



CITY OF PRINCE RUPERT  
**Development Services**  
424 3<sup>rd</sup> Avenue West  
Prince Rupert, BC, V8J 1L7  
**Phone:** (250) 627 0996 **Fax:** (250) 627 0979

## City of Prince Rupert Procedures Bylaw No. 2608, 1987 **APPLICATION FEES FOR AMENDMENT AND PERMITS**

Amendment to Official Community Plan.....	\$1,100.00
Amendment to Zoning Bylaw.....	\$1,100.00
Amendment to Official Community Plan & Zoning Bylaw.....	\$1,400.00
Development Variance Permit.....	\$ 330.00
Development Permit Area (value of works over \$5,000).....	\$ 225.00
Development Permit Area (value of works under \$5,000).....	\$ 60.00
Site Profiles are required if there are Schedule 2 activities..... as defined by the Ministry of Environment Site Profile guidelines	\$ 50.00

**Note:** 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 requirements of application, fee, processing and all other requirements of the Bylaw.



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## APPLICATION FOR A MINOR WORKS/MINOR SIGN PERMIT

(PLEASE PRINT CLEARLY)

<b>APPLICATION TYPE:</b> <input type="checkbox"/> Minor Works Permit (<\$5,000 value) <input type="checkbox"/> Minor Sign Permit (<\$5,000 value)	<b>DEVELOPMENT PERMIT AREA (DPA):</b> <input type="checkbox"/> <a href="#">Cow Bay DPA</a> <input type="checkbox"/> <a href="#">Industrial Site DPA</a> <input type="checkbox"/> <a href="#">Downtown DPA</a> <input type="checkbox"/> <a href="#">Multi-family Housing DPA</a>
<b>***For detailed specifications regarding construction requirements in Prince Rupert's different Development Permit Areas, see Development Permit Area Guidelines, available online and at City Hall</b>	

<b>APPLICANT:</b> Name: _____ Address: _____ Phone #: _____      Email: _____
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<b>REGISTERED OWNER(S) AUTHORIZATION:</b> Name: _____ Signature: _____      Date: _____
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<b>SUBJECT PROPERTY INFORMATION:</b> Civic Address: _____ Legal Description: _____ Current OCP Designation/Zoning: _____ Current Use: _____ Business Name (if applicable): _____
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Description of Proposed Works: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b>MUST ATTACH:</b> 1.) Drawings and Pictures of proposed works 2.) Additional Supporting information
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Staff Comments: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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<b>FOR OFFICE USE ONLY:</b> <input type="checkbox"/> Application Fee <input type="checkbox"/> Owner's Authorization Date: _____      Receipt No.: _____      CP-MWP/CP-MSP: _____ Approved? (Y/N) _____      Date: _____      City Planner Signature _____
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