



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

PERMIT TYPE (choose one):		Fee
<input type="checkbox"/>	Temporary Use Permit	\$700

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

<input type="checkbox"/>	Pre-Application meeting with the City's Planner
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Agent Declaration (if the Applicant is not the owner)
<input type="checkbox"/>	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".
<input type="checkbox"/>	Typed summary of the proposal including: <ul style="list-style-type: none"> ○ 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
<input type="checkbox"/>	Detailed descriptions of current and proposed site servicing (water, sewer, storm)
<input type="checkbox"/>	Complete Project Information /Bylaw Compliance Worksheet
<input type="checkbox"/>	Copy of Land Title (must be recent within last 30 days)
<input type="checkbox"/>	Preliminary Site Plans showing all dimensions and structures to scale (metric units)
<input type="checkbox"/>	Site Survey (if requested)
<input type="checkbox"/>	Copy of Contaminated Sites Site Disclosure Statement – Schedule 1
<input type="checkbox"/>	Mailing addresses and signatures of ALL registered owners
<input type="checkbox"/>	A list of all mailing addresses for each rented / leased unit located on the property
<input type="checkbox"/>	Proof that all Business License Fees, Permit Fees and Taxes have been paid in full to date.

SUBJECT PROPERTY INFORMATION:

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

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:
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Mailing Address: _____

Postal Code: _____

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

Postal Code: _____

<input checked="" type="checkbox"/> _____ Signature of Additional Registered Owner	_____ Additional Registered Owner (Print Name)	_____ Date (mm/dd/yy)
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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.

<input checked="" type="checkbox"/> _____ Signature of Applicant	_____ Date (mm/dd/yy)
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<input checked="" type="checkbox"/> _____ Signature of Registered Owner (if not the Applicant)	_____ Registered Owner (Print Name)	_____ Date (mm/dd/yy)
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<input checked="" type="checkbox"/> _____ Signature of Additional Registered Owner	_____ Additional Registered Owner (Print Name)	_____ Date (mm/dd/yy)
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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” be sure to complete the provincial Site Disclosure Statement (Schedule 1) online at: <https://chefs.nrs.gov.bc.ca/app/form/submit?f=32a95812-f9db-4fd2-99eb-7e362b0253b1> and submit a copy with this application.



Signature of **Applicant**

Date (mm/dd/yy)

PROJECT INFORMATION / BYLAW COMPLIANCE WORKSHEET (use metric measurements)

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	_____	-	_____
• Parking Spaces (total)	_____	-	_____
• Handicapped Spaces	_____	-	_____
• Loading Spaces	_____	-	_____
• Landscaped Area (m ²)	_____		_____
• Useable Open Space (m ²)	_____		_____

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.

For more information contact:

Planning and Development Services (lower floor at City hall)
4850 Argyle Street
Port Alberni, BC, V9Y 1V8
Phone (250) 720-2807
Fax (250) 723-3402

SCHEDULE 2

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

SPECIFIED INDUSTRIAL OR COMMERCIAL USES

(Schedule 2 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 sand 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

SCHEDULE 2

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

SPECIFIED INDUSTRIAL OR COMMERCIAL USES

(Schedule 2 page 2 of 2)

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