

## What should I submit?

You should submit the completed application package – including the DP application form and any additional documents. **Below are a few typically required additional documents:**

- **Site Plan**

A scaled visual representation (not imagery) of the property with dimensioned lot lines, dimensioned structures (existing and proposed), as well as distances between lot lines and any structures. It should include the lot coverage percent.

- **Building Floor Plan**

A scaled visual representation of the proposed development/demolition's interior as viewed from above, including dimensions and floor areas.

- **Building Elevation Plan**

A scaled visual representation of the proposed development/demolition's exterior as viewed from relevant sides, including dimensions and building heights.

- **Building Materials and Colours Plan**

A document that includes identifiers (e.g., paint colour reference) and photos of the specific materials and colours that will be used, and where they will be used, in the proposed development.

- **Sign Plan**

A scaled sign mock-up, and indication of where they will be placed, with dimensions.

The documents may be combined. Documents will form part of permit. The application form and examples of additional documents can be found at [princerupert.ca](http://princerupert.ca) or at City Hall.

## Our Vision

Prince Rupert,  
a world-class port city that is:

VIBRANT  
RESILIENT  
SUSTAINABLE  
PROSPEROUS  
ACTIVE AND VITAL  
SAFE AND BEAUTIFUL  
HEALTHY AND ACTIVE  
PROUD OF ITS HERITAGE  
INCLUSIVE AND EQUITABLE  
PROUD OF ITS COMMUNITY  
NESTLED CAREFULLY IN NATURE  
A PLACE THAT PEOPLE WANT TO BE

## Contact

For more information or to setup a pre-application meeting, contact the City's Planning Department:

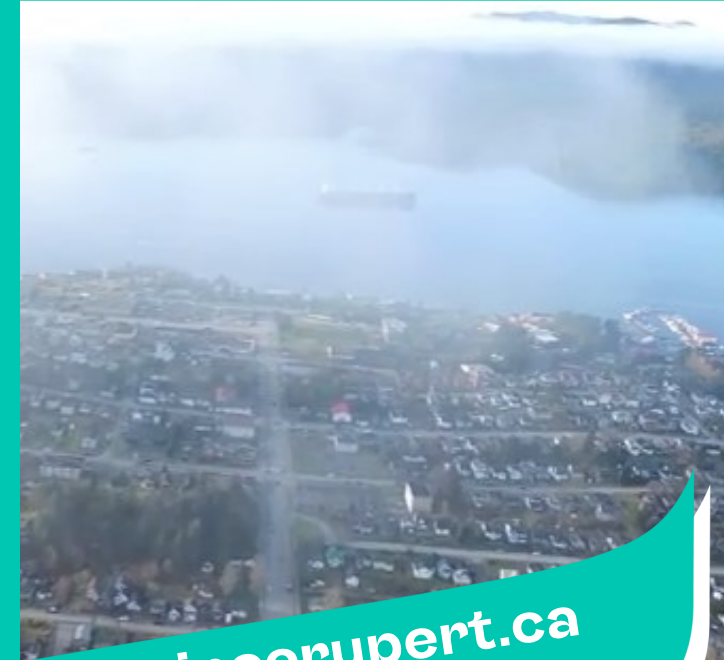
**Phone:** (250) 627 0946

**Email:** [planning@princerupert.ca](mailto:planning@princerupert.ca)

THE CITY OF

**PRINCE RUPERT**

## Development Permit Application Guide



[princerupert.ca](http://princerupert.ca)

# What is a Development Permit (DP)?

A Development Permit (DP) is a tool the City uses to manage development in Development Permit Areas (DPAs) specified in the Official Community Plan (OCP)

## The City has six DPAs:

### 1. City Core Area

All lands zoned for commercial, industrial, or multifamily use in the City Core area (See Map 1B of the OCP for City Core area)

### 2. General Multifamily Areas

All lands zoned for multifamily use outside the City Core area

### 3. General Commercial Areas

All lands zoned for commercial use outside the City Core area

### 4. Industrial Areas

All lands zoned industrial in the City

### 5. Environmentally Sensitive Areas

All lands shown on Map 12 of the OCP as being a riparian area

### 6. Hazardous Areas

All lands shown on Map 5 of the OCP as having a slope greater than 30%

Land may fall within multiple DPAs. Each DPA is associated with DP guidelines, found in the OCP, that must be met to the satisfaction of the City Planner for a DP to be approved. The guidelines maintain and enhance the form and character of neighbourhoods, protect the environmental values of sensitive areas, and ensure that developments are well-designed.

# What is the process?

## Application steps:

### 1. Pre-application

- Meeting (in-person, online, phone) to discuss the proposal, relevant DP guidelines, relevant variances, and required additional documents
- Follow-up meeting or email exchange to ensure application package is satisfactory and ready for property owner authorization

### 2. Submit Application Package

- Provide the completed application package to the City's clerks (in-person or email) and pay the relevant fees (in-person or phone)



## What happens after submission:

1. Internal/External Review
2. City Planner's Consideration
3. If Successful, Permit Issuance and Registration of Notice of Permit on Title

## What happens after submission if the DP includes a variance?

1. Internal/External Review
2. Planner Prepares and Delivers Report to Council
3. Council Resolution to Approve, Approve w/ Amendments, or Reject DP
4. MoTI Approval (if required)
5. If Successful, Permit Issuance and Registration of Notice of Permit on Title

A Building Permit must be issued prior to development/demolition and a Subdivision Approval must be issued prior to subdivision.

# When is a Development Permit needed?

## When you are...

- Constructing, adding to, or altering a building in a DPA
  - Subdividing land in a DPA
- Specific exemptions from the Development Permit (DP) application process can be found in Section 8.8 of the Official Community Plan.

# Can a DP include a variance?

Only when the variance helps increase compliance with a development guideline or Official Community Plan policy/objective

- Variances are alterations to regulations in the Zoning Bylaw (land use, density, and flood plain requirements cannot be varied)
- Variances that do not increase compliance as mentioned above will require a separate Development Variance Permit (DVP) application

# Are there any fees?

## DVP Application

- Fees are required for DVP applications, inquire at the front counter for details
- Each regulation for which there is a variance is subject to a separate fee but processed in one application

## Title Search

- A fee for each PID (Parcel Identifier) linked with the property
- If provided by applicant, it needs to be dated to within 30 days of the application intake date