



A Guide through the Process: Development Permits

What is a Development Permit?

A Development Permit (DP) is issued based on a set of development guidelines pertaining to a specific area or type of Development. DPs are in addition to zoning, servicing, building code, and fire code regulations. DP Guidelines are different from regulations in that they allow some flexibility for the Authorized Person to fairly exercise discretion in granting or refusing a permit on a case by case basis, while providing objective guidelines and conditions for the applicant to follow.

DPs serve the following purposes:

- guide the aesthetic form and character of residential, commercial, downtown and industrial development;
- preserve, protect, restore or enhance riparian habitat and fish life;
- protect development from wildfire and flood hazards; and,
- reduce the risk of potable groundwater contamination.

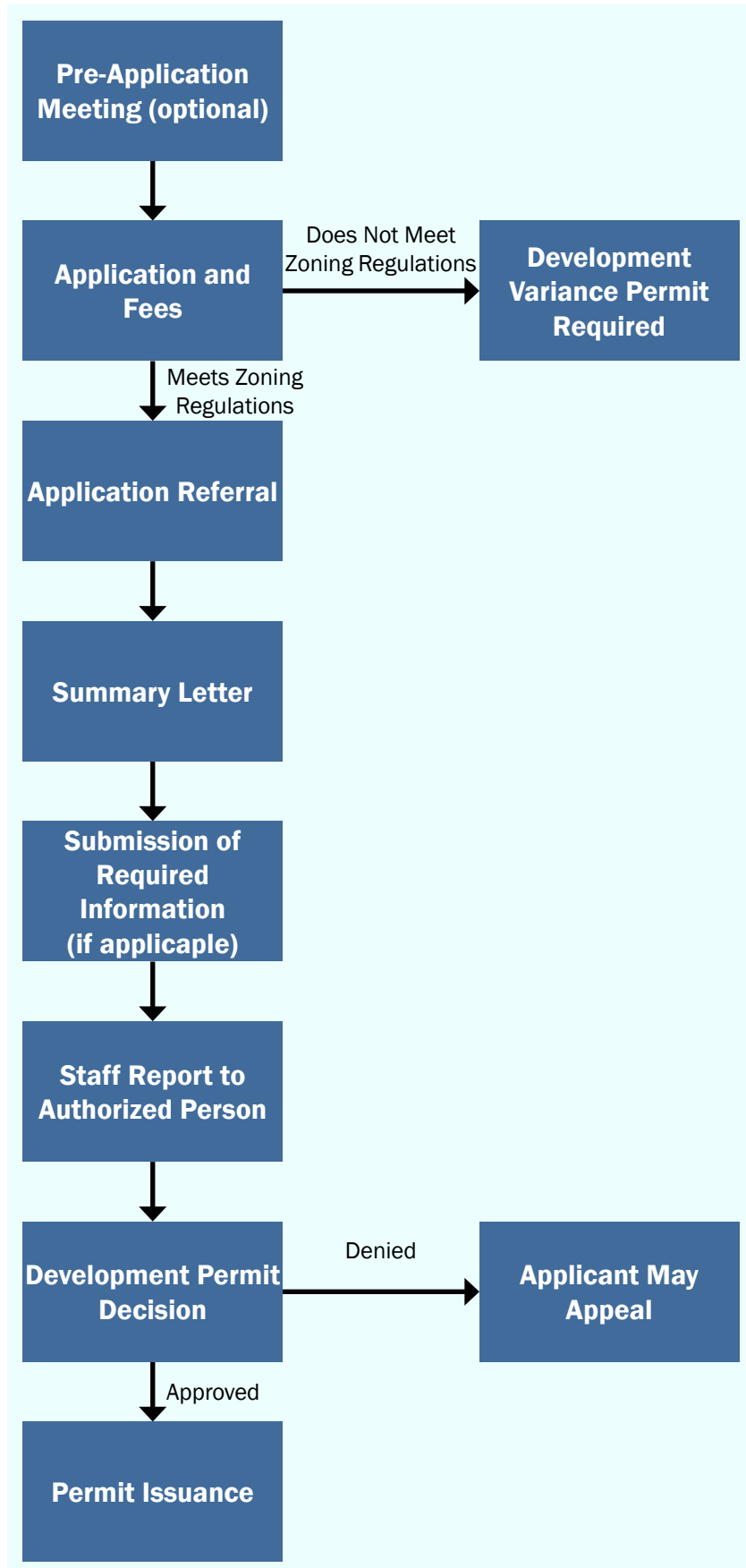
When do I need a Development Permit?

