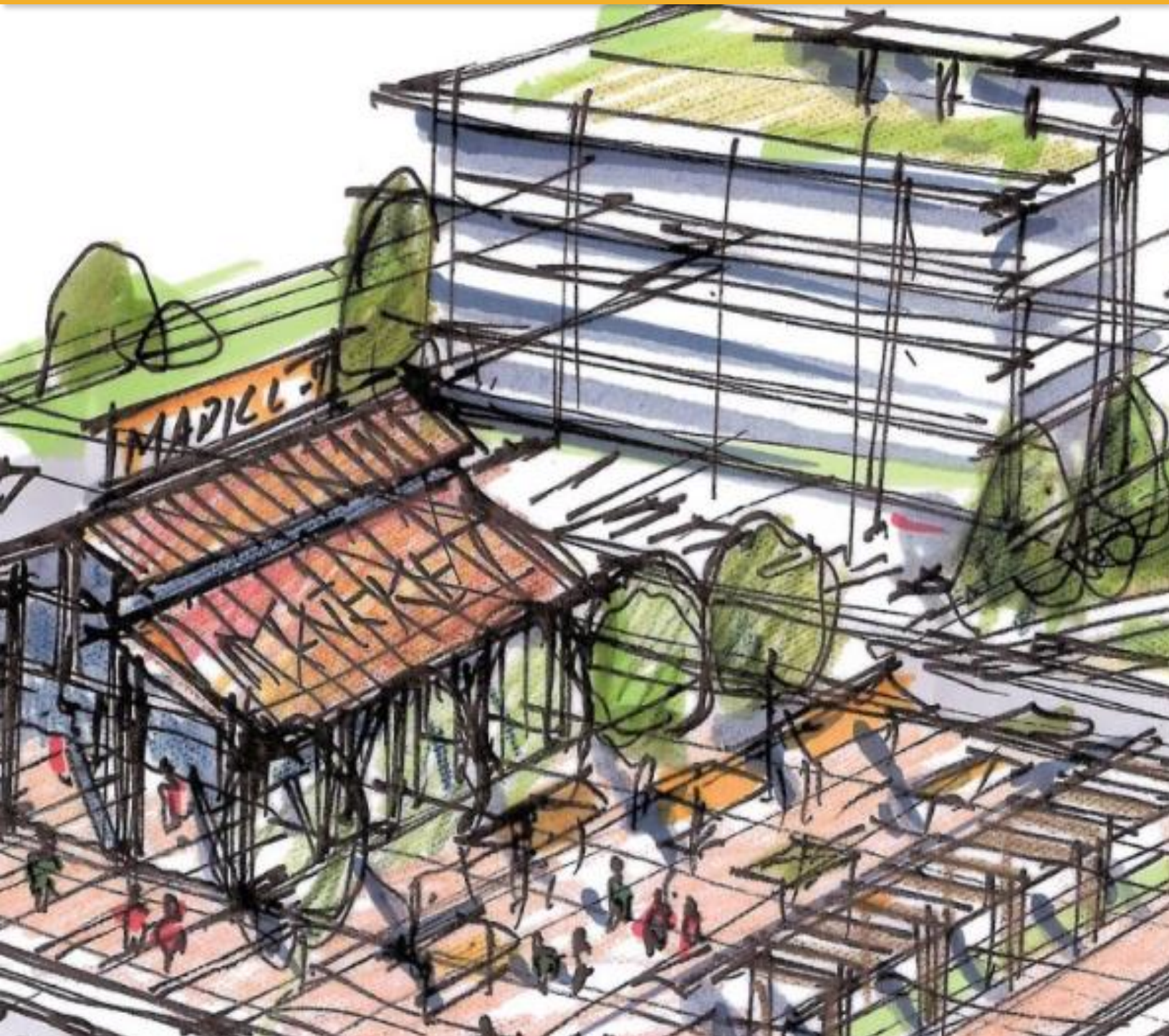


*This package contains a DP Guide, Application Form and Checklist*



*A Guide to*

# Development Permits

*And how to apply for them*



**FORT ST. JOHN**

*The Energetic City*

# What is a Development Permit?

Development Permits are identified under the BC *Local Government Act* to regulate specific aspects of development in designated areas which are called Development Permit Areas.

