

APPLICATION FORM FOR SPECIAL USE PERMIT



Please submit this form to the Natural Resource District email (link below).

[Natural Resource Districts](#)

Date: _____

CLIENT INFORMATION

CLIENT: **NEW or CLIENT#** _____ **ACTIVE** **INACTIVE**

Name: _____ (full legal name)

Mailing Address: _____ **City:** _____

Province: _____ **Postal Code:** _____ **E-mail Address:** _____

Phone #: (h) _____ (w) _____ **Fax:** _____

NEW Clients:

New clients will need to complete this [form](#).

PROPOSED USE

construction and maintenance of a road, including construction and maintenance of bridges and other drainage structures for a natural resource development purpose, or access to a SUP;

sand pits, gravel pits, rock quarries and other quarries that provide materials for road construction, modification or maintenance authorized under the *Forest Act* or SUP;

a communication site by the holder of an authorizations under the *Forest Act, Range Act, Mineral Tenure Act or Coal Act*;

a short term logging camp and associated facilities, including a waste disposal site (max 6 year use);

a log dump or dry land sort (terrestrial use only and above the present natural boundary);

disposal of organic debris associated with remote log dumps and dry land sorts

a short term timber processing site (max of 6 year use);

a lookout;

a weather station;

an airstrip, helipad or other air transportation landing site related to mines permit or forest tenure;

weigh scales;

educational or research purposes

silviculture activities and associated camp facilities;

wildlife habitat enhancement activities and associated camp facilities

Term: _____ (days/months/years)

OTHER REQUIRED INFORMATION

Is this application associated with a Ancillary Tenure (*Forest Act*, Other?) Yes No

If yes, please identify the Tenure Type and Document #

Is this activity in [Schedule 2](#) of the Contaminated Sites Regulation? Yes No

Has an archaeological assessment been done on this area? Yes No Unsure

Has public or stakeholder information sharing taken place? Yes No Some

Has First Nations information sharing taken place? Yes No

If Yes - Please attach a list of all public, stakeholders or First Nations that were contacted and a summary of any comments, concerns and how concerns were addressed.

CAMP APPLICATIONS INFORMATION REQUIRED

Number of workers using camp? _____

Type of camp: Logging Tree Planting Silviculture Wildlife Habitat Enhancements

Proposed Water Source: _____

Proposed sewage and greywater management _____

LOCATION

Approximate Location _____

(i.e. North of Camp Creek):

UTMs _____, _____

Please attach an overview map (1:10,000 or 1:20,000 scale) for project location.

Applicants Signature

The following requirements may have to be processed before SUP issuance.

1. Professional application submission will be required for purposes under silviculture and wildlife habitat.
2. Professional application submission for other purposes will be directed by the District Manager
3. A spatial submission (ESF/FTA) must be submitted unless exempted from the District Manager
4. SUP Plan that sets out how the land will be used is required (see below)
5. Security Deposit will be required.
6. Special Use Permits may be subject to annual charge and property taxes.
7. First Nations Information Sharing (proponent led) or Consultation (government led) is required.
8. Referrals, if required, are conducted by the proponent and submitted with the project application.
9. Archaeological, terrain stability, fuel hazard assessments may be required.

SUPs give the authorization for the use and occupation only. Other authorization may be required dependent on the purpose, works or activity. All additional authorizations must be acquired prior to operations (e.g. OLTC for timber removal, WSA Section 11 for works in and about a stream, ENV/Interior Health authorizations for sewage, garbage, air pollution or fuel storage)

SUP plan

The SUP plan can be completed either below (pdf form) or you may use the SUP Plan companion guide (word document) found on the website [here](#).

Schedule A

1.00 Plan

1.1 Project and Purpose

Include a description of proposed works, structures or site alteration proposed

1.2 Attach a schedule of the proposed construction, maintenance, and reclamation of these works.

1.3 Access Plan or Road Site plan

1.4 Provide a Site Plan (sketch) of the proposed activity and description of the area.

Area ha.

UTM:

1.5 Describe the current state of the land prior to the proposed works. (e.g, currently constructed, natural state treed)

2.0 Environment Impacts. Please describe how the project or activity will impact the following: land impact including soil disturbance, atmospheric impacts, aquatic or riparian impacts and visual impact and any strategies around the mitigation to these impacts)

Impacts

2.1 Is any tree removal required?

Yes No

Are any areas of vegetation to be cleared, outside of tree removal?

Yes No

2.2 Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

Yes No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

Yes No

2.3 Is the area to be excavated a [Brownfield site](#) or has the potential to be contaminated?

Yes No

2.4 Will any works be completed within or adjacent to the riparian zone (30 meters) of any water body?

Yes No

Will the project result in changes to land drainage or require water diversion?

Yes No

Will the project result in potential for flooding?

Yes No

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

Yes No

2.5 Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

Yes No

2.6 Will the project construction or operation cause any of the following to disturb wildlife or nearby residents?

Sound? Yes No

Odor? Yes No
Gas? Yes No
Fuel Emissions? Yes No

2.7 Will the project result in adverse effect to wildlife or wildlife habitat ([BC Wildlife Act](#))
Yes No

Will the project threaten or endanger species at risk in the area?
Yes No

2.8 Will the activities or works fall under the *Wildfire Act* as an [industrial activity](#), [prescribed activity](#) or [high risk activity](#)?
Yes No

For any Yes responses, please describe the effect and the management or mitigation strategies around the environmental impact or potential environmental impact.

3.0 Invasive plant management (include mitigative strategies to prevent the introduction and spread of invasive plants)

4.0 Water Supply & Waste Disposal

Identify water and waste disposal requirements for construction and operation phases, including sources, location, volume and a general description of infrastructure planned to meet environmental standards. Include authorization required (WSA or MOE permits)

5.0 Social Impacts (describe impacts to community, first nations, public health, utilities and recreation and any management strategies to mitigate the impacts)

Are there any land and resource management, coastal plans, provincial, regional growth strategies or local government plans with zoning or management policies or use restrictions in place that could limit or preclude your proposal use of the land? *(Please refer to the Union of BC Municipalities (UBCM) and check the websites of the municipality, regional district or other organization with jurisdiction including your project area)*

Yes No

Will the project result in changes to public, private or stakeholder access?

Yes No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

Yes No

Have you conducted an AIA or engaged an archaeologist to assist with your application?

Yes No

Will your project result in any affects any recreational uses in the area?

Yes No

Will your project be near or affect any utilities?

Yes No

For any negative impacts please describe the management strategies to reduce impacts or mitigate concerns.

6.0 Reclamation - Describe or attach the clean-up/rehabilitation actions.

The issuance of an SUP and the associated planned activities (the SUP plan) required to be submitted with this application does not authorize those or any other activity nor replace a legislative requirement to obtain an authorization or meet a condition applicable to an activity on the area of the SUP.

Prepared By: _____

Signature: _____