



# 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:

- 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.

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

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3. Staff complete an initial review of the application

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4. Referrals are issued to other City departments and external agencies (where required)

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5. Comments are provided to the applicant with outstanding issues to be addressed

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6. Staff prepare a report with recommendations to City Council

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7. Council considers the permit and may issue, table, or refuse the permit, or direct the applicant to make changes to their proposal.

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8. If the Development Permit is approved by Council, the applicant is notified and the Permit is registered on the Land Title.

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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"/>	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)

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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)

<b>Registered Owner</b> Name (Please print)	Phone:	Email:
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<b>Mailing</b> Address:	Postal Code:
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<b>X</b> _____ Signature of <b>Registered Owner</b>	_____ Registered Owner (Print Name)	_____ Date (mm/dd/yy)
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<b>Additional Registered Owner</b> Name (Please print):	Phone:	Email:
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Mailing Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

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

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

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

**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://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) \_\_\_\_\_

## 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:**

<b>ARCHITECTURAL SUBMISSIONS CHECKLIST</b>		
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 <b>Zoning Bylaw</b> 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"/>

<b>LANDSCAPING SUBMISSIONS CHECKLIST</b>		
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) 720-2807  
 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