

DEVELOPMENT PERMIT APPLICATION PROCESS

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

What is a Development Permit?

A Development Permit (DP) is a set of development guidelines pertaining to a specific area or type of development. DPs are in addition to zoning, servicing, building and fire code regulations. DP guidelines are different from regulations, in that they allow some flexibility for the Director of Planning and Development to fairly exercise discretion in granting or refusing a permit on a case by case basis, while providing objective guidelines and conditions for applicants to follow.

DP areas have the following purposes:

- guide the aesthetic form and character of residential, commercial, downtown and industrial development;
- preserve, protect, restore or enhance riparian habitat and fish life;
- protect development from wildfire and flood hazards; and,
- reduce the risk of potable groundwater contamination.

When is a Development Permit required?

Any land alteration, subdivision, or construction within a DP area may trigger the requirement for a DP to be issued. DP areas are specified in the City's Official Community Plan (OCP), and City's online mapping system, *PGMap*. A link to *PGMap* is available at www.princegeorge.ca. The criteria for different DP areas are summarized below:

Commercial DP	Areas designated for commercial use on Schedule B-6 in the OCP, and commercially zoned properties
Downtown DP	Areas designated as Downtown on Schedule B-6 in the OCP
Multiple Residential DP	Areas zoned for multiple family housing, projects proposing three or more duplexes, and strata developments
Intensive Residential DP	Areas designated on Schedule D-5 in the OCP with lane access and 9 metre wide lot
Industrial DP	The Carter Industrial Area, the Queensway East Industrial Area, the Airport Light Industrial area and any area designated or zoned for industrial use that is within 50 metres of a major road as shown on Schedule B-10 in the OCP
Riparian Protection DP	Areas within 50m of a fish bearing watercourse as shown on Schedule D-2 in the OCP.
Wildfire Hazard DP	Areas with a wildfire hazard as designated on Schedule D-3 in the OCP.
Groundwater Protection DP	Aquifer capture zones as designated on Schedule D-1 in the OCP.
Flood Hazard DP	Areas identified as "flood hazard area" on Schedule D-4 and described in Section 9.3 of the OCP.

There are exemptions where certain activities within a DP area do not require a DP. To learn if your project is exempt from the DP process, please contact a Planner.

What are the steps in the Development Permit process?

Step 1: Pre-Application Meeting – Meet with a Planner to discuss the proposed development and receive their advice and direction, which may save you time and effort.

Step 2: Application and Fees – Work with a Planner to submit a completed Development Permit application, including fees and required documentation. Refer to the *Development Permit Application Checklist*.

Step 3: Application Referral – The application is referred to relevant internal departments and external agencies for review. For form and character DPs, the applicant may be invited to present to the Advisory Committee on Development Design

Step 4: Summary Letter – Referral responses are collected and reviewed by Planning Staff and forwarded to the applicant. The applicant must then reply to the comments and indicate how the various recommendations will be addressed.

Step 5: Staff Report – The Staff Report recommends if the DP should be approved or denied, and what conditions the applicant has agreed to. The Director either issues or denies the permit. If permit is denied, the applicant may appeal the application at one of Council's regular meetings.

Step 6: Security – A letter of credit, certified cheque, or cash may be required by the Planning and Development Department to ensure the conditions of the permit are carried out, such as landscaping, mitigation of unsafe conditions, or restoration of the environment.

Step 7: Permit Issuance – A copy of the DP is sent to the applicant and the Permit is registered on the property at the Land Title Office. If the building permit that required the DP is not applied for within two years of the date the DP was issued, then the DP will lapse.

Schedule of Fees and Charges

Development Permit Application	
Façade Improvements only, with a construction value less than \$75,000	\$400
Façade Improvements only with a construction value greater than \$75,000	\$700
Subdivision, construction, addition to, or alteration of a building or structure.	\$800 + \$20 per 100m ² of additional or altered gross floor area (maximum \$2,000)
Intensive Residential, new construction of a residential house	\$150
Riparian, Groundwater, Flood Hazard or Wildfire Interface DP: sites less than 1 ha	\$1,200
Riparian, Groundwater, Flood Hazard or Wildfire Interface DP: sites greater than 1 ha	\$1,800
Minor amendment to an issued Development Permit	\$100
Notification¹ (only required if DP involves a Variance)	\$400

¹ Notification costs are to be paid by the Applicant or Owner if required by a resolution of City Council, the *Local Government Act*, or the Development Procedures Bylaw.

Application fees are not refundable except for notification costs, which will be returned to the Applicant or Owner if notification does not occur.

