separate cheque, written by the tenant, should be submitted for the documentation deposit.

Projects not requiring a Project Permit may in some cases be required to submit record drawings upon completion of the project.

## **Building Permits**

Applicants are responsible for all costs related to Building Permits and related trade permits. Once sufficient Building Permit documentation has been submitted, the contracted Building Code Professionals prepare an estimate for the review costs, which are then invoiced to the applicant, plus an additional 10 percent administrative fee. Building Code review will begin once payment is received by Port Metro Vancouver. Any amount unused in the review is refunded to the applicant. In the event unforeseen review costs arise, Port Metro Vancouver will discuss appropriate options for cost recovery with the applicant.

## **Real Estate Documentation Fees**

Administrative fees are applicable for a new lease, license or other agreement or for an amendment to an existing legal agreement. Please contact the Real Estate Department for a current tenure fee list.

**Fees may be paid by cheque made payable to Port Metro Vancouver.**

## 9. Plans and Information Required

The following information is required for a complete application and to ensure a timely review:

- a complete and signed application form
- a written brief providing a detailed description of the proposal and rationale, such as project benefits, consistency with the Land Use Plan, alternatives considered, and mitigation proposed if any
- dimensioned drawings in metric to describe the proposal including:
  - location plan, 1:5000 scale
  - site plan drawn to scale, illustrating the following:
    - lease and property boundaries including legal high water mark where applicable as registered in the Land Titles Office
    - existing and proposed buildings and structures, including any marine structures, fill, retaining walls, etc.
    - existing and proposed access points, roads, driveways, parking areas, paved surfaces, walkways
    - existing and proposed site services, light standards, drainage, fencing & fire hydrants
    - when adjacent to or on the water, the project in relation to the tidal Higher High Water line, including dimensioned elevations and water depth
    - elevations, cross-sections, floor plans and roof plans where applicable
- submissions should include at least one full-size set of drawings (at a legible scale), one 11" x 17" size set, and an electronic copy
- renderings or photographs should be submitted where appropriate, and may be requested during the review
- where the proposal involves works adjacent to the high water line, detailed information on existing habitat, potential impacts, construction activities and proposed mitigative measures may be required. The applicant should contact the Environmental Programs Department to identify information that may be required
- payment of the appropriate application fee and documentation deposit
- where the proposal involves potential off-site impacts (e.g., traffic, noise, views, glare, dust) Port Metro Vancouver may request the applicant to provide

assessments of the impacts and options for mitigative measures. These works are typically completed by outside consultants

It is in the applicant's interest to provide sufficient information at the time of application as any requests for additional information will affect processing time. Attach additional pages to the application form as needed. Please indicate if a particular question is not applicable to your development by marking it N/A.

Failure to provide all of the above noted elements, or submission of incomplete information, will result in the application being immediately returned to the applicant.

Additional formal documentation such as studies or professional review may be necessary. Any such requirements will be identified by Port Metro Vancouver staff during either the pre-application meeting or the Project Review process. The Engineering Review of proposed works may identify other technical documentation requirements depending on the situation.

Engineered stamped drawings are not always necessary at the time of application for Project Permit, but **are required in letter or 11x 17 size** prior to Project Permit or Building Permit issuance, or prior to construction, as determined by Planning and Development.

# 10. Contacts

## **Project Permits & Building Permits**

(including private recreational moorage facilities and float homes)

Planning and Development                      ph: 604-665-9047

## **Environmental Assessment Procedure**

Environmental Programs                      ph: 604-665-9082

## **Property Enquiries**

(leasing, easements, licensing, etc.)

Real Estate                                      ph: 604-665-9196

*Note: Those with existing property agreements should contact their Property Administrator directly.*

## **Navigation Matters and Dredging:**

Harbour Master                              ph: 604-665-9086

## **Site Servicing:**

Engineering and Maintenance              ph: 604-665-9132

Fax for all departments                      fax: 1-866-284-4271

## **Mailing Addresses:**

Vancouver Office:                              ph: 604-665-9000  
Port Metro Vancouver  
100 The Pointe, 999 Canada Place  
Vancouver, BC Canada V6C 3T4

New Westminster Office:                      ph: 604-665-9500  
Port Metro Vancouver  
400-625 Agnes Street  
New Westminster, BC Canada V3M 5Y4

# 11. Project Review Application Form

Information supplied in this application may be made public or posted for public viewing under the terms of the Access to Information Act. Any sensitive information should be forwarded under separate cover, and the appropriate sections left blank. Complete or mark N/A all portions applicable to your project.