Any land alteration, subdivision or construction within a DP area may trigger the requirement for a DP to be issued. DP areas are specified in the City’s Official Community Plan (OCP), and the City’s online mapping system, PGMap. Development Permits in the City of Prince George are used for Form and Character, Environmental Areas and Hazard Areas. The DP use is dependant on the type of area, as shown and summarized below.

Form and Character	Environmental	Hazard
<ul style="list-style-type: none"> • Commercial • Downtown • Multiple Residential • Intensive Residential • Industrial 	<ul style="list-style-type: none"> • Riparian Protection • Groundwater Protection 	<ul style="list-style-type: none"> • Flood Hazard • Wildfire Hazard

Development Permit	Area(s) Where Required
Commercial	Areas designated for commercial use on Schedule B-6 in the OCP, and commercially zoned properties
Downtown	Areas designated as Downtown on Schedule B-6 in the OCP
Multiple Residential	Areas zoned for multi-family housing, projects proposing three or more duplexes, and strata developments
Intensive Residential	Areas designated on Schedule D-5 in the OCP on lots less than or equal to 11 m in width and secondary dwellings
Industrial	The Carter Industrial Area, the Queensway East Industrial Area, the Airport Light Industrial area and any area designated or zoned for industrial use that is within 50 metres of a major road as shown on Schedule B-10 in the OCP
Riparian Protection	Areas within 50 m of a fish bearing watercourse as shown on Schedule D-2 in the OCP
Groundwater Protection	Aquifer capture zones as designated on Schedule D-1 in the OCP
Flood Hazard	Areas identified as “flood hazard area” on Schedule D-4 in the OCP
Wildfire Hazard	Areas with a wildfire hazard as designated on Schedule D-3 in the OCP

What are the steps in the Development Permit process?



Applicant Steps

Pre-Application Meeting (optional)

Meet with a Planner to discuss the proposed development and receive advice and direction. To best prepare for your pre-application meeting, please come with: an idea of your development timelines, the parcel you would like to develop, your proposal, and any preliminary drawings.

Application and Fees

Work with a Planner to submit a completed Development Permit application, including fees and required documentation. Refer to the Development Permit Application Checklist. If it is determined the application does not meet Zoning bylaw regulations, a Development Variance Permit will be required.

City Steps

Application Referral

The application is referred to relevant internal departments and external agencies for review.

Summary Letter

A Planner will provide the applicant with a summary of the referral comments and any items to address.

Staff Report

The Staff Report recommends if the DP should be approved or denied, and what conditions the applicant has agreed to. The Authorized Person either issues or denies the permit. If permit is denied, the applicant may appeal the application at one of City Council's regular meetings.

Development Permit Decision

If the permit is approved by the Authorized Person, the permit is issued and registered on the legal title of the property.

Permit Issuance

A copy of the DP is sent to the applicant and the Permit is registered on the property at the Land Title Office. If the building permit that required the DP is not applied for within two years of the date the DP was issued, then the DP will lapse.

How much does it cost?

Processing Fee (non-refundable)	\$150
Downtown, Commercial, Industrial or Multiple-Residential (façade improvement only)	\$1,000
Downtown, Commercial, Industrial or Multiple-Residential (subdivision, construction, or addition to/alteration of a building or structure)	\$1,400 + \$50/100 m ² of additional or altered gross floor area
Intensive Residential (infill and secondary dwellings)	\$250
Environmental or Hazardous Condition	\$1,000
Minor Amendment (to an issued Development Permit)	\$100

How long does it take?

Depending on the complexity of the application and other legislative requirements, a Development Permit may take 2-3 months.

What do I need to submit?

All Development Permits	Form and Character Development Permits	Riparian Protection Development Permits	Permits As Required
<input type="checkbox"/> Application Fee(s) <input type="checkbox"/> Development Permit Application Form <input type="checkbox"/> Development Plans (1 reduced 11: X 17" digital copy) <input type="checkbox"/> Site Disclosure Statement <input type="checkbox"/> Title Search and a copy of all charges on title	<input type="checkbox"/> Coloured Building Elevations for new construction <input type="checkbox"/> Coloured Renderings for Façade improvements *may be requested for new construction <input type="checkbox"/> Design Rationale <input type="checkbox"/> Development Data *may be required for Façade improvement <input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Riparian Area Assessment <input type="checkbox"/> Survey Plan	<input type="checkbox"/> Appointment of Agent <input type="checkbox"/> Corporate Search <input type="checkbox"/> Cross Sections <input type="checkbox"/> BCLS Height Survey <input type="checkbox"/> Digital Massing Model <input type="checkbox"/> Geotechnical Report <input type="checkbox"/> Groundwater Protection Plan <input type="checkbox"/> Hazard Assessment <input type="checkbox"/> Shadow Study <input type="checkbox"/> Site Grading Plan <input type="checkbox"/> Slope Analysis <input type="checkbox"/> Snow Management Plan <input type="checkbox"/> Storm Water Management Plan <input type="checkbox"/> Streetscape Context <input type="checkbox"/> Traffic Study <input type="checkbox"/> Tree Management Plan

Descriptions of requirements can be found on the following pages

Please note incomplete applications will be returned to the applicant. Relevant documents and plans must be sealed by a professional in the applicable field.