Further Questions? Talk to a Planner at 250-561-7611

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority

DEVELOPMENT PERMIT CHECKLIST

Requirements for all Development Permits

- Application Fee(s)
- Development Permit Application Form
- Development Plans (1 full size 24" X 36" coy; 1 reduced 11: X 17" digital copy)
- Site Profile
- Title Search and a copy of all charges on title

Requirements for Form and Character Development Permits

- Coloured Building Elevations for new construction
- Coloured Renderings for Façade improvements *may be requested for new construction
- Design Rationale
- Development Data *may be required for Façade improvement
- Landscape Plan *may be required
- Material/Sample Board
- Variance Rationale

Requirements for Riparian Protection Development Permits

- Riparian Area Assessment
- Survey Plan showing top of bank and natural boundary of watercourse

Additional Information - as Required

Required *Submitted*

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Appointment of Agent |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross Sections |
| <input type="checkbox"/> | <input type="checkbox"/> | BCLS Height Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital Massing Model |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Protection Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazard Assessment (i.e. Flood, Wildfire, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Shadow Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Grading Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Snow Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Water Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Streetscape Context |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (additional information may be required) |

Incomplete applications will be returned to the applicant

I/we declare that all of the above statements and the information and materials have been submitted in support of this application.

Relevant documents and plans must be sealed by a Professional in the applicable field.

Development Plans (1 full size 24" x 36" copy / 1 reduced 11" x 17" digital copy): Legal data (survey) showing:

- existing and proposed parcel lines, rights-of-ways and easements;
- location and dimensions of City and private utilities, on-site services and site lighting;
- location and dimension of vehicular, pedestrian and cycling access and egress, travel lanes in adjacent road right of ways, and numbering and dimension of off-street parking and loading areas;
- setbacks and dimensions of existing and proposed buildings;
- elevations of proposed buildings and structures including the buildings external mechanical equipment;
- where applicable, wetlands, top of banks, leave strips or Agricultural Land Reserve (ALR) boundaries;
- north arrow, legend, metric scale, date of plan and the name, address and seal or signature of the qualified professional who has reviewed the plan.

Site Profile Form (1 copy): Forms and information available at <http://princegeorge.ca/CityBusiness/CurrentPlanning>

Title Search (1 copy): Title Search for subject land(s), and a copy of all relevant covenants, no older than two weeks at the time of application.

Coloured Building Elevations: See above "Development Plans", bullet #5. Coloured Building Elevations are required for all Multiple Residential or Industrial, Commercial, Intensive and Downtown Development Permits.

Coloured Rendering (1 copy): Graphic representation, in colour, showing project conformity to relevant guidelines (to be provided upon staff's request)

Design Rationale (1 copy): Description of project and written explanation of how project meets Development Permit Guidelines and relevant policies.

Development Data (to be provided on Development Plan): A table that summarizes features of the proposed development: parking requirements, site area, site coverage, number of units, total floor area (gross and net), height of building, natural or finished grade, floor area ratio, open space locations and amenity areas provided.

Landscape Plan (1 full size 24" x 36" copy / 1 reduced 11" x 17" digital copy): Including, but not limited to, written landscape rationale, existing trees and plant material, proposed plant material including typical plant details, mitigation plans to maintain trees, required perimeter landscape buffers, understory and significant site features, surface materials, fabrics or liners, grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, garbage enclosures, lighting and treatment of the edges and adjacent road right of ways.

Materials/Sample Board: samples of exterior finishings (i.e. siding, roofing, cladding) of development, paint swatches, and glazing

Variance Rationale (1 copy): A written rationale for all proposed variances

Riparian Area Assessment (1 copy): This assessment must be completed for projects proposing development within the riparian leave strip. The assessment must be completed by a Qualified Environmental Professional.

Cross Sections: may be required for: existing and proposed grade; existing and proposed buildings and structures.

BCLS Height Survey (1 copy): The B.C. Land Surveyor (BCLS) survey must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.

Digital Massing Model (1 copy): Simplified computer generated rendering of the form of a development including the general shape, dimensions and footprint of buildings.

Geotechnical Report (1 copy): Assessment of site suitability if land stability problems are present.

Groundwater Protection Plan (1 copy): A report identifying impacts on an aquifer and methods to preserve, protect, restore, or enhance the viability of the aquifer.

Hazard Assessment: information related to applicable hazardous area (i.e. Flood Plain Bylaw, Wildfire Interface, etc.)

Site Grading Plan (1 copy): A report showing the final grade of the property with proposed drainage works such as swales, gutters, catch basins, sub-drains, curbs, ponds or other drainage works (1 metre contour interval).

Slope Analysis (1 copy): Assessment of slope sensitivity to sliding or collapsing and methods to mitigate risk.

Snow Management Plan (1 copy): To include, but not limited to, snow storage locations and procedures for snow clearing and removal off-site.

Storm Water Management Plan (1 copy): A report identifying how stormwater is dealt with. For greenfield development, the objective is to restore the dispersal of snowmelt and rainfall to near predevelopment levels.

Streetscape Context (1 copy): A drawing or photograph showing how the proposed development fits in with the street.

Traffic Study (1 copy): To include, but not limited to, impact to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Tree Management Plan (1 copy): A report showing general location and type of vegetation, description of trees and tree groupings, listing species, size of trees and identifying any significant trees.