



City of Prince Rupert

**Amendment and Permit Procedure Bylaw No. 2608, 1987**

**(With Amendments to March 31, 2004)**

**Consolidated for Convenience Only**

This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws of this subject.

**CITY OF PRINCE RUPERT**

**BYLAW NO. 2608, 1987**

**BEING A BYLAW TO ESTABLISH PROCEDURES TO AMEND AN OFFICIAL COMMUNITY PLAN OR A ZONING BYLAW OR TO ISSUE A PERMIT under Part 29 of the Municipal Act.**

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**WHEREAS** the Council has adopted an Official Community Plan and a Zoning Bylaw;

**AND WHEREAS** the Council has designated areas within which Development Permits are required;

**AND WHEREAS** the Council shall, under Section 954 (a) of the Municipal Act, by bylaw establish procedures to amend a plan, bylaw or issue a permit;

**NOW THEREFORE**, the Council of the City of Prince Rupert, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

**Title**

1. This Bylaw may be cited for all purposes as “City of Prince Rupert Amendment and Permit Procedures Bylaw No. 2608, 1987”.

**Scope**

2. This Bylaw shall apply to the following:
  - (1) Amendments to:
    - (a) an Official Community Plan, and
    - (b) a Zoning Bylaw.
  - (2) Issuance of:
    - (a) development variance permits, and
    - (b) development permits.

**Bylaw 2843**

- (3) Application fees for; amendments to plans, land use designation bylaws, land use contracts; applications for permits and subdivision; applications to the board of variance; and, fees to cover the costs of administering and inspecting works and services related to the foregoing.

**Application**

3. (1) Applications for an amendment or a permit shall be made by the owner of the land involved or by a person authorized by the owner.
- (2) Applications for amendments or permits shall be made to the City Planner of City of Prince Rupert on the applicable form attached hereto as Schedules "A1 – A4"

**Bylaw 2843  
Bylaw 2997**

**Fee**

4. At the time of application for an amendment, a permit, a subdivision, a conversion of rental units to strata units or to the board of variance, the applicant shall pay to the City an application fee in the amount set out in Schedule "B" of this Bylaw.

**Amendments – Signs**

5. At the time of an application for an amendment being filed, the applicant shall post a sign of minimum size 4' x 8' in a prominent location on the property subject to the application, stating that the property is the subject of an application to amend the Official Community Plan and/or the Zoning Bylaw, whichever is the case and that further information regarding the application can be obtained at City Hall.

**Process**

6. Every application shall be processed by the City Planner of City of Prince Rupert who shall present a report to Council for its consideration: The report:
  - (a) shall contain a copy of the application;
  - (b) may contain a copy of the proposed amendment Bylaw or proposed permit and recommendations;
  - (c) shall specify whether or not the approval of the Minister of Transportation and Highways under Section 57 (2) of the Highway Act or Section 979 (1) of the Municipal Act is required;
  - (d) shall state the amount of fee collected

- (e) shall state the proposed security to be posted by the permittee if any:  
and,
- (f) may contain additional relevant information.

**Notice**

7. When considering an application to amend which would alter the permitted use or density of any area, or when considering an application for a development variance permit Council shall, if it intends to proceed with consideration, give notice of the proposed amendment or variance permit to the owners and any tenants in occupation at the date of mailing or delivery of the notice of any land which is subject of the application as well as any adjacent property owners or tenants in occupation as follows:
- (a) in the case of an application to amend the Official Community Plan and/or the Zoning Bylaw, notice of the public hearing shall be mailed or delivered to all parcels of property any part of which is within 300 feet from the subject of the Bylaw alteration; or,
  - (b) in the case of an application to amend the Official Community Plan or the Zoning Bylaw, where a public hearing has been waived, notice shall be mailed or delivered to all parcels of property any part of which is within 300 feet from the subject of the Bylaw alteration; or,
  - (c) in the case of an application for a development variance permit, notice shall be mailed or delivered to all parcels of property any part of which is within 20 feet from the subject of the Bylaw alteration.

**Amendments – Approval or Refusal**

8. The Council may, upon receipt of the report under Section 6 of this Bylaw proceed with an amendment bylaw, or reject the application.

**Permits – Issuance or Refusal**

9. The Council may, upon receipt of the report under Section 6 of this Bylaw:
- (a) authorize the issuance of a permit;
  - (b) authorize the issuance of a proposed permit as amended by the Council in its resolution;
  - (c) refuse to authorize the issuance of a permit.

