



CITY OF PORT ALBERNI

DEVELOPMENT PERMIT APPLICATION GUIDELINES

The Local Government Act (section 488) gives Council the authority to designate areas of the city as Development Permit Areas, and to establish guidelines for the form and character of development within these areas. The following Development Permit Areas have been established in Port Alberni:

- D.P.A. 1: Multi-Family Residential
- D.P.A. 2: Commercial (includes Highway Commercial and Neighbourhood Commercial)
- D.P.A. 3: Industrial

DEVELOPMENT PERMITS

A permit is required for development or redevelopment of a site that is within a Development Permit Area. These are established by the *Schedule B - Development Permit Areas Map* in Official Community Plan Bylaw No.4602.

There are specific goals for each Development Permit Area, and guidelines which new proposals are expected to comply with before a Permit can be issued. A Development Permit may include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and structures. Development Permits are obtained separately and in advance of a Building Permit.

WITHIN A DEVELOPMENT PERMIT AREA, A PERMIT IS REQUIRED FOR THE FOLLOWING:

- Construction of, addition to or alteration to the exterior of a building or structure, land or parking area over \$25,000
- Construction of, addition to or alteration to the exterior of a building or structure, land or parking area in the Industrial Development Permit Area over \$10,000

A DEVELOPMENT PERMIT IS NOT REQUIRED FOR THE FOLLOWING:

- Construction of, addition to, or alteration to the exterior of an existing building under \$25,000
- Building a fence
- Painting the exterior of a building

APPLICATION PROCESS

For most applications the process is as listed below.

1. Pre-application meeting with staff to review details of application.
2. Staff review proposal and confirms required documentation.
3. Applicant submits a complete application and pays the administration fees.
4. Staff complete an initial review of the application and issue referrals to other City departments and external agencies (when required).
5. When the application includes a Development Variance Permit, staff refer it to the Advisory Planning Commission for comment.
6. Comments are provided to the applicant with outstanding issues to be addressed.
7. Staff prepare a report with recommendations to City Council or the delegated staff.
8. City Council or the delegated staff considers the application and may issue the permit, refuse the permit, or direct the applicant to make changes to their proposal.
9. If the Development Permit is approved, the applicant is notified and the Permit is registered on the Land Title. Application proceeds to Building Permit process.



CITY OF PORT ALBERNI APPLICATION for DEVELOPMENT PERMIT

Leave this Area Blank for Office Use Only

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

APPLICATION MUST BE FULLY COMPLETED

PERMIT TYPE:		Fee
<input type="checkbox"/>	Development Permit (DP)	\$800
<input type="checkbox"/>	Development Permit with Variance (DVP)	\$1,000

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

<input type="checkbox"/>	Completed Application Form & Site Disclosure Statement
<input type="checkbox"/>	Copy of Land Title & Copies of all Charges on Title (must be recent within last 30 days)
<input type="checkbox"/>	Site Plan & Site Statistics Table
<input type="checkbox"/>	Detailed Architectural Building Elevations
<input type="checkbox"/>	Floor Plans & Roof Plan
<input type="checkbox"/>	Landscape Plan & Cost Estimate (when application includes site upgrades)

Please note that additional documents may be requested during application review process.

SUBJECT PROPERTY INFORMATION:

Civic Address of the Property as verified by the City of Port Alberni (Please print)

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

Registered Owner Name (Please print)

Phone:

Email:

Mailing Address:

Postal Code:



Signature of **Registered Owner**

Registered Owner (Print Name)

Date (mm/dd/yy)

Additional Registered Owner Name (Please print):	Phone:	Email:
Mailing Address:		
Postal Code:		
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> X Signature of Additional Registered Owner </div> <div style="width: 30%;"> Additional Registered Owner (Print Name) </div> <div style="width: 30%;"> Date (mm/dd/yy) </div> </div>		
APPLICANT INFORMATION: <i>(complete only if the applicant is NOT the property owner)</i>		
Applicant Name (Please print):	Phone:	Email:
Mailing Address:		
Postal Code:		
<p><i>APPLICANT INFORMATION - Continued</i></p> <p>AGENT/APPLICANT and OWNER DECLARATION:</p> <p>I, (print full name of applicant): _____ solemnly declare that I am the authorized agent of the registered owner/s of the subject property as described in this application.</p> <p>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 Development Permit application.</p> <p>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.</p> <div style="margin-top: 10px;"> X _____ Signature of Applicant <div style="float: right; margin-left: 100px;"> _____ Date (mm/dd/yy) </div> </div> <div style="margin-top: 10px;"> X _____ Signature of Registered Owner (if not the Applicant) <div style="float: right; margin-left: 100px;"> _____ Registered Owner (Print Name) </div> <div style="float: right; margin-left: 100px;"> _____ Date (mm/dd/yy) </div> </div> <div style="margin-top: 10px;"> X _____ Signature of Additional Registered Owner <div style="float: right; margin-left: 100px;"> _____ Additional Registered Owner (Print Name) </div> <div style="float: right; margin-left: 100px;"> _____ Date (mm/dd/yy) </div> </div>		

CONTAMINATED SITES DECLARATION:

Have any of the activities listed on Schedule 2 of the Contaminated Sites regulations (attached) occurred on the property?: Yes ☐ or No ☐

Note: If you answered “Yes” above be sure to complete the provincial Site Disclosure Statement (Schedule 1) online at: <https://submit.digital.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and submit a copy with this application.

X

Signature of **Applicant**

Date (mm/dd/yy)

For more information contact:

Planning and Development Services
Upper - 4835 Argyle Street
Port Alberni, BC, V9Y 1V9
developmentservices@portalberni.ca
Phone (250) 720-2835
Fax (250) 723-3402

SCHEDULE 2

[en. B.C. Reg. 131/2020, App. s. 9.]

