



# CITY OF PORT ALBERNI

## OCP and ZONING AMENDMENT APPLICATION GUIDELINES

Land use in Port Alberni is regulated through a combination of the **Official Community Plan Bylaw 4602** and **Zoning Bylaw 4832**. In general, the Official Community Plan provides broad policy guidelines around how land is to be used, while the Zoning Bylaw contains specific regulations for development and permitted activities.

These land use Bylaws can be updated, or changed, by applying to the City of Port Alberni for an amendment. All applications to amend the Official Community Plan Bylaw or Zoning Bylaw must be approved by Council, which has broad authority to make land use decisions in the interest of the community.

### OFFICIAL COMMUNITY PLAN (OCP)

Local Government Act (section 472) gives Council the authority to adopt an Official Community Plan Bylaw. All other bylaws adopted by the City must be consistent with the policies and maps in Official Community Plan – including the Zoning Bylaw. This means that in order to change the Zoning Bylaw the OCP must also be amended if the proposed change means that the two bylaws are no longer consistent. Additionally, the Local Government Act places an obligation on the City to engage with the community when considering an amendment to the OCP.

### ZONING BYLAW

The Local Government Act (section 479) gives Council the authority to adopt a Zoning Bylaw that regulates how land, buildings, and structures are used within the community. The Bylaw does this by designating every property in the city with a specific “zone”. Each zone has different regulations for how the property may be used including the density of development, height of buildings, the percentage of lot that may be built upon, and permitted activities. A Zoning Bylaw amendment is required in order to change the zone of a specific property, or to change the written regulations of a zone.

### APPLICATION PROCESS

For most applications the process is as listed below. Please note: process may take four months or more from the time the application is received until Final Adoption by Council. Complex applications may take longer.

#### STEPS

1. Applicant schedules a pre-application meeting with staff to discuss their plans

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2. Applicant submits a completed application and pays the administration fees

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3. Applicant installs a Site Notice sign on the property within 15 days of application.

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4. Staff review the application and referrals are emailed to other City departments and external agencies.

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5. Staff prepare and present a report to the Advisory Planning Commission for comment.

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6. The amending bylaw is drafted, and proceeds to Council for 1<sup>st</sup> and 2<sup>nd</sup> readings.

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7. Public Hearing is held on the scheduled date.

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8. Council considers comments from Public Hearing at Regular Meeting, gives 3<sup>rd</sup> reading of amending bylaw, and sets conditions for Final Adoption.

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9. Staff prepare a report for Council recommending Final Adoption if conditions are met.

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10. Council considers the report and approves Final Adoption of the amending bylaw.

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11. The applicant is notified, and City records are updated.

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# CITY OF PORT ALBERNI APPLICATION for OFFICIAL COMMUNITY PLAN and ZONING BYLAW AMENDMENTS

**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) 720-2823

## APPLICATION MUST BE FULLY COMPLETED

PERMIT TYPE (choose one):		Fee
<input type="checkbox"/>	Official Community Plan Amendment	Total = \$
<input type="checkbox"/>	Zoning Bylaw Amendment	
<input type="checkbox"/>	Combined OCP and Zoning Amendment	

1. residential under 1 ha = \$450 + \$500
2. residential over 1 ha = \$600 + \$500
3. multi-family; commercial; guest house; industrial and institutional = \$700 + \$500

### THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

<input type="checkbox"/>	Written description of the proposed amendment (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 (if requested)
<input type="checkbox"/>	Copy of Contaminated Sites Site Disclosure Statement – Schedule 1
<input type="checkbox"/>	Mailing addresses and signatures of <b>ALL</b> 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)

**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)

<b>Additional Registered Owner Name</b> (Please print):	Phone:	Email:
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<b>Mailing Address:</b>
<b>Postal Code:</b>

<input checked="" type="checkbox"/> Signature of <b>Additional Registered Owner</b>	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)*

<b>Applicant Name</b> (Please print):	Phone:	Email:
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<b>Mailing Address:</b>	<b>Postal Code:</b>
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*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 <b>Applicant</b>	_____ Date (mm/dd/yy)
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<input checked="" type="checkbox"/> _____ Signature of <b>Registered Owner</b> (if not the Applicant)	_____ Registered Owner (Print Name)	_____ Date (mm/dd/yy)
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<input checked="" type="checkbox"/> _____ Signature of <b>Additional Registered Owner</b>	_____ 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.