**Refusal – Amendments and Permits**

10. Where an application, amendment Bylaw or a permit has been refused by the Council the City Planner shall notify the applicant in writing within 15 days immediately following the date of refusal and shall give reasons for refusal.

**Re-Application**

11. Subject to Section 954 (3) of the Municipal Act, re-application for an amendment or permit that has been refused by the council shall not be considered within a six month period immediately following the date of refusal.

**Repeal**

12. City of Prince Rupert “ZONING AND LAND USE CONTRACT NOTICE BY-LAW NO. 1957, 1973” is hereby repealed.

READ THE FIRST TIME THIS 14<sup>TH</sup> DAY OF SEPTEMBER, A.D. 1987.

READ THE SECOND TIME THIS 14<sup>TH</sup> DAY OF SEPTEMBER, A.D. 1987.

READ THE THIRD TIME THIS 14<sup>TH</sup> DAY OF SEPTEMBER, A.D. 1987.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND HIGHWAYS ON THE 27<sup>TH</sup> DAY OF OCTOBER, A.D. 1987.

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 9<sup>TH</sup> DAY OF NOVEMBER, A.D. 1987.

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MAYOR

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CITY CLERK

This Bylaw has been consolidated for convenience and includes amendments from:

Bylaw No. 2843, 2004 - Adopted January 25, 1993

Bylaw No. 2997, 2004 - Adopted September 22, 1996  
Bylaw No. 3172, 2004 - Adopted March 31, 2004



Application/File No. \_\_\_\_\_

**CITY OF PRINCE RUPERT**

**APPLICATION FOR OFFICIAL COMMUNITY PLAN AMENDMENT**

I/We hereby apply for: (check where applicable)

\_\_\_\_\_ an amendment to the text of Official Community Plan Bylaw No. 2208:

\_\_\_\_\_ the change in Land Use Designation of the property described as (legal description):

\_\_\_\_\_  
\_\_\_\_\_

and located at (street address or general location): \_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_  
(current designation) (proposed designation)

Required application fee of \$1,100.00, the completed Official Community Plan Amendment Information Form and the State of Title Certificate are attached.

|                 |                                  |
|-----------------|----------------------------------|
| _____<br>(Date) | _____<br>(Applicant's Signature) |
|-----------------|----------------------------------|

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**

|                 |   |
|-----------------|---|
| _____<br>(Date) | _____<br>(Registered Owner's Signature) |
|-----------------|---|

Where the Applicant is **NOT** the **REGISTERED OWNER** the Application must be signed by the **REGISTERED OWNER** or his **SOLICITOR**.

**FOR OFFICE USE ONLY**

APPLICATION FEE \$\_\_\_\_\_ RECEIVED. Receipt No. \_\_\_\_\_

\_\_\_\_\_ (Date) \_\_\_\_\_ (Signature of Official)

**OFFICIAL COMMUNITY PLAN AMENDMENT INFORMATION FORM**

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Official Community Plan Amendment Application, Application Fee and State of Title Certificate for the subject property.

**Applicant and Registered Owner**

1. (1) Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (2) Registered Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (3) A copy of a State of Title Certificate, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

**Application Fee**

2. An application Fee as set out in Schedule "B" (which is attached) shall be made payable to The City of Prince Rupert and shall accompany the Application.

**Text Amendment** (if any proposed)

3. Describe the Proposed Text Amendment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Redesignation - Property to be Redesignated**

4. (1) Legal Description in Full \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



(2) Location (street address of property, general description or map):

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(3) Size of Property (area, number of parcels) \_\_\_\_\_

(4) Present Designation \_\_\_\_\_

(5) Proposed Designation \_\_\_\_\_

(6) Description of the Existing Use/Development \_\_\_\_\_

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(7) Description of the Proposed Use/Development (use separate sheet if necessary)

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(8) Approximate Commencement Date of Proposed Project

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**Reasons in Support of Application**

5. Reasons and comments in support of the application (use separate sheet if necessary)

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**Attachments**

6. At the time of providing Application and Information Forms to the applicant the City Planner shall indicate which of the following attachments are required or not required for this Application. The City Planner may require additional information as well as that noted below.

- (1) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing, the parcel(s) or part of the parcel(s) to be redesignated and the location of existing buildings structures and uses.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

- (2) A dimensioned Site Development Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the proposed use, buildings and structures, highway access, etc.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

- (3) A Contour Map (Plan) drawn to scale of \_\_\_\_\_ to \_\_\_\_\_ with contour interval of \_\_\_\_\_, if warranted by the topographic condition (of the subject site).

