



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

APPLICATION FOR A DEVELOPMENT PERMIT

APPLICATION INFORMATION (FOR OFFICE USE ONLY)

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

APPLICANT

Name: _____

Address: _____

Email: _____ **Phone:** _____

APPROVED AGENT (OPTIONAL)

Name: _____

Address: _____

Email: _____ **Phone:** _____

PROPERTY OWNER(S)

Name: _____

Address: _____

Email: _____ **Phone:** _____

Name: _____

Address: _____

Email: _____ **Phone:** _____

SUBJECT PROPERTY

Address(es): _____

PID(s): _____

PROPOSAL

PRIOR TO FILLING OUT THIS PAGE, the applicant and/or agent should contact the Planning Department to setup an in-person or online meeting to discuss their proposal so that they will know:

- (a) the relevant development guidelines for the Development Permit Area(s)
- (b) if applicable, the variances to be put in this Development Permit application
- (c) the additional attachments(s) required by the Planning Department for the specific proposal

Proposal Description

Proposal Value

- Under, or equal to, \$10,000
- Over \$10,000

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

Please list applicable variances below:

Variances (If Applicable)

Zoning Bylaw Regulation	Proposed Variance

AFTER FILLING OUT PAGE 1 AND 2, the applicant and/or agent should submit the following to the Planning Dept.:

- (a) the application form (**WITHOUT FILLING OUT PAGE 3**)
- (b) the additional attachments (s) required by the Planning Department for the specific proposal

If the documents above are satisfactory, a Planner will sign below indicating that the application package is:

- (a) ready to receive authorization from the property owner(s)
- (b) and subsequently, ready to be taken in by the City (this does not mean a permit has been approved)

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

Signature of Planner: _____

AUTHORIZATION		
This page should only be filled out AFTER RECEIVING PLANNING DEPARTMENT APPROVAL FOR APPLICATION INTAKE (SEE PAGE 2).		
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 inspection by the public 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: _____
As a registered property owner for the subject property, I confirm that this application is made with my full knowledge and consent.		
Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____

FEES (FOR OFFICE USE ONLY)			
This page should only be filled out AFTER RECEIVING PLANNING DEPARTMENT APPROVAL FOR APPLICATION INTAKE (SEE PAGE 2).			
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 Permit Application (Project value under, or equal to, \$10,000)	\$60.00	x	=
Development Permit Application (Project value over \$10,000)	\$225.00	x	=
Copy of Title Certificate (Within 30 days of application intake date)	\$15.00	x	=
TOTAL			=