

For Office Use Only: Folder #: _____

Site Identification Questionnaire

Effective February 1, 2021, the new Site Identification process is legislated by *Environmental Management Amendment Act, 2019 (Bill17)* and *Contaminated Sites Regulation OIC 0368/2020* to identify contaminated sites and bring them to the attention of the *Ministry of Environment and Climate Change Strategy* to ensure investigation and remediation occurs prior to redevelopment.

A **Site Identification Questionnaire** is required when the City receives the following permit applications: **Subdivision, Rezoning, Development, or Building Permit** for commercial or industrial sites. For residential or agricultural sites, the applicant may have to complete the **Site Identification Questionnaire** upon request of the File Manager to declare if specific industrial/commercial activities have occurred on site either currently and historically. For more information on this process, visit [BC Government Contaminated Sites Regulation](#).

TO BE COMPLETED BY APPLICANT

I/ We hereby make application for a Site Identification declaration.

In consideration of the acceptance of my application, I/We hereby agree as follows:

1. **TO WAIVE ANY AND ALL CLAIMS** that I/we have or may in the future have against the City of Port Coquitlam and its elected officials, directors, employees, officers, agents, representatives, contractors, successors, assigns and volunteers (collectively, the "CITY"), and **TO RELEASE THE CITY** from any and all liability for any loss, damage, expense or injury including death that I/we may suffer arising out of a Permit, if issued, whether foreseen or unforeseen, **DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS LIABILITY ACT ON THE PART OF THE CITY. I/WE UNDERSTAND THAT NEGLIGENCE INCLUDES THE FAILURE ON PART OF THE CITY TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME/US FROM THE RISKS, DANGERS AND HAZARDS REFERRED TO ABOVE;**

2. **TO HOLD HARMLESS AND INDEMNIFY THE CITY** against all claims, liabilities, judgments, costs (including legal fees on a solicitor/client basis), and expenses of whatever kind, which may in any way accrue against the City in consequence of, and incidental to, the granting of this Permit, if issued; and

3. This Release and Indemnity survives the expiration of the Permit, if issued, and shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity.

Application Date: _____

Site Address: _____

Applicant (Primary Contact)

Owner

Operator

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

SITE QUESTIONNAIRE

1. Is any soil disturbance likely to be caused by the work proposed for the Development Permit or Building Permit? (*Not applicable for Subdivision or Rezoning*)

Yes (proceed to question 2)

No (No further action is required)

Subdivision or Rezoning (proceed to question 2)

2. Prior to applying for this permit, has an application for another Rezoning, Subdivision, Building, or Development Permit been made for the same development project?
 - Yes – indicate folder # _____ (No further action is required)
 - No (proceed to question 3)

3. Has the site been used for any industrial or Commercial purposes or activities described in [SCHEDULE 2](#) of the *Contaminated Sites Regulation*?
 - Yes - Indicate reference and description of such activities (e.g. H4 biomedical waste disposal) _____ (proceed to question 4)
 - No (No further action is required)

4. Does the application qualify for an [EXEMPTION](#) under the *Contaminated Sites Regulation, Division 3 of Part 2*?
 - Yes - Indicate which exemption applies: _____ (No further action is required)
 - No (proceed to line 5)

5. This site may be contaminated and a Site Investigation is likely required by the ministry. A [Site Disclosure Statement](#) is required to be completed by the applicant and submitted to the Development Engineering Division (DevEng@portcoquitlam.ca) separately from this application for acceptance. The fee for processing this questionnaire is per [Fees and Charges Bylaw No. 3892 Schedule K Site Profile fee](#).

The submission of the *Site Disclosure Statement* will typically trigger a requirement to complete a Site Investigation and the City of Port Coquitlam cannot issue the permit under this prohibition. This prohibition can be lifted when the applicant provides the City of Port Coquitlam with a copy of one of the following documents: *Determination that the site is not contaminated, an Approval in Principle of a remediation plan, a Certificate of Compliance or a Voluntary Remediation Agreement; or obtains a Release Notice* from the ministry.

APPLICANT ACKNOWLEDGEMENT

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

Applicant Signature: _____ Date: _____

Print Name: _____

Note: *Personal information entered on this form is collected under the authority of the Local Government Act. Records and information collected as part of the Site Investigation process is a public record and is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions or concerns about how your information will be used, contact the Corporate Office at 604.927.5212 or corporateoffice@portcoquitlam.ca*