**X** \_\_\_\_\_  
 Signature of **Applicant** Date (mm/dd/yy)

**OFFICIAL COMMUNITY PLAN (OCP) BYLAW INFORMATION:**

<b>Current Official Community Plan designation</b> (on Schedule ‘A’ Future Land Use Map):	<b>Current Development Permit Area (DPA)</b> (on Schedule ‘B’ Development Permit Areas map):
<b>Proposed OCP designation:</b>	<b>Proposed DPA:</b>

Is a text amendment to the Official Community Plan Bylaw requested? Yes  or No

If “Yes” describe the text amendment requested: .....  
 .....  
 .....

Describe the current land use including all existing buildings and structures:  
 .....  
 .....  
 .....

**ZONING BYLAW INFORMATION:**

<b>Current Zoning designation</b> on Schedule ‘A’ Future Land Use Map:	<b>Proposed Zoning designation:</b>
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Is a text amendment requested? Yes  or No  If “Yes” describe the text amendment requested:  
 .....

.....  
Please provide detailed reasons to support an amendment to the Zoning Bylaw (Use separate sheet if necessary):  
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**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

## SPECIFIED INDUSTRIAL OR COMMERCIAL USES

**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

## 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

## 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 Development Services 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

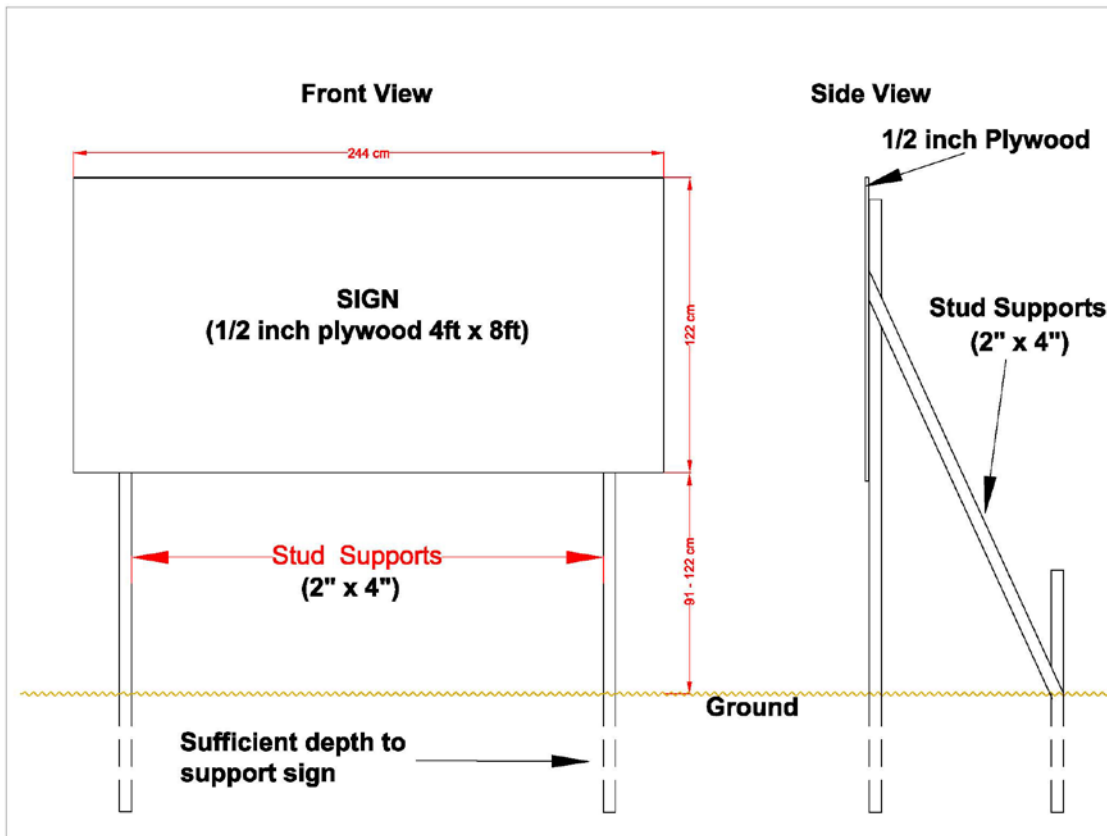
**DEVELOPMENT APPLICATION**  
**PROPOSED AMENDMENT TO ZONING BYLAW**

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, Development Services 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, Development Services Department, 4850 Argyle St, Port Alberni, BC, V9Y 1V8.**