



CITY OF PORT ALBERNI APPLICATION FOR A DEVELOPMENT PERMIT

FOR OFFICE USE ONLY:

File No. _____ Date Received _____ Application Fee

Receipt No. _____ Application Received by _____

Note: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Port Alberni as authorized by Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. All information collected with this form shall be disclosed to the public upon request. If you have any questions about the collection and use of this information, please contact the City Clerk at (250) 720-2810

Note: This application must be accompanied by a recent (within 30 days of application date) copy of the Land Title for the subject property. This may be obtained from a Notary Public.

TO BE COMPLETED BY APPLICANT:

REGISTERED OWNER INFORMATION: (Please list names of **ALL** registered owners of the subject property along with **full mailing addresses and phone numbers**. Attach a separate sheet if required)

All Registered Property Owner(s) Name (Please Print):.....
.....

Mailing Address:
.....

Postal Code: Telephone:

APPLICANT INFORMATION (if the applicant is NOT the owner):

Applicant Name (Please Print):
.....

Mailing Address:
.....

Postal Code: Telephone:

SUBJECT PROPERTY INFORMATION:

Legal Description of property (as shown on Land Title or Tax Assessment Notice)(Please Print):

.....
.....

Civic Address of property (as verified by the City of Port Alberni)

.....

Postal Code: Telephone:

Note: If the property is a rental you **must attach a list of all mailing addresses for each rental unit** located on the subject property). This information will assist us in providing public notice of the application to the occupants.

AUTHORIZATION:

Mayor and Councillors, City of Port Alberni, 4850 Argyle Street, Port Alberni, B.C., V9Y 1V8

Your Worship and Councillors;

I Hereby make application for a Development Permit for the property described above for the reasons stated.

Applicant's Name(s) (Please Print):

Date:..... **Applicant's Signature(s):**

Note: Where the applicant is NOT the property owner, the following certification must be signed by all Registered Owners or their Solicitor/s:

This application is made with my consent and full knowledge of the particulars of the above request.

All Owners on Title(s) Name(s) (Please Print):

.....

Date:..... **All Owner's Signature(s):**

.....

CONTAMINATED SITES DECLARATION:

Have you reviewed Schedule 2 of the Contaminated Sites regulations (attached):..... Yes or No

Have any of the activities listed occurred on the subject property?..... Yes or No

Note: If "Yes" you must complete a Site Profile and submit it with your application.

Date:..... **Applicant's Signature:**

PROJECT INFORMATION / BYLAW COMPLIANCE WORKSHEET (use metric measurements)

1. Current O.C.P. Designation _____
2. Current Zoning Category _____
3. Lot Size (m²) and Dimensions (m) _____
4. Uses Proposed _____
5. Structures and Landscaping:
 - Type of Building/s _____
 - Size (m²) and Number of Dwelling Units (if Residential) _____
 - Size (m²) and Number of Buildings (Other than Residential) _____
 - Site Coverage ((m²) plus Percentage of site) _____
 - Gross Floor Area (m²) _____

	Required or Permitted:	Proposed:
• Front Setback (m)	_____	_____
• Rear Setback (m)	_____	_____
• Side A Setback (m)	_____	_____
• Side B Setback (m)	_____	_____
on Flanking Street	_____	_____
• Building Height (m)	_____	_____
• Floor Area Ratio	_____	_____
• Parking Spaces (total)	_____	_____
• Handicapped Spaces	_____	_____
• Loading Spaces	_____	_____
• Landscaped Area (m ²)	_____	_____
• Useable Open Space (m ²)	_____	_____

DEVELOPMENT VARIANCE

Is a Development Variance required for this application? Yes or No

If "YES" please complete the following:

Describe any existing and / or proposed buildings and structures: (Attach **metric** sketches of a scaled site plan noting building locations and setback dimensions (include measurements to lot lines from foundation of any existing buildings)

.....
.....
.....
.....

Describe the Development Variance requested:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Describe the reasons to support the requested Development Variance (list on a separate sheet if necessary):

.....
.....
.....
.....
.....