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

- (4) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ of the proposed subdivision, where subdivision (small or large) is contemplated.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

|                 |                                  |
|-----------------|----------------------------------|
|                 |                                  |
| _____<br>(Date) | _____<br>(Applicant's Signature) |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b><u>FOR OFFICE USE ONLY</u></b> |                                  |
| Forms duly completed, received.   |                                  |
| _____<br>(Date)                   | _____<br>(Signature of Official) |



Application/File No. \_\_\_\_\_

**CITY OF PRINCE RUPERT**

**APPLICATION FOR ZONING AMENDMENT**

I/We hereby apply for: (check where applicable)

\_\_\_\_\_ an amendment to the text Zoning Bylaw No. 2211:

\_\_\_\_\_ the rezoning of the property described as (legal description):

\_\_\_\_\_  
\_\_\_\_\_

and located at (street address or general location): \_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_  
(current zoning) (proposed zoning)

Required application fee of \$1,100.00, the completed Zoning Amendment Information Form and the State of Title Certificate are attached.

|                 |                                  |
|-----------------|----------------------------------|
| _____<br>(Date) | _____<br>(Applicant's Signature) |
|-----------------|----------------------------------|

|  |   |
|--|---|
| <b>THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT</b> |   |
| _____<br>(Date)  | _____<br>(Registered Owner's Signature) |

Where the Applicant is **NOT** the **REGISTERED OWNER** the Application must be signed by the **REGISTERED OWNER** or his **SOLICITOR**.

|  |                                  |
|--|----------------------------------|
| <b><u>FOR OFFICE USE ONLY</u></b>                    |                                  |
| APPLICATION FEE \$ _____ RECEIVED. Receipt No. _____ |                                  |
| _____<br>(Date)                                      | _____<br>(Signature of Official) |

**ZONING AMENDMENT INFORMATION FORM**

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Zoning Plan Amendment Application, Application Fee and State of Title Certificate for the subject property.

**Applicant and Registered Owner**

1. (1) Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (2) Registered Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (3) A copy of a State of Title Certificate, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

**Application Fee**

2. An application Fee as set out in Schedule "B" (which is attached) shall be made payable to The City of Prince Rupert and shall accompany the Application.

**Text Amendment** (if any proposed)

3. Describe the Proposed Text Amendment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rezoning - Property to be Redesignated**

4. (1) Legal Description in Full \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Location (street address of property, general description or map):

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(3) Size of Property (area, number of parcels) \_\_\_\_\_

(4) Present Zoning \_\_\_\_\_

(5) Proposed Zoning \_\_\_\_\_

(6) Description of the Existing Use/Development \_\_\_\_\_

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(7) Description of the Proposed Use/Development (use separate sheet if necessary)

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(8) Approximate Commencement Date of Proposed Project

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**Reasons in Support of Application**

5. Reasons and comments in support of the application (use separate sheet if necessary)

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**Attachments**

6. At the time of providing Application and Information Forms to the applicant the City Planner shall indicate which of the following attachments are required or not required for this Application. The City Planner may require additional information as well as that noted below.

(1) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing, the parcel(s) or part of the parcel(s) to be redesignated and the location of existing buildings structures and uses.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(2) A dimensioned Site Development Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the proposed use, buildings and structures, highway access, etc.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(3) A Contour Map (Plan) drawn to scale of \_\_\_\_\_ to \_\_\_\_\_ with contour interval of \_\_\_\_\_, if warranted by the topographic condition (of the subject site).

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(4) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ of the proposed subdivision, where subdivision (small or large) is contemplated.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

|                 |                                  |
|-----------------|----------------------------------|
|                 |                                  |
| _____<br>(Date) | _____<br>(Applicant's Signature) |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b><u>FOR OFFICE USE ONLY</u></b> |                                  |
| Forms duly completed, received.   |                                  |
| _____<br>(Date)                   | _____<br>(Signature of Official) |



Application/File No. \_\_\_\_\_

**CITY OF PRINCE RUPERT**

**APPLICATION FOR OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT**  
**(Joint Application)**

I/We hereby apply for: (check where applicable)

\_\_\_\_\_ to the text of Official Community Plan Bylaw No. 2208 and/or the change in land use designation,

