



**CITY OF PORT ALBERNI
APPLICATION FOR AN
OFFICIAL COMMUNITY PLAN BYLAW AMENDMENT**

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). In the event that this application proceeds to public hearing this information will assist us in providing public notice of the hearing 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 amendments to the City of Port Alberni Official Community Plan Bylaw 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:

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:** _____

OFFICIAL COMMUNITY PLAN BYLAW INFORMATION

Present Official Community Plan designation:.....

Describe the current land use:

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

Is a map amendment requested: Yes or No

If "Yes" please note the Future Land Use Map designation requested:.....

.....

Is a text amendment requested: Yes or No

If "Yes" please detail reasons to support an amendment to the Official Community Plan (Use separate sheet if necessary):

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ZONING BYLAW DISTRICT INFORMATION

Present Zoning District designation:

SUPPORTING INFORMATION CHECKLIST

Please ensure that the following supporting information is attached to your application before submission:

1. Copy of Land Title (Must be recent within last 30 days. May be obtained from Notary Public)
2. Sketch
3. Preliminary Plans
4. Site Survey (if applicable)
5. Site Profile (if applicable)
6. Agent Declaration (if applicable)
7. 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 Official Community Plan Bylaw Amendments 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

SITE NOTICE GUIDELINES

Posting Of Notice(s) on Property:

1. Within 15 days of submitting an Application, the applicant must erect one Site Notice on each side of the parcel subject to the Proposed Bylaw that fronts a road other than a lane **AND** submit the attached form Schedule B1 (to Bylaw No. 4614).
2. At least 10 days prior to a Public Hearing, the applicant must amend the posted notice/s to include the date, time, and location of the scheduled Public Hearing **AND** submit the attached form Schedule B2 (to Bylaw No. 4614).
3. Applicants must remove all Site Notices within seven days of the last date of the Public Hearing for their Application.
4. If an applicant fails to erect a Site Notice in accordance with 1. (above) or fails to submit the forms in Schedules B1 or B2 in accordance with 1. and 2. (above), the City may postpone or cancel the Public Hearing for that Application.

Specifications:

The Site Notice(s) shall:

1. Be a minimum of 1.22m (4') by 2.44m (8') in size;
2. Be constructed of 1.3 cm (0.5") plywood or other durable material;
3. Have a dark green background and white lettering; and
4. Have lettering done in a durable enamel paint or vinyl as follows:
 - (a) Title / Headings / Particulars - Arial font, block capitals not less than 7.62 cm (3") in height
 - (b) Sub-Title / Sub Headings - Arial font, block capitals not less than 5.08cm (2") in height
 - (c) Notice details – Arial font, not less than 5.08cm (2") in height
 - (d) Contact information - Arial font not less than 3.8cm (1.5") in height

Layout of Site Notice(s) should be reviewed with the City of Port Alberni Planning Department prior to being constructed.

Example:

See Schedule A2

Locations:

The Site Notice(s) shall be posted:

- a) in a location unobstructed to view from the road;
- b) no further than six meters from the property line abutting a road or, alternatively, at a 45 degree angle from the intersection point of two roads;
- c) where the Site Notice is mounted on a building, it shall be unobstructed from the street and the bottom edge shall be a minimum of 1.22 m (4') and a maximum of 3.04 m (10') from the ground;
- d) if placement of a Site Notice on a parcel is not feasible, the notice may be posted on an abutting road right of way, subject to approval from the City of Port Alberni.

Warning:

It is the responsibility of the Applicant to make, buy, or rent the required Site Notice(s) and to erect the Site Notice(s).

Failure to install the Site Notice(s) in accordance with these requirements may result in the postponement of your Application.

Bylaw No. 4614
Schedule A2
SAMPLE SITE NOTICE

Sample Sign Layout and Lettering Guidelines

Title and Particulars 7.62 cm (3") - Arial Block Capitals
Notice 5.08 cm (2") - Arial Regular
Sub Title 5.08 cm (2") - Arial Block Capitals