APPLICATION REQUIREMENTS CHECKLIST

This information is provided to assist the applicant and is **not** regarded as the right to development approval if the steps indicated are followed. Please ensure that the following supporting information is attached to your application before submission:

A complete application form includes:

- Application for a Development Permit, Signatures of Applicant / Authorizing Agent and **ALL Registered owners** of the subject property, Project Information Sheet, Contaminated Sites Declaration.
- An **application fee** as specified in the City of Port Alberni Fees and Charges Bylaw.
- A **Title Search** dated no more than 30 business days prior to the date of the application.
- Typed **summary** including:
 - a description of the present uses and intended uses of the site
 - rationale for the proposal
 - Comprehensive project description providing details of architectural and landscaping information
 - Project Information / Bylaw Compliance worksheet
- A current **sketch plan in metric** which shows:
 - the dimensions and area of all proposed lots
 - the location of all existing buildings and structures on the subject property measured from the property lines to the building face (where applicable)
- Three copies of a professionally prepared **Architectural Submission**, as outlined in the attached “Guidelines for Architectural Submissions” and “Guidelines for Landscape Submissions”.
- **Site profile** for contaminated sites, where applicable.
- If the property is a rental you must attach a list of all mailing addresses for each rental unit located on the subject property.

TO BE COMPLETED BY AGENT IF AN AGENT IS APPLYING ON BEHALF OF THE OWNER:

AGENT DECLARATION:

I, (please print) _____ solemnly declare that I am the authorized agent of the registered owner/s of the real property legally described as:

It is understood that until the City of Port Alberni is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City shall deal exclusively with me with respect to all matters pertaining to the proposed Development Permit application.

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Date:

Agent Name (Please Print):

Mailing Address:

.....

Postal Code: **Telephone:**

All Owners on Title(s) Name(s) (Please Print):

.....

All Owners Signature(s):

.....

Agent Signature:

Contaminated Sites Regulation: Schedule 2
Industrial and Commercial Purposes and Activities

COLUMN II Purpose or Activity	
A	Chemical industries and activities
	<ol style="list-style-type: none"> 1. adhesives manufacturing or wholesale bulk storage 2. chemical manufacturing or wholesale bulk storage 3. explosives or ammunition manufacturing or wholesale bulk storage 4. fire retardant manufacturing or wholesale bulk storage 5. fertilizer manufacturing or wholesale bulk storage 6. ink or dye manufacturing or wholesale bulk storage 7. leather or hides tanning 8. paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage 9. pharmaceutical products, or controlled substances as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations 10. plastic products (foam or expanded plastic products) manufacturing 11. textile dyeing 12. pesticide manufacturing, formulation or wholesale bulk storage 13. resin or plastic monomer manufacturing, formulation or wholesale bulk storage
B	Electrical equipment and activities
	<ol style="list-style-type: none"> 1. battery (lead acid or other) manufacturing or wholesale bulk storage 2. communications stations using or storing equipment that contains PCBs 3. electrical equipment manufacturing, refurbishing or wholesale bulk storage 4. electrical transmission or distribution substations 5. electronic equipment manufacturing 6. transformer oil manufacture, processing or wholesale bulk storage 7. electrical power generating operations fuelled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation
C	Metal smelting, processing or finishing industries and activities
	<ol style="list-style-type: none"> 1. foundries or scrap metal smelting 2. galvanizing 3. metal plating or finishing 4. metal salvage operations 5. nonferrous metal smelting or refining 6. welding or machine shops (repair or fabrication)
D	Mining, milling or related industries and activities
	<ol style="list-style-type: none"> 1. asbestos mining, milling, wholesale bulk storage or shipping 2. coal coke manufacture, wholesale bulk storage or shipping 3. coal or lignite mining, milling, wholesale bulk storage or shipping 4. milling reagent manufacture, wholesale bulk storage or shipping 5. nonferrous metal concentrate wholesale bulk storage or shipping 6. nonferrous metal mining or milling
E	Miscellaneous industries, operations or activities
	<ol style="list-style-type: none"> 1. appliance, equipment or engine repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators, or other thermal facilities 3. asphalt tar manufacture, wholesale storage and distribution 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. rifle or pistol firing ranges 7. road salt storage facilities 8. measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage 9. dry cleaning facilities or operations and dry cleaning chemical storage 10. sites which have been or likely have been contaminated by substances migrating from other properties 11. controlled substances, as defined in the <i>Controlled Drugs and Substances Act</i> (Canada), manufacturing or operations
F	Petroleum and natural gas drilling, production, processing, retailing, distribution and storage other than the storage or residential heating fuel in tanks
	<ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities 3. natural gas processing

