



COWICHAN VALLEY REGIONAL DISTRICT
CVRD Bylaw No. 2570 – Waste Stream Management Licensing Bylaw

Application (Form A) – New Facility Application

I / we _____
(full name, or if a company, British Columbia registered name)

of _____
(address, or if a company, British Columbia registered address)

hereby apply for a Licence to handle municipal solid waste and/or recyclable material and give notice of application to all persons affected.

1. Contact Information

Applicant Name: _____ Telephone No.: _____

Mailing Address: _____

Email address: _____

2. Application Fee

As set out in Schedule C – Fees of Bylaw 2570, Type 1 facilities are facilities that are owned and operated by a **Charitable Organization** or a **Non-Profit Organization**. All other facilities are Type 2. The application fee for a Type 1 facility is \$100 and \$1,000 for a Type 2 facility.

The \$_____ application fee is enclosed

3. Facility Information

Facility type (e.g. transfer station, material recovery, composting facility etc.):

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Facility size (provide approximate footprint of facility, in square meters): _____m²

Legal Description:

Lot _____ Section _____ Range _____ Plan _____

District _____ Block _____

Proposed Start Date (dd/mm/yyyy): _____

Proposed Hours of Operation (e.g. 7:00 – 17:00 Monday to Friday; seasonal hours):

Briefly describe the facility's operation: _____

4. Site Plan and Site Layout

Site plans prepared by a qualified professional are preferred. For site plan requirements see the "Site Layout and Site Plan" section of the *Licence Application Guide*.

Site plan enclosed

The facility is located approximately:

_____ metres from the nearest fire hydrant.

_____ metres from the nearest watercourse;

_____ metres from the nearest domestic or irrigation water well or reservoir;

_____ metres from the nearest dwelling, serviced lot, or recreational area.

Name of nearest watercourse: _____

What is the direction of site drainage? _____

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Where does the site drain to? (e.g. storm drain, ditch, creek, etc.): _____

Is the site paved? _____

Indicate the type of equipment used on site (e.g. loaders, excavators, trammel, hammer mill, etc.): _____

The area surrounding the facility can generally be characterized as (industrial, commercial, residential, etc.):

Additional comments:

5. Site Ownership

- Owned by applicant:
 - Title search enclosed (search completed not more than 30 days prior to submission of application)
- Owned by others:
 - Title search enclosed (search completed not more than 30 days prior to submission of application)
 - Written statement from the owner (if other than the applicant), approving proposed use, enclosed.

6. Zoning Confirmation

- Written statement from senior manager of municipal or regional land use planning department, confirming that proposed use is permitted within local zoning regulations, enclosed.

7. Business License

Is the facility located within a CVRD Electoral Area?

- Yes – Electoral Area _____
- No – enclose copy of current business license

If you do not already possess a business license, please explain why:

8. Operating Plan and Closure Plan

Provide a draft **operating plan** that addresses all of the items required by Bylaw No. 2570. See the “Operating Plan” section of the *Licence Application Guide* for more information.

- I have reviewed sections 6.1 – *Operating Conditions for Facilities*, 6.2 – *Terms and Conditions for Facility Licenses*, and 11.1 – *Operating Plan Requirements* of Bylaw No. 2570 and a draft operating plan is enclosed.

Provide a draft **closure plan**. For closure plan requirements, see the Closure Plan section of the License Application Guide for more information.

- I have reviewed the Closure Plan section of the Application Guide and a draft closure plan is enclosed.

9. Material Information and Security

- Application Form B is enclosed
- Total Security Required: \$ _____
- I/We acknowledge that security will be due prior to the issuance of a waste stream management license

10. Notification and Public Consultation

All applicants that apply for a licence must complete a 45-day public consultation period as part of the licence application process; see the ‘Notification and Public Consultation’ section of the *Licence Application Guide* and Schedule ‘D’ of Bylaw No. 2570. A template is available on the CVRD’s website. The CVRD requires that the notice be posted on three separate occasions in a

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local newspaper that is distributed at least weekly in the area where the facility is located. The public consultation period will be considered to have started at the time of the initial newspaper publication. All notices at the facility location must also be posted at this time and should be maintained during the 45-day period.

Draft public notification enclosed

Name of paper in which notification is proposed to be published:

I/We acknowledge that public notification and consultation may not begin without CVRD approval.

I/We certify that the information contained within this application is true and correct, and that no false claims or misrepresentations have been made.

(Applicant Name – please print)

(Applicant Signature)

(Date – dd/mm/yyyy)