\_\_\_\_\_ to the text of the Zoning Bylaw No. 2211 and/or rezoning,

\_\_\_\_\_  
\_\_\_\_\_

and located at (street address or general location): \_\_\_\_\_

\_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_  
(current designation/zone) (proposed designation/zone)

Required application fee of \$1,400.00, the completed Official Community Plan and Zoning Amendment Information Form and the State of Title Certificate are attached.

|        |                         |
|--------|-------------------------|
| _____  | _____                   |
| (Date) | (Applicant's Signature) |

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**

|        |                                |
|--------|--------------------------------|
| _____  | _____                          |
| (Date) | (Registered Owner's Signature) |

Where the Applicant is **NOT** the **REGISTERED OWNER** the Application must be signed by the **REGISTERED OWNER** or his **SOLICITOR**.

**FOR OFFICE USE ONLY**

APPLICATION FEE \$ \_\_\_\_\_ RECEIVED. Receipt No. \_\_\_\_\_

\_\_\_\_\_

(Date) (Signature of Official)

**OFFICIAL COMMUNITY PLAN AND ZONING AMENDMENT INFORMATION FORM**

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Official Community Plan and Zoning Amendment Application, Application Fee and State of Title Certificate for the subject property.

**Applicant and Registered Owner**

- 1. (1) Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (2) Registered Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (3) A copy of a State of Title Certificate, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

**Application Fee**

- 2. An application Fee as set out in Schedule "B" (which is attached) shall be made payable to The City of Prince Rupert and shall accompany the Application.

**Text Amendment** (if any proposed)

- 3. Describe the Proposed Text Amendment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Redesignation and Rezoning - Property to be Redesignated & Rezoned**

- 4. (1) Legal Description in Full \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



(2) Location (street address of property, general description or map):

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(3) Size of Property (area, number of parcels) \_\_\_\_\_

(4) Present Land Use Designation \_\_\_\_\_

Proposed Land Use Designation \_\_\_\_\_

(5) Present Zoning \_\_\_\_\_

Proposed Zoning \_\_\_\_\_

(6) Description of the Existing Use/Development \_\_\_\_\_

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(7) Description of the Proposed Use/Development (use separate sheet if necessary)

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(8) Approximate Commencement Date of Proposed Project

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**Reasons in Support of Application**

5. Reasons and comments in support of the application (use separate sheet if necessary)

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**Attachments**

6. At the time of providing Application and Information Forms to the applicant the City Planner shall indicate which of the following attachments are required or not required for this Application. The City Planner may require additional information as well as that noted below.

(1) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing, the parcel(s) or part of the parcel(s) to be redesignated and the location of existing buildings structures and uses.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(2) A dimensioned Site Development Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the proposed use, buildings and structures, highway access, etc.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(3) A Contour Map (Plan) drawn to scale of \_\_\_\_\_ to \_\_\_\_\_ with contour interval of \_\_\_\_\_, if warranted by the topographic condition (of the subject site).

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(4) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ of the proposed subdivision, where subdivision (small or large) is contemplated.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

|                 |                                  |
|-----------------|----------------------------------|
| _____<br>(Date) | _____<br>(Applicant's Signature) |
|-----------------|----------------------------------|

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b><u>FOR OFFICE USE ONLY</u></b> |                                  |
| Forms duly completed, received.   |                                  |
| _____<br>(Date)                   | _____<br>(Signature of Official) |



Application/File No. \_\_\_\_\_

**CITY OF PRINCE RUPERT**

**APPLICATION FOR A PERMIT**

I/We hereby make application under the provisions of Part 29 of the Municipal Act for a: (check where applicable)

\_\_\_\_\_ Development Variance Permit

\_\_\_\_\_ Development Permit

\_\_\_\_\_ Cow Bay Development Area Development Permit

to permit the proposed development as described in the attached form upon (legal description of property):

\_\_\_\_\_  
\_\_\_\_\_

and located at (street address or general location): \_\_\_\_\_

\_\_\_\_\_

Required application fee of \$ \_\_\_\_\_, the completed Permit Information Forms and the State of Title Certificate are attached.

|                 |                                  |
|-----------------|----------------------------------|
| _____<br>(Date) | _____<br>(Applicant's Signature) |
|-----------------|----------------------------------|

|  |   |
|--|---|
| <b>THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT</b> |   |
| _____<br>(Date)  | _____<br>(Registered Owner's Signature) |

Where the Applicant is **NOT** the **REGISTERED OWNER** the Application must be signed by the **REGISTERED OWNER** or his **SOLICITOR**.

|  |                                  |
|--|----------------------------------|
| <b><u>FOR OFFICE USE ONLY</u></b>                    |                                  |
| APPLICATION FEE \$ _____ RECEIVED. Receipt No. _____ |                                  |
| _____<br>(Date)                                      | _____<br>(Signature of Official) |

**PERMIT INFORMATION FORM**

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Permit Application, Application Fee and State of Title Certificate for the subject property.