	<ol style="list-style-type: none"> 4. petroleum coke manufacture, wholesale bulk storage or shipping 5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks 6. petroleum, natural gas or sulphur pipeline rights or way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks 8. petroleum products, other than compressed gas, wholesale bulk storage or distribution 9. petroleum refining wholesale bulk storage 10. solvent manufacturing or wholesale bulk storage 11. sulphur handling, processing or wholesale bulk storage and distribution
G	Transportation industries, operations and related activities
	<ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway, or other motor vehicle repair, salvage or wrecking 3. bulk commodity storage or shipping (e.g. coal) 4. dry docks, ship building or boat repair and maintenance, including paint removal from hulls 5. marine equipment salvage 6. rail car or locomotive maintenance, cleaning, salvage or related uses, including rail yards 7. truck, rail or marine bulk freight handling
H	Waste disposal and recycling operations and activities
	<ol style="list-style-type: none"> 1. antifreeze bulk storage or recycling 2. barrel, drum or tank reconditioning or salvage 3. battery (lead acid or other) recycling 4. biomedical waste disposal 5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 6. construction demolition material, including without limitation asphalt and concrete, land filling 7. contaminated soil storage, treatment or disposal 8. dredged waste disposal 9. dry cleaning waste disposal 10. electrical equipment recycling 11. industrial waste lagoons or impoundments 12. industrial waste storage, recycling or land filling 13. industrial wood waste (log yard waste, hogfuel) disposal 14. mine tailings waste disposal 15. municipal waste storage, recycling composing or land filling 16. organic or petroleum material landspreading (landfarming) 17. sandblasting waste disposal 18. septic tank pumpage storage or disposal 19. sewage lagoons or impoundments 20. special waste storage, treatment or disposal 21. sludge drying or composting 22. street or yard snow removal dumping 23. waste oil reprocessing, recycling or bulk storage 24. wire reclaiming operations
I	Wood, pulp and paper products and related industries and activities
	<ol style="list-style-type: none"> 1. particle board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wafer board manufacturing 7. wood treatment (antispstain or preservation) 8. wood treatment chemical manufacturing, wholesale bulk storage 9. sawmills

APPLICATION FOR A DEVELOPMENT PERMIT GUIDELINES FOR ARCHITECTURAL SUBMISSIONS

Professionally drawn plans are to contain the following minimum information:

- 1) Location Map
- 2) Site Plan, including any existing buildings on the property in relation to legal property boundaries and any required parking areas
- 3) Bylaw compliance illustrated in a site statistics table (include permitted and proposed)
- 4) Elevations, Floor Plans (and Roof Plans and Signage Plans where requested) – 2 Full Size sets plus 1 set of tabloid reductions (11 x 17 inch)
- 5) Minimum Acceptable Scale: 1:100
- 6) North Arrow and Drawing Scales
- 7) Dimensions for all Elevation and Site Plans
- 8) Geodetic Elevation if located on lands identified as subject to Flood Plain Bylaw
- 9) Residential Unit or Building Layout and/or Comprehensive Plan, illustrating building distribution
- 10) Exterior Building Materials and Colours (where requested)
- 11) Open Space

GUIDELINES FOR LANDSCAPE SUBMISSIONS

Professionally drawn plans are to contain the following minimum information:

- 1) **Grading Plan:** The grading plan is to show both existing and proposed grades.
- 2) **Landscape Plan:**
 - Location of existing trees 20cm caliper and greater.
 - Indication of all plant material and landscape features at installed sizes, accurate location and spacing.
 - Plant list naming all recommended plant material and size specification.
 - Area of site to be landscaped.
- 3) **Underground Irrigation System Plan.**
- 4) **Detailed Cost Estimate:**
 - The landscape cost estimate must provide detailed cost information itemizing quantities, areas, sizes, equipment, and labour costs, required for the total cost of the construction of the plan, including fencing, sidewalks, decorative paving areas, retaining walls, and irrigation system where applicable.



City of Port Alberni LAND DEVELOPMENT FEES – 2011

Some of the following fees may apply to your development. If you have any questions, please contact Scott Smith, City Planner at (250)720-2808.

