

Who should submit a Site Disclosure Statement?

As the Owner, or agent of the property owner, you must submit a Site Disclosure Statement as part of the following application(s), if you know that the property was used for commercial or industrial activities in the past:

- Building Permit Application
- Subdivision Application
- Zoning Amendment Application
- Development Permit/ Development Variance Permit/ or a Temporary Use Permit Application for any activity that will likely disturb the soil.

How do I complete a Site Disclosure Statement?

You may complete the Site Disclosure Statement in two ways:

- 1 Completing the form online.
The online fillable form is available at <https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1>
Refer to Schedule 2 activities list while filling out the form. Available at: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_04
Once complete, print and submit the Site Disclosure Statement with the application.
- 2 Completing the printed form.
Complete the Site Disclosure Statement form added to this application package. Refer to the Schedule 2 activities list while filling the form. Once complete, submit the Site Disclosure Statement with the application.

Is your project exempted from submitting a Site Disclosure Statement?

There are several scenarios where an applicant may not be required to submit a Site Disclosure Statement. These are:

- **Building Permit Application:** Where the building permit is requested for demolition, installing/replacing underground utilities, replacing/installing signage, paving, or landscaping.
- **Subdivision Application:** Where it consists only of an adjustment to parcel boundaries or parcel consolidation.
- **Zoning Amendment Application:** The current commercial/industrial use would still be permitted on the subject land even after the proposed zoning amendment.
- **Development Permit Application:** Where the Development permit is requested for paving or landscaping.
- **Other Permits:** Where the issuance of a permit is unlikely to disturb soil on the subject property.
- **Property Records:** Where the site is part of an approved remediation plan; the Province has confirmed that the site is not contaminated; or an Approval in Principal or Certificate of Compliance issued by the Province.

For Further Information Contact:
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Office Hours
Monday to Friday (except Holidays)
8:30 am to 4:30 pm