



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:

- Multi-Family Residential
- Commercial (includes Highway Commercial and Neighbourhood Commercial)
- 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. All Development Permits are considered by City Council. Development Permits are obtained separately and in advance of a Building Permit. Building Permits are issued by the City's Building Official.

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

- Construction of, addition to or alteration of a building or structure, land or parking area over \$25,000
- Construction of, addition to or alteration 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. Please note: process may take a minimum of 2 months from the time the City receives the application until the time a final decision is made by Council and the permit is issued. More complex applications may take longer.

STEPS

1. Pre-application meeting with staff to review details of application.
2. Applicant submits a completed application and pays the administration fees
3. Staff complete an initial review of the application
4. Referrals are issued to other City departments and external agencies (where required)
5. Comments are provided to the applicant with outstanding issues to be addressed
6. Staff prepare a report with recommendations to City Council
7. Council considers the permit and may issue, table, or refuse the permit, or direct the applicant to make changes to their proposal.
8. If the Development Permit is approved by Council, the applicant is notified and the Permit is registered on the Land Title.
9. Development application proceeds to Building Permit process



CITY OF PORT ALBERNI APPLICATION for DEVELOPMENT PERMIT

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)	\$600
<input type="checkbox"/>	Development Permit with Variance (DVP)	\$700

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

<input type="checkbox"/>	Written description of the proposed development (including reasons for the proposal)
<input type="checkbox"/>	Copy of Land Title (must be recent within last 30 days)
<input type="checkbox"/>	Preliminary Plans (metric units)
<input type="checkbox"/>	Site Survey
<input type="checkbox"/>	Site Profile – Schedule 1
<input type="checkbox"/>	Mailing addresses and signatures of ALL registered owners
<input type="checkbox"/>	Agent Declaration (if the Applicant is not the owner)
<input type="checkbox"/>	A list of all mailing addresses for each rented / leased unit located on the property

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:		
X _____ Signature of Registered Owner	_____ Property Owner (Print Name)	_____ Date (mm/dd/yy)
Additional Registered Owner Name (Please print):	Phone:	Email:

Mailing Address: _____

Postal Code: _____

X Signature of Additional **Registered Owner** Property Owner (Print Name) Date (mm/dd/yy)

APPLICANT INFORMATION: *(complete only if the applicant is NOT the property owner)*

Applicant Name (Please print):	Phone:	Email:
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Mailing Address: _____

Postal Code: _____

APPLICANT INFORMATION - Continued

AGENT/APPLICANT and OWNER DECLARATION:

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.

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.

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.

X _____ Date (mm/dd/yy)

Signature of **Applicant**

X _____ Date (mm/dd/yy)

Signature of **Registered Owner** (if not the Applicant) Property Owner (Print Name) Date (mm/dd/yy)

X _____ Date (mm/dd/yy)

Signature of Additional **Registered Owner** Property Owner (Print Name) Date (mm/dd/yy)

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.

X _____ Date (mm/dd/yy)

Signature of **Applicant**

PLAN SUBMISSIONS CHECKLIST- REQUIRED INFORMATION FOR DEVELOPMENT PERMIT

Please refer to the *Official Community Plan Bylaw 4602, 2007, Section E: Implementation* to assess the Development Permit Area guidelines that apply to your proposal. Then setup an appointment for a pre-application meeting with Development Services staff who will be happy to assist you with your submission.

Professionally drawn plans are to contain the following minimum information:

ARCHITECTURAL SUBMISSIONS CHECKLIST		
1.	Written statement of intent outlining proposed use of subject property, including how it will benefit the surrounding neighbourhood	<input type="checkbox"/>
2.	Site Plan including: a) Any existing buildings on the property b) Setback dimensions (measurements to property lines from foundation of any existing buildings) c) Any required parking areas. d) All dimensions in metric e) North Arrow f) Minimum acceptable scale of 1:100	<input type="checkbox"/>
3.	Site Statistics table showing Zoning Bylaw compliance (include permitted and proposed) a) All <i>Site Development Regulations</i> as per the applicable zone description b) Number of parking spaces c) Number of Accessible parking space d) Number of Loading spaces (if applicable) e) Total <i>Useable Open Space</i> provided f) Total landscaped area g) Number of dwelling units (sorted by number of rooms per dwelling)	<input type="checkbox"/>
4.	Floor Plans (and Roof Plans) – 2 Full Size sets plus 1 set of tabloid reductions (11 x 17 inch)	<input type="checkbox"/>
5.	Elevation drawings of sufficient detail to show the form and character of the proposed development	<input type="checkbox"/>
6.	Residential Unit or Building Layout and/or Comprehensive Plan, illustrating building distribution	<input type="checkbox"/>
7.	Exterior Building Materials and Colours	<input type="checkbox"/>
8.	Useable Open Space calculation (include required and proposed)	<input type="checkbox"/>
9.	Geodetic Elevation if located on lands identified as subject to Flood Plain Bylaw	<input type="checkbox"/>
10.	Signage Plans where requested	<input type="checkbox"/>
11.	Site Grading Plan (if required) showing existing and proposed grades	<input type="checkbox"/>
12.	Waste and recycling storage and pick-up areas	<input type="checkbox"/>

LANDSCAPING SUBMISSIONS CHECKLIST

1.	Site Grading Plan showing existing and proposed grades (if required)	<input type="checkbox"/>
2.	Location of existing trees 20 cm caliper and greater	<input type="checkbox"/>
3.	Indication of all plant material and landscape features at installed sizes, accurate location and spacing	<input type="checkbox"/>
4.	Plant list naming all recommended plant material and size specification	<input type="checkbox"/>
5.	Total area of site to be landscaped	<input type="checkbox"/>
6.	Underground irrigation system plan showing water source, type, and details of the irrigation system	<input type="checkbox"/>
7.	Vehicular and pedestrian paving, planting, fencing, and landscape structures	<input type="checkbox"/>
8.	Minimum soil depths for planting	<input type="checkbox"/>
9.	Include references to the most recent BCSLA/BCNTA landscape standard for all landscape construction	<input type="checkbox"/>
10.	Detailed cost estimate itemizing quantities, areas, sizes, equipment, and labour costs required for the total cost of construction of the landscape plan. Include fencing, sidewalks, decorative paving areas, retaining walls, and irrigation system where applicable.	<input type="checkbox"/>

For more information contact:
 Planning and Development Services (lower floor at City hall)
 4850 Argyle Street
 Port Alberni, BC, V9Y 1V8
 Phone (250) 720-2808
 Fax (250) 723-3402