



DEVELOPMENT PERMIT APPLICATION FORM

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
devserv@princegeorge.ca | p: 250.561.7611

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

Development Permit Area:

Commercial	Downtown	Multiple Residential
Intensive Residential	Industrial	Riparian Protection
Wildfire Hazard	Groundwater Protection	Flood Hazard

Gross Floor area of Proposed Building (if applicable): _____

Application Fees (2026)

Processing Fee (non-refundable).....	\$150
Downtown, Commercial, industrial or multiple-residential development permit area: façade.....	\$1,000 + notification
Downtown, Commercial, industrial or multiple-residential development permit area: subdivision, construction, or addition to or alteration of a building or structure.....	\$1,400 +\$50/100m ² GFA
Environmental or hazardous condition development permit area.....	\$1,000
Minor amendment to an issued Development Permit.....	\$100
Notification.....	\$950
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*)
- Qualified Professional Report (*environmental or hazardous development permit areas*)
- Minor amendment to an issued Development Permit
- Maps, plans and documents in support of application (*if applicable*)



CITY OF
PRINCE GEORGE

APPOINTMENT OF AGENT FORM

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

p: 250.561.7600 | www.princegeorge.ca

I/WE, _____
Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s): _____

Civic Address(es): _____

Legal Description(s): _____

DO HEREBY APPOINT AND AUTHORIZE:

_____, of
Name of Agent

_____,
Mailing Address of Agent

_____,
Phone No. of Agent Email of Agent

TO ACT AS MY/OUR AGENT and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s) _____.

AND I/WE HEREBY ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

AND I/WE HEREBY declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

AND IN CONSIDERATION OF the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

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

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 *

PID *



Land description *

Add Another

^ 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

City of Prince George

Address

1100 Patricia Blvd

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
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Date received by approving authority



Date submitted to registrar



Version: 18