The City of Fort St. John's designated Development Permit Areas are:

- **Downtown DPA:** The City's Downtown Core for the purpose of enhancing our Downtown Area.
- **Gateway DPA:** To clearly identify and enhance the gateways into the community.
- **General Commercial DPA:** To enhance the appearance of our commercial areas.
- **Major Corridor DPA:** To protect the visual corridor of the Alaska Highway and enhance the appearance of developments fronting the Alaska Highway.
- **Multiple Family Residential DPA:** To enhance our Multiple Family residential areas.
- **Fish Creek DPA:** To protect the natural environment around Fish Creek.

Contact Planning and Engineering to see if your proposal is located within a Development Permit Area or to schedule a Pre-Application Meeting to discuss your plans at 250-794-3263.

# When do I need to apply for a Development Permit?

You need to apply for a Development Permit if your property is located in a designated Development Permit Area and is one of the following types:

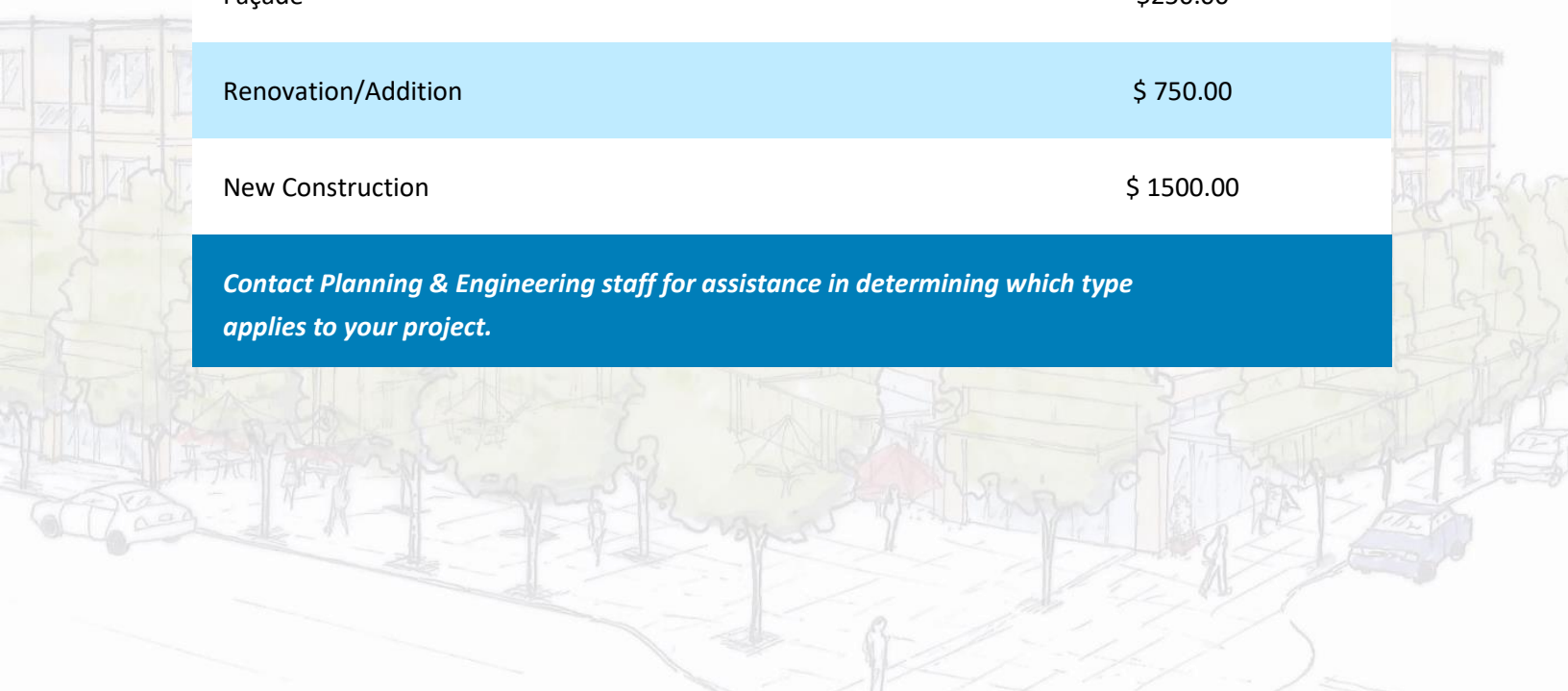
DP Type	Application Fee
Façade	\$250.00
Renovation/Addition	\$ 750.00
New Construction	\$ 1500.00