<b>APPLICANT or CONSULTANT</b>		
<i>(if additional applicants or consultants are involved, note names elsewhere)</i>		
Company		Contact
No. & Street		Title
City		Phone
Postal Code	Email	Fax
<b>TENANT (if different from above)</b>		
Tenant File Number (if applicable)		Contact
Company		Title
No. & Street		Phone
City		Email
Postal Code		Fax
<b>PROJECT INFORMATION</b>		
<i>Skip ahead to the Dredging Section if only dredging and no construction is proposed.</i>		
Location/Address/Legal Description:		City:
Project Description Summary (attach detailed description and rationale as necessary):		
Floor Area:		Height of proposed structure(s):
Describe in-water works if any:		





## DREDGING

Complete this section only if dredging is proposed. If dredging is new ("capital dredging"), the Project Permit fee applies. For maintenance dredging, there is an environmental review with no fee.

**TYPE OF  
DREDGING  
APPLICATION:**

- NEW (Capital)  
 RENEWAL (Maintenance)  
 OTHER Please Explain:

## DREDGE SITE

Water Lot Use:

Site Address/Local Name:

City:

Postal Code:

Telephone:

Cellular:

Fax:

## SITE SKETCH

Sketch in proposed dredge area, showing all relevant features.

## DREDGING - SEDIMENT ANALYSIS INFORMATION

All proposed dredging sites must be sampled and the material must meet the "Interim Contaminant Testing Guidelines" developed by Environment Canada - Disposal at Sea Program.

[http://www.pyr.ec.gc.ca/disposal\\_at\\_sea/index\\_e.htm](http://www.pyr.ec.gc.ca/disposal_at_sea/index_e.htm).

Soil to be disposed of on land must meet BCMOE Contaminated Sites Regulations, and may require a soil deposition permit from the receiving municipality, if applicable.

A copy of the sample analysis must be received prior to the project being reviewed.

The analysis will be valid for four (4) years and kept on file at Port Metro Vancouver offices.

Sample Date:	No. of Samples	<input type="checkbox"/> Tested for Ocean Disposal <input type="checkbox"/> Tested for Upland Disposal	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Tested By:		Telephone:	Cellular:
Address:		City:	
Postal Code:		Email address:	