SPECIFIED INDUSTRIAL OR COMMERCIAL USES

(page 1 of 2)

A. Chemical industries and activities

1. adhesives manufacturing, bulk storage, shipping or handling
2. chemical manufacturing, bulk storage, shipping or handling
3. explosives or ammunition manufacturing, bulk storage, shipping or handling
4. fire retardant manufacturing, bulk storage, shipping or handling
5. fertilizer manufacturing, bulk storage, shipping or handling
6. ink or dye manufacturing, bulk storage, shipping or handling
7. leather or hides tanning
8. paint, lacquer or varnish manufacturing, formulation, recycling, bulk storage, shipping or handling, not including retail stores
9. pharmaceutical products, or controlled substances as defined in the Controlled Drugs and Substances Act (Canada), manufacturing or operations
10. plastic products (foam or expanded plastic) manufacturing or repurposing
11. textile dyeing
12. pesticide manufacturing, formulation, bulk storage, shipping or handling
13. resin or plastic monomer manufacturing, formulation, bulk storage, shipping or handling

B. Electrical equipment and activities

1. battery manufacturing, recycling, bulk storage, shipping or handling
2. facilities using equipment that contains PCBs greater than or equal to 50 ppm
3. electrical equipment manufacturing, refurbishing, bulk storage, shipping or handling
4. electrical transmission or distribution substations
5. electronic equipment manufacturing
6. transformer oil manufacturing, processing, bulk storage, shipping or handling
7. electrical power generating operations fueled by coal or petroleum
8. hydrocarbons that supply electricity to a community or commercial or industrial operation, excluding emergency generators.

C. Metal smelting, processing or finishing industries and activities

1. foundries
2. galvanizing
3. metal plating or finishing
4. metal salvage operations
5. metal smelting or refining welding or machine shops (repair or fabrication)

D. Mining, milling or related industries and activities at or near land surface

1. asbestos mining , milling, bulk storage, shipping or handling
2. coal coke manufacture, bulk storage, shipping or handling
3. coal or lignite mining, milling, bulk storage, shipping or handling
4. milling reagent manufacture , bulk storage, shipping or handling
5. metal concentrate bulk storage, shipping or handling metal ore mining or milling

E. Miscellaneous industries, operations or activities

1. appliance, equipment or engine maintenance, repair , reconditioning, cleaning or salvage
2. ash deposit from boilers, incinerators or other thermal facilities
3. asphalt and asphalt tar manufacture, storage and distribution, including stationary asphalt batch plants
4. coal gasification (manufactured gas production)
5. medical, chemical, radiological or biological laboratories
6. outdoor firearm shooting ranges
7. road salt or brine storage
8. measuring instrument s (containing mercury) manufacture, repair or bulk storage
9. dry cleaning facilities or operation and dry cleaning chemical storage, excluding locations at which clothing is deposited but no dry cleaning process occurs
10. contamination or likely contamination of land by substances migrating from an industrial or commercial site
11. fire training facilities at which fire retardants are used
12. single or cumulative spills to the environment greater than the reportable quantities of substances listed in the Spill Reporting Regulation

F. Petroleum (including blends and biodiesels) and natural gas drilling, production, processing, retailing , distribution and commercial storage

1. petroleum or natural gas drilling
2. petroleum or natural gas production facilities
3. natural gas processing
4. petroleum coke manufacture, bulk storage, shipping or handling
5. petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks
6. petroleum, natural gas or sulfur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community

SPECIFIED INDUSTRIAL OR COMMERCIAL USES

7. petroleum product (other than compressed gas), or produced water storage in non- mobile above ground or underground tanks, except tanks associated with emergency generators or with secondary containment
8. petroleum product, other than compressed gas, bulk storage or distribution
9. petroleum refining
10. solvent manufacturing, bulk storage, shipping or handling
11. sulfur handling, processing or bulk storage and distribution

G. Transportation industries, operations and related activities

1. aircraft maintenance, cleaning or salvage
2. automotive, truck, bus, subway or other motor vehicle maintenance, repair, salvage or wrecking
3. dry docks, marinas, ship building or boat repair and maintenance, including paint removal from hulls
4. marine equipment salvage
5. rail car or locomotive maintenance, cleaning, salvage or related uses, including rail yards

H. Waste disposal and recycling operations and activities

1. anti-freeze bulk storage, recycling, shipping or handling
2. barrel, drum or tank reconditioning or salvage
3. biomedical waste disposal
4. bulk manure stockpiling and high rate land application or disposal (non- farm applications only)
5. landfilling of construction demolition material, including without limitation asphalt and concrete
6. contaminated soil or sediment storage, treatment, deposit or disposal
7. dry cleaning waste disposal
8. electrical equipment recycling
9. industrial waste lagoons or impoundments
10. industrial waste storage, recycling or landfilling
11. industrial woodwaste (log yard waste, hogfuel) disposal
12. mine tailings waste disposal
13. municipal waste storage, recycling, composting or landfilling
14. organic or petroleum material landspreading (landfarming)
15. sandblasting operations or sandblasting waste disposal
16. septic tank pumpage storage or disposal
17. sewage lagoons or impoundments
18. hazardous waste storage, treatment or disposal
19. sludge drying or composting

20. municipal or provincial road snow removal dumping or yard snow removal dumping
21. waste oil reprocessing, recycling or bulk storage
22. wire reclaiming operations

I. Wood, pulp and paper products and related industries and activities

1. particle or wafer 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. wood treatment (anti-sap stain or preservation)
7. wood treatment chemical manufacturing, bulk storage