**Applicant and Registered Owner**

1. (1) Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (2) Registered Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_
- (3) A copy of a State of Title Certificate, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

**Application Fee**

2. An application Fee as set out in Schedule "B" (which is attached) shall be made payable to The City of Prince Rupert and shall accompany the Application.

**Subject Property and Development**

3. (1) Legal Description in Full \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (2) Location (street address of property, general description or map):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) Present Zoning \_\_\_\_\_

(4) Description of the Existing Use/Development (use separate sheet if necessary)

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(5) Full Description of the Proposed Use/Development (use separate sheet if necessary)

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(6) Proposed Variation and/or Supplementation to Existing Regulations (use separate sheet if necessary)

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(7) Approximate Commencement Date of Proposed Project

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**Reasons in Support of Application**

4. Reasons and comments in support of the application (use separate sheet if necessary)

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**Attachments**

6. At the time of providing Application and Information Forms to the applicant the City Planner shall indicate which of the following attachments are required or not required for this Application. The City Planner may require additional information as well as that noted below.

(1) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing, the parcel(s) or part of the parcel(s) to be redesignated and the location of existing buildings structures and uses.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

(2) A dimensioned Site Development Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the proposed use, buildings and structures, highway access, etc.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

- (3) A Contour Map (Plan) drawn to scale of \_\_\_\_\_ to \_\_\_\_\_ with contour interval of \_\_\_\_\_, if warranted by the topographic condition (of the subject site).

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

- (4) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ of the proposed subdivision, where subdivision (small or large) is contemplated.

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

- (5) Technical information or reports and other information required to assist in the preparation of the Permit, listed below:

Specific Reports: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED:** Yes \_\_\_\_\_ No \_\_\_\_\_

|                 |                                  |
|-----------------|----------------------------------|
|                 |                                  |
| _____<br>(Date) | _____<br>(Applicant's Signature) |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| <b><u>FOR OFFICE USE ONLY</u></b> |                                  |
| Forms duly completed, received.   |                                  |
| _____<br>(Date)                   | _____<br>(Signature of Official) |

**SCHEDULE B**

**APPLICATION FEES FOR AMENDMENTS, PERMITS & SUBDIVISION**

The following fees are payable to the City of Prince Rupert at the time of application for:

An Amendment to Official Community Plan ..... \$1,100.00  
50% of this amount will be refunded if an amending Bylaw  
pertaining to the application is not given first reading by Council.

An Amendment to Zoning Bylaw ..... \$1,100.00  
50% of this amount will be refunded if an amending Bylaw  
pertaining to the application is not given first reading by Council.

An Amendment to Official Community Plan & Zoning Bylaw ..... \$1,400.00  
50% of this amount will be refunded if an amending Bylaw  
pertaining to the application is not given first reading by Council.

A Development Variance Permit ..... \$330.00  
Each subsection of the Zoning Bylaw for which there is an  
application for a variance shall be deemed to be a separate and  
distinct application for a Development Variance Permit and shall  
be subject to all the requirements of application, fee, processing  
and all other requirements of this Bylaw.

A Development Permit  
for Works with a total value of less than \$5,000.00 ..... \$60.00  
A Development Permit  
for Works with a total value of \$5,000.00 or greater ..... \$225.00

A Subdivision or Strata Plan Application  
  
For the first lot ..... \$175.00  
For each additional lot ..... \$110.00

An application to approve conversion of 3 or more rental units  
to strata or condominium units ..... \$1,100.00





## OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENT APPLICATION PROCEDURE

This information is provided to applicants for amendments to the Official Community Plan and/or the Zoning Bylaw, to assist in understanding the procedure by which Council will consider such applications and the criteria and materials necessary to assist in the timely consideration of applications.

