



DEVELOPMENT VARIANCE PERMIT APPLICATION FORM

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
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Applicant Information

Name: _____

Corporation (if applicable): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

Property Information

Civic Address: _____

Legal Description: _____

Parcel ID: _____

Description of Proposal

This application is to vary:

a) Section(s): _____ of Bylaw No.: _____

b) Section(s): _____ of Bylaw No.: _____

Application Fees

<input type="checkbox"/> Processing Fee (non-refundable).....	\$150
<input type="checkbox"/> Zoning Bylaw regulation variance.....	\$625+\$200/add'l variance + notification
<input type="checkbox"/> Subdivision and Development Servicing Bylaw regulation variance.....	\$1000 + notification
<input type="checkbox"/> Sign Bylaw regulation variance.....	\$700+\$200/add'l variance + notification
<input type="checkbox"/> Notification.....	\$850
<input type="checkbox"/> Title Search.....	\$25/parcel
Total.....	\$ _____



Declaration to the City of Prince George

I/WE HEREBY declare that I/we:

- a. have read the attached documents, information and drawings and that they are true and correct to the best of my knowledge and belief;
- b. agree to submit further documents, information and drawings to assist in the consideration of the application, as determined by the City of Prince George;
- c. agree that misrepresentation or failure to disclose, or failure to submit the appropriate application fee, may be deemed sufficient cause for the rejection by the City of Prince George of the application; and
- d. agree that later discovery of an omission or misrepresentation made in the attached statements, documents, information and drawings may be grounds for a determination of ineligibility or revocation of any future license, permit or approval that may be granted.

AND I/WE HEREBY acknowledge that if the City of Prince George grants a license, permit or approval, it will be granted only to the person(s) named in the application, or to the private corporation having the directors and/or officers named in the application, or to the public corporation or society having the directors and/or officers named in the application.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application become part of the City of Prince George's records and are subject to the Freedom of Information and Protection of Privacy Act, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Applicant's Signature

Date

Application Checklist

- Application Form
- Application fee
- Site Disclosure Statement
- Title
- Corporate Registry (*for all named/numbered companies*)
- Signed Appointment of Agent Form (*if applicable*)
- Maps, site plan, and documents in support of application
- Rationale Letter
- Letters of Support

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at _____ this _____ day of _____, 20_____.

IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:

Signature

Address

Printed Name

Signature

Address

Printed Name

IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:

Name of Corporation (as shown on the title to the lands)

I/WE have authority to bind the company.

Signature

Address

Printed Name

Signature

Address

Printed Name

Signature

Address

Printed Name

Signature

Address

Printed Name

Please note that a Corporate Registry is required in addition to this form when the registered owner is a corporation.

Site Disclosure Statement

All fields marked with an asterisk (*) are mandatory.

Has the site been used for any industrial or commercial uses described in [Schedule 2](#) of the Contaminated Sites Regulation? *

Yes

No

If you answered yes to the question above, you must complete this form if no exemptions apply.

Exemptions

Do any of the exemptions from submitting a site disclosure statement apply? (see the [Contaminated Sites Regulation](#), Part 2, Division 3) *

Yes

No

If yes, indicate which exemption applies. As per Section 3.5 of the Contaminated Sites Regulation, a municipality or approving officer may still request a person to complete a site disclosure statement for their records. *

Select one

Description

Include additional information as needed

^ Section I - Contact information

A: Site owners(s) or operators(s)



Last name *

First name *

Company, if applicable

Address *

City *

Province *

Country *

Postal code *

Phone number *

Email *

B: Person completing site disclosure statement (leave blank if same as above)

Last name

First name

Company, if applicable

C: Person to contact regarding the site disclosure statement

Last name *

First name *

Company, if applicable

Address *

City *

Phone number *

Email *

^ Section II - Site information

Coordinates for the centre of the site:

Latitude

Degrees *

Minutes *

Seconds *

Longitude

Degrees *

Minutes *

Seconds *

Attention:

A separate map with appropriate scale showing the location and boundaries of the site must be included.

I will include a map with my submission *

Land ownership *

Legally titled, registered property

Untitled Crown land

For legally titled, registered property

Site address *

or nearest street name/intersection if no address is assigned

City *

Postal code *

<p>PID *</p> <input type="text"/>	<input type="checkbox"/>
<p>Land description *</p> <input type="text"/>	
<p>+ Add Another</p>	

^ **Section III - Specified industrial or commercial uses**

Indicate all the industrial or commercial uses described in the Contaminated Sites Regulation [Schedule 2](#) which have occurred or are occurring on this site.

Example Schedule 2 references and descriptions

E1. appliance, equipment, or engine maintenance, repair, reconditioning, cleaning or salvage

F10. solvent manufacturing, bulk storage, shipping and handling

Schedule 2 reference and description *

Select all that apply, choose "none" if no Schedule 2 uses apply.

^ Section IV - Additional information

1. Provide a brief summary of the planned activity and proposed land use at the site. *

If not applicable, type N/A

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed. *

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site: *

If not applicable, type N/A

^ Section V - Declarations

Where a municipal approval is not required, you must indicate the reason for submission directly to the registrar:

- Under order BIA
- proceedings
- Foreclosure
- Decommissioning
- CCAA proceedings
- Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE



Sign above

For agents completing this form, save to PDF then forward the form to the owner/operator to complete this section.

First and last name

Owner

Operator

Date signed



Approving authority contact information

All fields in this section must be completed by the municipality (including regional districts) or approving officer prior to forwarding the form to the site registrar.

First and last name

Agency

Address

Phone number

Email

Reason for submission (Please check one or more of the following):

Building permit

for an activity that will
likely disturb soil

Subdivision

Zoning

**Development
permit**

for an activity that will
likely disturb soil

Date received by approving authority



Date submitted to registrar



Version: 18