



CITY OF PORT ALBERNI APPLICATION for TEMPORARY USE 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

SUPPORTING INFORMATION: The following must be submitted with your Application and payment of application fees:

1. **Copy of Land Title** (Must be recent within last 30 days)
2. 1 clearly labelled (**Metric Units**) sketch of proposed subdivision.
3. 1 clearly labelled (**Metric Units**) sketch of existing property.
4. Copy of the Legal Site Survey
5. Site Profile (if applicable)
6. **ALL Registered owners mailing addresses and signatures**
7. Agent Declaration (if the Applicant is **not** the owner)
8. **Attach a list of all mailing addresses for each rented/ leased unit** located on the property.

| 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: | | |
| <input checked="" type="checkbox"/> _____ Signature of Registered Owner | _____ Property Owner (Print Name) | _____ Date (mm/dd/yy) |
| Additional Registered Owner Name (Please print): | Phone: | Email: |
| Mailing Address: | | |
| Postal Code: | | |
| <input checked="" type="checkbox"/> _____ 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: |
| 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

Signature of **Applicant**

Date (mm/dd/yy)

X

Signature of **Registered Owner** (if not the Applicant)

Property Owner (Print Name)

Date (mm/dd/yy)

X

Signature of Additional **Registered Owner/s**

Property Owner (Print Name)

Date (mm/dd/yy)

SUBJECT PROPERTY INFORMATION:

Legal Description of the Property as shown on Land Title or Tax Assessment Notice (Please print)"

.....
.....

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

.....

Are there tenants of the Property (Check One): Yes No

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

Signature of **Applicant**

Date (mm/dd/yy)

OFFICIAL COMMUNITY PLAN (OCP) and ZONING BYLAW INFORMATION:

Current Official Community Plan designation (on Schedule 'A' Future Land Use Map):

Current Development Permit Area (DPA) (on Schedule 'B' Development Permit Areas map):

Current Zoning designation on Schedule 'A' Future Land Use Map:

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

- Lot Size (m²) and Dimensions: _____
- Type of Building/s _____
- Number and Size (m²) of all Dwelling Units (if Residential) _____
- Number and Size (m²) of all Buildings (if other than Residential) _____
- Total Site Coverage in m² AND as a Percentage of site _____ m² = % _____

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

- Type of Building/s _____
- Number and Size (m²) of all Dwelling Units (if Residential) _____
- Number and Size (m²) of all Buildings (if other than Residential) _____
- Total Site Coverage in m² AND as a Percentage of site _____ m² = % _____

| Bulk and Site | <u>Required or Permitted:</u> | - | <u>Proposed:</u> |
|--------------------------------------|--------------------------------------|---|-------------------------|
| • Gross Floor Area (m ²) | _____ | | _____ |
| • Front Setback (m) | _____ | - | _____ |
| • Rear Setback (m) | _____ | - | _____ |
| • Side A Setback (m) | _____ | - | _____ |
| • Side B Setback (m) | _____ | - | _____ |
| ○ on Flanking Street | _____ | - | _____ |
| • Building Height (m) | _____ | - | _____ |
| • Floor Area Ratio | _____ | - | _____ |

| <i>Cont'd Bulk and Site</i> | <u>Required or Permitted:</u> | - | <u>Proposed:</u> |
|--|--------------------------------------|---|-------------------------|
| • Parking Spaces (total) | _____ | - | _____ |
| • Handicapped Spaces | _____ | - | _____ |
| • Loading Spaces | _____ | - | _____ |
| • Landscaped Area (m ²) | _____ | | _____ |
| • Useable Open Space (m ²) | _____ | | _____ |

PROJECT INFORMATION / BYLAW COMPLIANCE WORKSHEET (use metric measurements)

Describe characteristics of land (check all that apply and Label on your sketch plan of the site.):

- Flat (Provide details)_____
- Forested (Provide details)_____
- Creeks (Provide details)_____
- Steep topography (Provide details)_____
- Other (Provide details)_____

Is the property within the area covered by the City Floodplain Bylaw? Yes or No
 Is the property within the Agricultural Land Reserve? Yes or No

WATER SUPPLY:

Is there a city waterline fronting the property? Yes or No
 Are there any city water connections on the property? Yes or No

SEWAGE DISPOSAL:

How is sewage disposal supplied? (Check one):

- City system Septic System * Other *

* Note that approval from the Provincial Ministry of Health is required for approval of on-site sewage systems.

PROPOSED ACCESS:

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UTILITY SERVICES REQUIRED:

Is there an existing Electrical power supply to the property? Yes or No
 Is there Telephone service to the property? Yes or No
 Is there Natural Gas Service to the property? Yes or No

SURROUNDING LAND USES:

Please be specific if adjacent land uses are located within 300 m.

| | Yes | No | Approx. Distance (m) | Description |
|---|--------------------------|--------------------------|-------------------------|-------------|
| a) High voltage transmission power line | <input type="checkbox"/> | <input type="checkbox"/> | | |
| b) High gas pressure transmission line | <input type="checkbox"/> | <input type="checkbox"/> | | |
| c) Industrial Development | <input type="checkbox"/> | <input type="checkbox"/> | | |
| d) Commercial Development | <input type="checkbox"/> | <input type="checkbox"/> | | |
| e) Residential Development | <input type="checkbox"/> | <input type="checkbox"/> | | |
| f) Stream or large body of water | <input type="checkbox"/> | <input type="checkbox"/> | | |
| g) Cemetery | <input type="checkbox"/> | <input type="checkbox"/> | | |
| h) School | <input type="checkbox"/> | <input type="checkbox"/> | | |
| i) Secondary Highway | <input type="checkbox"/> | <input type="checkbox"/> | | |

**City of Port Alberni
GUIDELINES FOR ARCHITECTURAL SUBMISSIONS**

All plans must be submitted in digital .pdf format in addition to hardcopy format as detailed below. 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.

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 includes:

- A **Pre-Application meeting** with City Planner.
- Application for a Temporary Use Permit – must include Signatures of Applicant / Authorizing Agent and **ALL Registered owners** of the subject property, a complete Project Information /Bylaw Compliance Worksheet, 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 detailed 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 (attached)
- A current **sketch plan, (in metric AND to scale)** 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)
- Detailed descriptions of current and proposed site servicing (water, sewer, storm).
- Proof that all Business License Fees, Permit Fees and Taxes have been paid in full to date.
- Three copies (or 1 copy plus one digital .pdf copy) of any required 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 there are rental units or leases associated with the property **you must attach a list of all mailing addresses for each unit.**

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 of 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 (antispain or preservation) 8. wood treatment chemical manufacturing, wholesale bulk storage 9. sawmills |