

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.

Completing the Site Disclosure Statement?

Submitting a **Site Disclosure Statement (SDS)** as part of a development application in the Town of Smithers

1. Complete the Provincial Site Disclosure Statement using the Province of BC's online fillable form.
<https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1>
2. Determine whether the property has ever been used for any commercial or industrial activities listed in Schedule 2 of the Contaminated Sites Regulation. Section III of SDS Form for list of specified uses.
3. Print the completed form (or save a copy) and submit it with your application package for; Building Permit, Development Permit, Rezoning, or Subdivision 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:
Town of Smithers Development Services Department
 1027 Aldous Street
 Smithers, BC V0J 2N0
 Telephone: (250) 847-1600 Fax: (250) 847-1601

Office Hours
 Monday to Friday (except Holidays)
 8:30 am to 4:30 pm