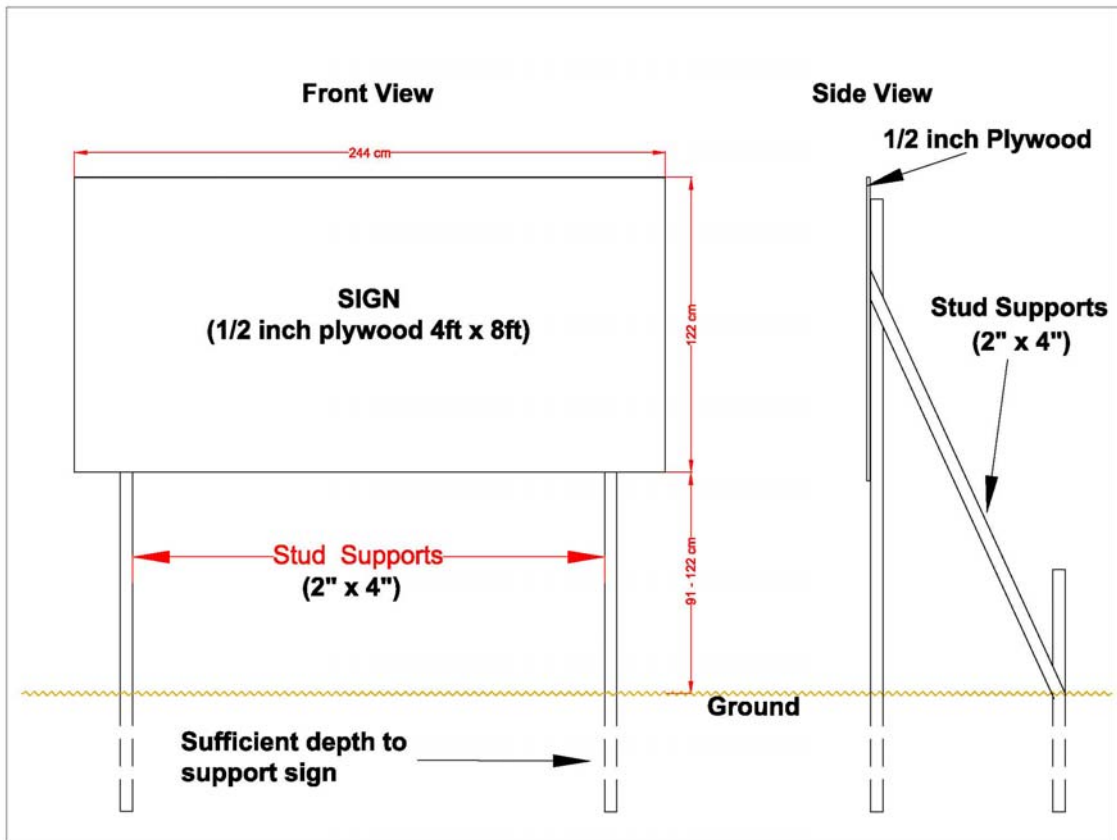
DEVELOPMENT APPLICATION
PROPOSED AMENDMENT TO ZONING BYLAW

This property is currently designated and zoned:
R2 - One and Two Family Residential District

An application has been made to designate and rezone this property to:
R1 - Single Family Residential District

Notice of Public Hearing will be Posted Here: For further information, contact:
CITY OF PORT ALBERNI, Planning Department
4850 Argyle Street, Port Alberni, BC, V9Y 1V8
Phone: 250-720-2808, Facsimile:250-723-3402

Contact Info 3.81 cm (1.5") - Arial Regular



**Bylaw No. 4614
SCHEDULE B1**



THE CORPORATION OF THE CITY OF PORT ALBERNI

NOTIFICATION OF SITE NOTICE PLACEMENT

PROJECT LOCATION: _____

APPLICANT'S NAME (PLEASE PRINT CLEARLY):

PLACE PHOTOGRAPH(S) HERE:

The photograph(s) should clearly indicate the placement and content of the Site Notice

I hereby certify that the Site Notice(s) depicted in the above photograph(s) has (have) been placed on the parcel subject to my Application.

APPLICANT'S SIGNATURE: _____

DATE: _____

Please note that a change of intent will require you to amend your Site Notice.

This form should be completed and returned immediately after placement of the Site Notice(s) to the City of Port Alberni, Planning Department, 4850 Argyle St, Port Alberni, BC, V9Y 1V8.

**Bylaw No. 4614
SCHEDULE B2**



THE CORPORATION OF THE CITY OF PORT ALBERNI
NOTIFICATION OF PUBLIC HEARING ON SITE NOTICE

PROJECT LOCATION: _____

APPLICANT'S NAME (PLEASE PRINT CLEARLY):

PLACE PHOTOGRAPH(S) HERE:

The photograph(s) should clearly indicate:

- a) The sign placement, and
- b) The text on the Site Notice showing Public Hearing information including:
 - Date of the Public Hearing
 - Time of the Public Hearing
 - Location of the Public Hearing

I hereby certify that the Site Notice(s) depicted in the above photograph(s) has (have) been placed on the parcel subject to my Application.

APPLICANT'S SIGNATURE: _____

DATE: _____

Please note that a change of intent will require you to amend your Site Notice.

This form should be completed and returned immediately after placement of the Site Notice(s) to the City of Port Alberni, Planning Department, 4850 Argyle St, Port Alberni, BC, V9Y 1V8.



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