



Development Services Department
424 3rd Avenue West
Prince Rupert, BC V8J 1L7
Phone: (250) 627 0946 **Fax:** (250) 627 0979
Email: planning@princerupert.ca

Development Variance Permit Application

APPLICATION INFORMATION (FOR OFFICE USE ONLY)

Application Number: DVP- _____ **Related Applications:** _____

SUBJECT PROPERTY

Address(es): _____

PID(s): _____

APPLICANT OR APPROVED AGENT (LETTER OF AUTHORIZATION REQUIRED)

Name: _____

Address: _____ **Postal Code:** _____

Email: _____ **Phone:** _____

PROPERTY OWNER(S) Mark if same as above

Name: _____

Address: _____ **Postal Code:** _____

Email: _____ **Phone:** _____

Name: _____

Address: _____ **Postal Code:** _____

Email: _____ **Phone:** _____

PROPOSAL INFORMATION

**Proposal
Description:**

A pre-application meeting with a planner to discuss your proposal and review the process is strongly encouraged before filling out this page and submitting an application.

Submission Requirements

(Please refer to a planner for a complete list of requirements applicable to your application)

- Plans, drawings or information accompanying the proposal
- Site Disclosure Statement (commercial, industrial properties)
- Title Search (Within 30 days of application intake date) – the City offers this service for a fee.
- Corporate Search available for purchase through City Hall (if the subject property is owned by a Company, Corporation, LP, LLC, or Society)
- Other Requirements may be requested during the application process

Variations (If Applicable)

Development Permits (DPs) may include variations that would enable the proposed development to comply with a development permit guideline or OCP policy/objective. For all other variations, a separate Development Variance Permit (DVP) will be required.

Please list applicable variations below:

Zoning Bylaw Regulation	Proposed Variance

AUTHORIZATION

APPLICANT OR APPROVED AGENT (OPTIONAL)

As an applicant or agent, I hereby make or contribute to this application in accordance with the City of Prince Rupert’s bylaws and declare that statements in this application are accurate and precise. It is understood that this application, including personal information and attachments, is open for public inspection and may be reproduced and distributed to the public. Furthermore, it is understood that all fees are non-refundable.

Name: _____ **Signature:** _____ **Date:** _____

Name: _____ **Signature:** _____ **Date:** _____

PROPERTY OWNER(S)

As a registered owner or person with signing authority over the subject property, I confirm that this application is made with my full knowledge and consent.

Name: _____ **Signature:** _____ **Date:** _____

Name: _____ **Signature:** _____ **Date:** _____

PLANNING DEPARTMENT APPROVAL FOR APPLICATION INTAKE (FOR OFFICE USE ONLY)

Signature of Planner:

FEES (FOR OFFICE USE ONLY)

An application and its fees cannot be accepted for intake until they are approved by a representative of the Planning Department (Signature of Planner).

Application Intake Date:

Receipt Number:

Each regulation for which there is a variance is subject to a separate fee but processed in one application.

Development Variance Permit Application in the City Core (Application fees are waived)	\$0.00	x	=
Development Variance Permit Application resulting in net new housing units (Application fees are waived)	\$0.00	x	=
Development Variance Permit Application	\$330.00	X	=
TOTAL			=