### **Application**

1. Application forms must be completed by the owner of the land or by his duly authorized agent. These forms can be obtained from the Development Services Office at City Hall. One copy of the form duly completed and signed must be returned to that Office and should be accompanied by the documents indicated below:
  - (a) A cheque for \$1,200.00. These funds are to cover the cost of processing the application, inspections, public advertising, etc. In the event the application does not result in first reading of an amending Bylaw pertaining to the application, 50% of these funds are refundable.
  - (b) State of Title Certificate(s), indicating the ownership of, and any charges against, the lands which are the subject of the application. These certificates are available from the Government Agent's Office, or from the Development Services Office upon payment of an additional \$10.00 fee for each certificate required
  - (c) A site plan or plan showing in general terms the development proposed. Plans should indicate clearly all information pertinent to the application, i.e. parking, access/egress, landscaping and in the case of buildings exceeding one floor must show a section giving the size and bulk of the construction proposed. The City Planner will advise the applicant what type(s) of maps or plans are required.
  - (d) A 'Site Profile' of the property that is the subject of the application, and payment of the \$50.00 processing fee. This site profile is required by the Provincial Government and relates to past uses on the property that may have resulted in contamination.
2. When no immediate construction on the site is intended, the applicant should indicate on the application forms the reasons behind the request for amendment to the Community Plan or Zoning Bylaw.

### **Site Signage**

3. At the time the application is filed with the City, the applicant is required to post a billboard of a minimum size 4' x 8' in a prominent location on the site, stating that it is the subject of an application for a change in use and that further information regarding this application can be obtained at City Hall.

Suggested wording for the sign is:

**“This property is the subject of an application to rezone:**

**From: (existing zoning)**

**To: (proposed zoning)**

**for the purpose of permitting... (purpose or proposed use).**

**For further information, contact the City Planner, City Hall, 627-0963.”**

### **Staff Review**

4. City staff will then review the application to ensure it is complete in all respects. If necessary, staff will contact the applicant, his agent, solicitor, or architect to review the application and obtain any other necessary information. Staff will also consider whether any outside agencies should be asked to comment on the proposal before it is submitted to Council. Staff will then prepare a report and copy of the application for Council. The report may make recommendations to Council with respect to the application, servicing, parking, landscaping, access and the impact of the development and other municipal and recreational services and it may contain copies of the necessary Bylaws.

### **Consideration by Council**

5. Council upon receipt of the report from staff can either agree to process the application further or it can reject the application as being inappropriate.
6. If Council agrees to process the application further it must then consider whether or not the proposed amendment will affect persons, organizations and authorities, such as other governmental boards or agencies, to such a degree that it should provide opportunities for consultation with them before preparing any amending Bylaws. This consultation is in addition to any Public Hearing that may be required after introduction of an amending Bylaw.
7. Council must also consider the proposed amendment in conjunction with its financial plan and any waste management plan that is applicable in the City.

8. If after the above reviews, Council agrees to continue the process and place the matter before a Public Hearing, the appropriate amending Bylaws are prepared.
9. After First and Second Reading, the Bylaws are forwarded to the Ministry of arrangements are made for a Public Hearing by providing notices to all owners and occupiers of lands on or within three hundred feet of the site which is the subject of the amendment application and by publishing a Notice of the Public Hearing in the local newspaper twice.
10. It is expected that a hearing will be held within three or four weeks of the decision by Council to send the matter to a Public Hearing.

### **Public Hearing**

11. The Public Hearing will be held in compliance with the requirements from the Local Government Act, and subject to the notice provisions mentioned previously.
12. The procedure of the Public Hearing will be as follows:
  - (a) The applicant is given an opportunity to present his request in detail and to provide any information requested by the members of Council.
  - (b) Any written concerns of the public are read into the record.
  - (c) Any member of the public wishing to make a presentations dealing with the matter before the Public Hearing is permitted to speak.
13. Council members will have an opportunity to ask questions and seek clarification of any reports provided by staff and to review with the applicant any written objections.
14. Provided to members of Council when the Public Hearing is held will be documents as follows:
  - (a) The notice of Public Hearing.
  - (b) The application form and supporting documents provided by the applicant.
  - (c) The reports of any members of Staff or Committees of Council.
  - (d) Copies of all written objections which have been filed with the clerk.
15. Following the conclusion of all information which is brought before the Public Hearing, the hearing can be adjourned to a specific date if additional information is received or it may be concluded.
16. Usually at the next regular meeting of Council the Bylaw to authorize proposed amendment will be placed on the agenda for the consideration of Council. Council at this time may adopt or defeat the Bylaw or may alter and then adopt the Bylaw.
17. Documents attached herewith:

- (a) Application for Amendment.
- (b) Amendment Information Form.
- (c) Site Profile

