



## Site Identification Form Schedule 1 Contaminated Sites Regulation

### Introduction

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances complete and submit a Site Identification (Site ID) Form to either the Site Registrar or to the approving authority (in relation to an application for a local government approval).

[Schedule 2](#) of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site identification requirements apply.

Forms completed in association with a local government approval process must be submitted directly to the applicable local government or approving officer who will forward it to the Site Registrar if legally required. Site Identification forms must be submitted electronically to the Site Registrar (*Environmental Management Act* at [SiteID@gov.bc.ca](mailto:SiteID@gov.bc.ca)).

For further information, please visit the ministry's Identification of Contaminated Sites webpage or e-mail us at [SiteID@gov.bc.ca](mailto:SiteID@gov.bc.ca).

### Instruction Summary (detailed instructions for completing this form are provided in [Administrative Guidance 1, "Completing and Submitting Site Identification Forms"](#))

The property owner, operator or designated agent must complete and sign this form. Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site identification form on behalf of the site owner must be authorized by the site owner.

The person completing this form is responsible for the accuracy of the answers and, as such, is encouraged to complete basic historical searches to determine activities which have occurred at a site.

One (1) site identification form may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified. Only include those parcels on which a Schedule 2 activity has occurred.

All sections must be completed unless otherwise indicated. For sections that do not apply to your property, please indicate this with a "n/a" in the appropriate box. Incomplete site identification forms will be returned and may result in delays in the approval of any outstanding local government applications.

Information submitted in relation to this Site ID form, including corporate and personal information will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*. If you have questions concerning the collection of this information, contact the Site Registrar at [site@gov.bc.ca](mailto:site@gov.bc.ca).

## I. CONTACT INFORMATION

### A. Site Owner (s), include all owners

Last Name

First Name (s)

Company (if applicable)

Owner's Address

City

Province/State

Country

Postal/Zip Code

Telephone (###) ###-####

Email

### B. Person Completing Site ID Form (Leave blank if same as above):

Agent authorized to complete Site ID form on behalf of the owner

Last Name

First Name

Company (if applicable)

### C. Person to Contact Regarding the Site ID Form:

Last Name

First Name (s)

Company (if applicable)

Mailing Address

City

Province/State

Country

Postal/Zip Code

Telephone (###) ###-####

Email

## II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

<b>Latitude</b>	Degrees	Minutes	Seconds
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<b>Longitude</b>	Degrees	Minutes	Seconds
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You must attach a map of appropriate scale showing the boundaries of the site.

### For Legally Titled, Registered Property

Site Address (or nearest street name/intersection if no address assigned)

City

Postal Code

**PID** numbers and associated legal descriptions.

PID	Legal Description

### For Untitled Crown Land

**PIN** numbers and associated Land Description (if applicable).

PIN	Land Description

(and, if available)

Crown Land File Numbers

### III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities from [Schedule 2](#) of the Contaminated Sites Regulation have occurred or are occurring on this site.

#### EXAMPLE ONLY

Schedule 2 Reference	Description
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

**HAS THE SITE BEEN USED FOR ANY INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES DESCRIBED IN SCHEDULE 2 OF THE CONTAMINATED SITES REGULATION** YES  NO  If yes, list below

Schedule 2 Reference	Description

### IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity (for example, redevelopment) at the site.
2. Indicate the information used to complete this Site ID form including a list of record searches completed (refer to [Administrative Guidance 1](#) for more information on completing record searches).
3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (Attach extra pages, if necessary):

### V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, section 4) - does the application qualify for an exemption to not complete site investigation  
Yes  If yes, indicate which exemption applies No
2. Where a local government approval is not required, please indicate the reason for submission directly to the Site Registrar:  
Under Order  Permanently ceasing an activity  Foreclosure  CCAA Proceedings

**By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:**

Signature

Date Signed (YYYY-MM-DD)

**FOR OFFICIAL USE – APPROVING AUTHORITY (e.g. LOCAL GOVERNMENT)**

Reason for submission (Please check one or more of the following)

- Building permit
- Subdivision
- Zoning
- Development permit

**Approving Authority Contact Information**

Name

Agency

Address

Telephone (###) ###-####

E-mail

Date Received (YYYY-MM-DD)

Date Submitted to Site Registrar (YYYY-MM-DD)