Submission Requirement Descriptions

All Development Permits

- Development Plans (1 reduced 11" x 17" digital copy):
 - Legal data (survey) showing:
 1. existing and proposed property lines, right-of-ways and easements;
 2. location and dimensions of City and private utilities, on-site services and lighting;
 3. location and dimension of vehicular, pedestrian and cycling access and egress, travel lanes in adjacent road right of ways, and numbering and dimension of off-street parking and loading areas;
 4. setbacks and dimensions of existing and proposed buildings;
 5. elevations of proposed buildings and structures including the buildings external mechanical equipment;
 6. where applicable, wetlands, top of banks, leave strips or Agricultural Land Reserve (ALR) boundaries;
 7. north arrow, legend, metric scale, date of plan and the name, address and seal or signature of the qualified professional who has reviewed the plan.
- Site Disclosure Statement (1 copy):
 - Forms and information available at the City website.
- Title Search (1 copy):
 - Title Search for subject land(s) and a copy of all relevant legal charges, no older than 30 days at the time of application.

Form and Character Development Permits

- Coloured Building Elevations:
 - See above "Development Plans", bullet #5. Coloured Building Elevations are required for all Multiple Residential or Industrial, Commercial, Intensive and Downtown Development Permits.
- Coloured Rendering (1 copy):
 - Graphic representation, in colour, showing project conformity to relevant guidelines (to be provided upon staff's request).
- Design Rationale (1 copy):
 - Description of project and written explanation of how project meets Development Permit Guidelines and relevant policies.
- Development Data (to be provided on Development Plan):
 - A table that summarizes features of the proposed development: parking requirements, site area, site coverage, number of units, total floor area (gross and net), height of building, natural or finished grade, floor area ratio, open space locations and amenity areas provided.
- Landscape Plan (1 reduced 11" x 17" digital copy):
 - Including, but not limited to, written landscape rationale, existing trees and plant material, proposed plant material including typical plant details, mitigation plans to maintain trees, required perimeter landscape buffers, understory and significant site features, surface materials, fabrics or liners, grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, garbage enclosures, lighting and treatment of the edges and adjacent road right of ways.

Riparian Protection Development Permits

- Riparian Area Assessment (1 copy):
 - This assessment must be completed for projects proposing development within the riparian leave strip. The assessment must be completed by a Qualified Environmental Professional.
- Survey Plan:
 - The survey plan must show the top of bank and natural boundary of watercourse.

Additional Information - as Required

- Corporate Search:
 - A corporate search is required if the owner(s) listed on title are named or numbered companies.
 - Corporate searches can be completed at BC Registries and Online Services.
- Cross Sections:
 - May be required for existing and proposed grade, buildings, and structures.
- BCLS Height Survey (1 copy):
 - The B.C. Land Surveyor (BCLS) survey must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.

(continues on next page)

Additional Information - as Required (continued from previous page)

- Digital Massing Model (1 copy):
 - Simplified computer generated rendering of the form of a development including the general shape, dimensions and footprint of buildings.
- Geotechnical Report (1 copy):
 - Assessment of site suitability if land stability problems are present.
- Groundwater Protection Plan (1 copy):
 - A report identifying impacts on an aquifer and methods to preserve, protect, restore, or enhance the viability of the aquifer.
- Hazard Assessment:
 - Information related to applicable hazardous area (i.e. Flood Plain Bylaw, Wildfire Interface, etc.).
- Site Grading Plan (1 copy):
 - A report showing the final grade of the property with proposed drainage works such as swales, gutters, catch basins, sub-drains, curbs, ponds or other drainage works (1 metre contour interval).
- Slope Analysis (1 copy):
 - Assessment of slope sensitivity to sliding or collapsing and methods to mitigate risk.
- Snow Management Plan (1 copy):
 - To include, but not limited to, snow storage locations and procedures for snow clearing and removal off-site.
- Storm Water Management Plan (1 copy):
 - A report identifying how stormwater is dealt with. For greenfield development, the objective is to restore the dispersal of snowmelt and rainfall to near predevelopment levels.
- Streetscape Context (1 copy):
 - A drawing or photograph showing how the proposed development fits in with the street.
- Traffic Study (1 copy):
 - To include, but not limited to, impact to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner in the Development Services Division at 250.561.7611 or devserv@princegeorge.ca

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.