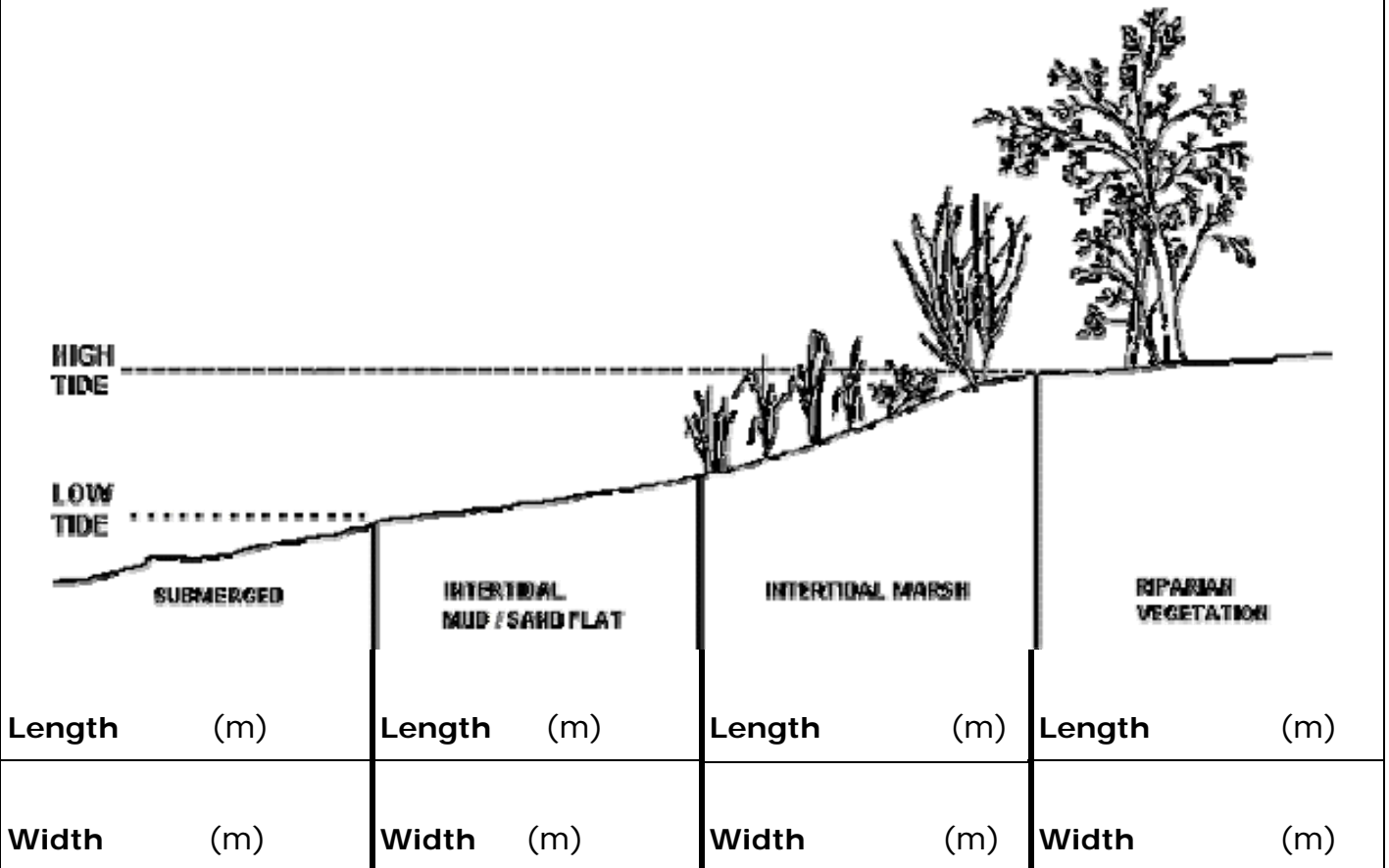
## DREDGING METHODOLOGY

<b>DREDGE METHOD</b>	<input type="checkbox"/> Clamshell	<input type="checkbox"/> Prop-Wash
	<input type="checkbox"/> Hopper	<input type="checkbox"/> Bed-Level
	<input type="checkbox"/> Cutter-Suction	<input type="checkbox"/> Other
<b>DISPOSAL METHOD</b>	<input type="checkbox"/> Ocean Disposal	Permit Holder Permit Number Max. Permit Volume Expiry Date
	<input type="checkbox"/> In-River Disposal	Disposal Site Unloading Method
	<input type="checkbox"/> Upland Disposal	Disposal Site Prov/Muni. Permit #
	<input type="checkbox"/> Habitat Compensation	Habitat Site
	<input type="checkbox"/> Beach Replenishment	Site Description
	Proposed Commencement Date:	Proposed Completion Date:

## CROSS SECTION

On the cross-section diagram, indicate the biological zones affected by dredging and calculate the surface area to be affected by construction.

Indicate the area affected using the diagram below as a guide to zones. Enter area affected in the appropriate space in the diagram.



### DOES THIS PROJECT REQUIRE...

Do any of the following apply to your project?

FILL                      Length: \_\_\_\_\_ m      Width \_\_\_\_\_ m      Area: \_\_\_\_\_ m<sup>2</sup>  
 DREDGING              Length: \_\_\_\_\_ m      Width \_\_\_\_\_ m      Area: \_\_\_\_\_ m<sup>2</sup>  
 Existing Grade:              m LLW                      Proposed Grade:              m LLW  
 Proposed Volume:              m<sup>3</sup>     Per Year     Per Event

## WRITTEN DESCRIPTION OF DREDGING PROPOSED

*Attach additional pages as necessary.*


## DREDGING CONTRACTOR

<b>Contractor Name:</b>			
Address:		City:	
Postal Code		Email address:	
Contact Name (if different):	Telephone:	Cellular:	Fax:

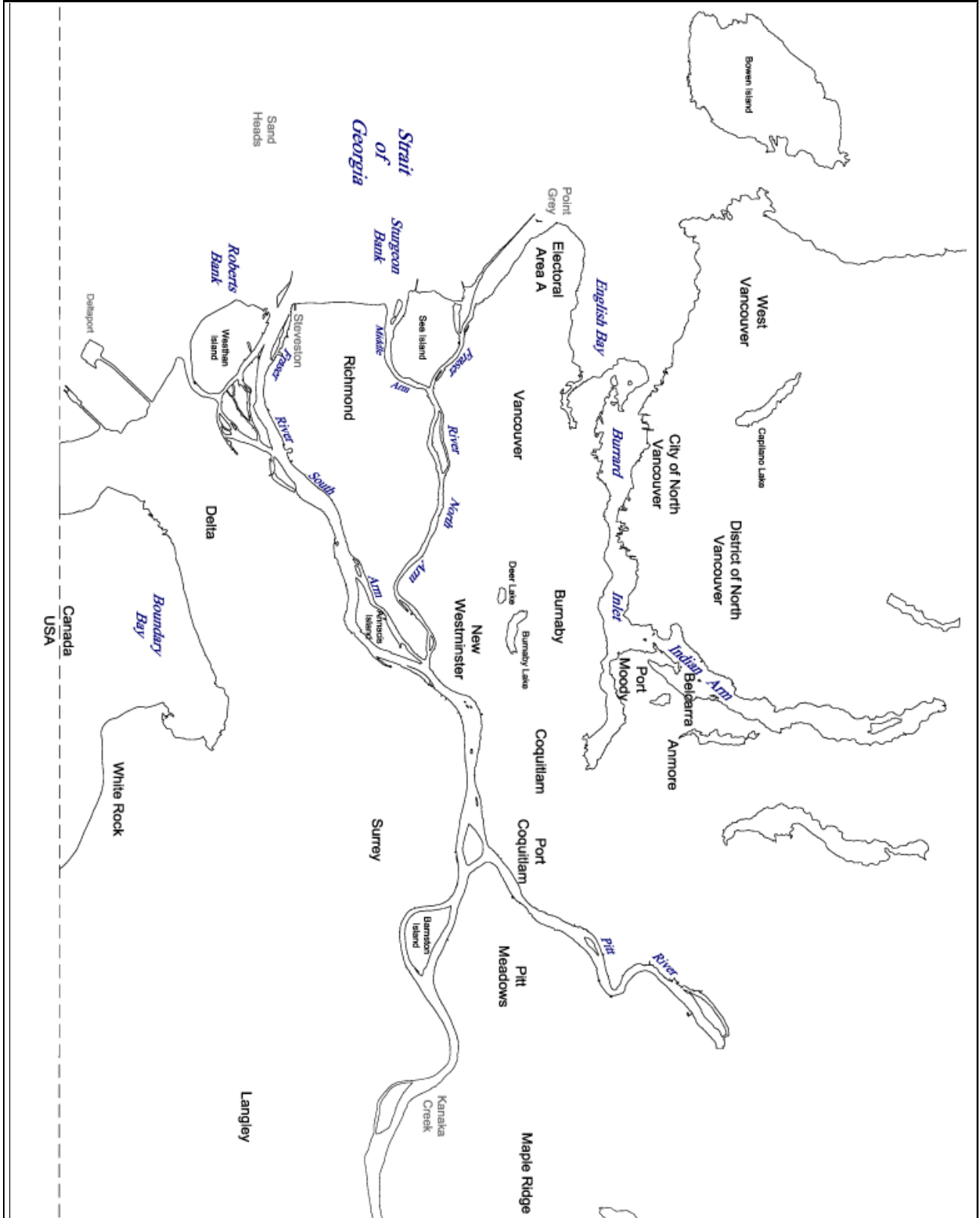
## PREVIOUS DREDGING IF ANY

*Use descriptions as per the Dredging Methodology section.*

Date Dredged:	Volume Removed:
Dredge Method:	Disposal Method:
Dredge Grade:	Contractor:
Previous Dredge Approval / Permit No:	

# PROJECT LOCATION MAP

Indicate with an arrow or circle the location of your project and include any information which will help locate the site (eg., street names, landmarks, etc.).



## PROPERTY INFORMATION

Do you have an existing lease/licence/easement with Port Metro Vancouver for the property or waterlot?  yes  no

If yes to the above, is the proposal permitted under the terms and conditions of your agreement?  yes  no

Comments:

Is the proposal entirely within your leasehold area?  yes  no

If not, what arrangements have you made with Port Metro Vancouver or other landowners?

For in-water works, are you (yes) or is Port Metro Vancouver the upland owner?  yes  no  
If no, please attach letter of consent from upland owner for other 3<sup>rd</sup> party cases.

**I/we certify that I/we have reached the age of majority and the information provided in this application and supporting documentation is correct to the best of my/our knowledge.**

Applicant: Name	Tenant (when not applicant): Name
Title	Title
Date	Date
Signature	Signature
Application fee submitted: \$	Documentation deposit submitted: \$

Please send all completed applications to:

Port Metro Vancouver  
Planning and Development Department  
100 The Pointe, 999 Canada Place  
Vancouver, BC Canada V6C 3T4

Applications for maintenance dredging or Environmental EAP review will be redirected to the appropriate department.