	<p>Planning and Land Development Application Fees</p> <p>a) OCP and/or Zoning Bylaw Amendment</p> <ol style="list-style-type: none"> 1. residential under 1 hectare total area 2. residential over 1 hectare total area 3. multi-family; commercial; guest house; industrial and institutional <p>b) Development Variance Permit (DVP)</p> <p>c) Development Permit (DP)</p> <p>d) Combined DVP and DP</p> <p>e) Amendment to Land Use Contract</p> <p>f) Application to Board of Variance</p> <p>g) Application for Subdivision and Preliminary Approval</p> <p>h) Subdivision Administration and Final Approval Fee</p> <p>i) Extension of Preliminary Layout Approval Period</p> <p>J) Building Strata Conversion Approval Fee</p> <p>k) Public Hearing (application for bylaw amendment or any matter that a public hearing is required)</p>	<p>\$350.00</p> <p>\$500.00</p> <p>\$600.00</p> <p>\$500.00</p> <p>\$500.00</p> <p>\$600.00</p> <p>\$700.00</p> <p>\$300.00</p> <p>\$600.00</p> <p>\$200.00 per lot created</p> <p>\$ 200.00</p> <p>\$ 600.00 + \$100.00 per unit</p> <p>\$ 500.00 (refundable if no public hearing held)</p>
	<p>Development Cost Charges (DCC's)</p> <p><i>Upon the subdivision of land zoned to permit single family residential and/or one and two family residential use the following charges shall be paid in respect of each additional parcel created in the plan of subdivision:</i></p>	<p>\$6,213.41/parcel</p>
	<p>Upon issuance of a building permit for the construction, alteration or extension of a multiple family residential building, the following charges shall be paid for each additional dwelling unit authorized by the building permit:</p>	<p>\$4,776.94/unit</p>
	<p>Upon issuance of a building permit for the construction, alteration or extension of a congregate care facility building, the following charge shall be paid for each additional sleeping unit authorized by the building permit:</p>	<p>\$2,169.80/unit</p>
	<p>Upon issuance of a building permit for the construction, alteration or extension of a building or part of a building for any commercial use, the following charges shall be paid for each additional square metre of gross floor area authorized by the building permit:</p>	<p>\$49.41/m²</p>
	<p>Upon issuance of a building permit for the construction, alteration or extension of a building or part of a building for any institutional use, the following charges shall be paid for each additional square metre of gross floor area authorized by the building permit:</p>	<p>\$109.69/m²</p>
	<p>Upon issuance of a building permit for the construction, alteration or extension of a building or part of a building for any industrial use, the following charges shall be paid for each additional square metre of gross developed area authorized by the building permit:</p>	<p>\$6.13/m²</p>

Liquor Licence Applications a) Application requiring public input meeting b) Application not requiring public input meeting	\$500.00 \$250.00
Miscellaneous Works Permits a) Permit to Perform Work on City Streets c) Permit for Temporary Closure of a City Street d) Permit for Extraordinary Traffic f) Permit for Removal or Deposit of Soil	\$50.00 \$50.00 \$25.00 \$50.00
Engineering Fees Curb/Sidewalk Crossing Installation a) Sidewalk and Curb Crossing b) Concrete Curb Crossing c) Asphalt Curb Crossing	\$390.00/metre \$82.00/metre \$40.00/metre
Where there is an application to relocate a sidewalk or curb crossing, the land owner must pay in addition to the above fees, for the removal and repair of the existing crossing. These fees do not include installation of the driveway surface required between the sidewalk or curb and the property line which is the responsibility of the land owner.	
Sanitary/Storm Sewer Connection Charge a) 150 mm or less - Single Storm or Sanitary - Both sewers in same trench - Sewers in separate trench	\$3,500.00 \$5,500.00 \$6,000.00
b) 200 mm and above	The cost of installing the connection as estimated by the City Engineer.
c) Additional charge for work on arterial roads or excavations over 2m	\$1,000.00
Water Connection Charges a) City Residents - 19 mm & 25 mm	\$2,600.00
- larger than 25 mm	the cost of installing the connection as estimated by the City Engineer.
b) Non-City Residents - 19 mm & 25 mm	\$2,500.00 or the cost of installing the connection as estimated by the City Engineer, whichever is greater.
- larger than 25 mm	the cost of installing the connection as estimated by the City Engineer.
Utilities Investigation Charge a) Sanitary/Storm Sewer, Water Service Certification or Decommissioning	\$1,000.00/per connection
b) Utility Callout	\$80.00
Demolition Permit	\$20.00
Water Turn-on and/or Shut-off	\$50.00
Water Meter Testing	\$75.00