*Contact Planning & Engineering staff for assistance in determining which type applies to your project.*

*Ask for a...*

## Pre-Application Meeting

This guide will get you started, but a Pre-Application Meeting with City staff will give you the opportunity to ask specific questions or to resolve any areas of concern.



# What is the DP approval process?

There is one DP approval process for all applications. The DP process involves three (3) phases:

1. **INTAKE** (Pre-Application Meeting & Application Submission)
2. **REVIEW** (Referrals, Planning & Engineering Review)
3. **ISSUANCE** (Approving Officer Review & Issuance)

PHASE		TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE	PRE-APPLICATION MEETING	N/A	Pre-Application Meeting is an opportunity to ask questions on how to finalize the application.	Concept drawings & Site Plan are recommended for all Pre-Application Meetings and mandatory if you are applying for <b>Renovation/New Construction</b>
	APPLICATION SUBMISSION	N/A	Applications are considered complete when: 1. <i>checklist items are received, accepted, and</i> 2. <i>application fees are paid.</i>	Completed Application & Checklist for INTAKE PHASE.
2. REVIEW	REFERRALS	60 days	Referrals are sent to applicable City departments, e.g., Engineering, Building Inspections, Public Works, Fire Department; and, external agencies, e.g., public and private utilities, Ministry of Transportation and Infrastructure.	<p><i>Completed Application is used for REVIEW PHASE.</i></p> <p><b>Renovation/New Construction Applications:</b></p> <p><i>Civil plans are not a requirement for processing of the Development Permit. They are a requirement of the Building Permit. Changes required to the Civil plans may require an amendment to the Development permit.</i></p>
	PLANNING REVIEW		Planning Review ensures the proposal complies with Development Permit Area Guidelines and the Zoning Bylaw as required. <b>A Planning Conditional Letter is issued if revisions are required.</b>	
3. ISSUANCE	ISSUANCE	7 days	Issuance requires final consideration from the Director*.  <i>*On occasion, further conditions may apply.</i>	Completed Application and/or Revised Plans used for ISSUANCE PHASE.  <b>All Applications:</b> All plans, if applicable, must be authenticated by registered professionals for <b>ISSUANCE</b> .



ALL APPLICATIONS ARE SUBJECT TO A 60-DAY REVIEW OR APPROXIMATELY 9 WEEKS TO ISSUANCE.

REVISIONS SUBMITTED BY THE APPLICANT DURING THE APPLICATION PROCESS MAY EXTEND THE APPLICATION TIMELINE.

FACADE APPLICATIONS MAY BE ISSUED IN LESS TIME.

## What information is required and why?

INFORMATION REQUIRED	APPLICATION TYPE		WHO WILL SEE IT
	Façade	Renovation / New Construction	
			Reviewed by Planning
Application Form	✓	✓	✓
Owner Authorization	✓	✓	✓
Title	✓	✓	✓
Charges on Title	✓	✓	✓
Photos of Existing	✓	✓	✓
Proposed cladding	✓	✓	✓
Site Plan	✓	✓	✓
Elevations (colour)	✓	✓	✓
Floor Plan		✓	✓
Landscaping (colour)		✓	✓
Parking Lot Lighting		May be requested	✓
Truck Turn Plan		May be requested	✓
Phasing Plans		May be requested	✓
Fireflow Calculations		Submit to Engineering as soon as possible	



CIVIL PLANS ARE NOT A REQUIREMENT OF THE DEVELOPMENT PERMIT APPLICATION.

CIVIL PLANS WILL BE REQUIRED AT TIME OF BUILDING PERMIT APPLICATION.

CHANGES REQUIRED TO THE CIVIL PLANS MAY REQUIRE AN AMENDMENT TO THE DEVELOPMENT PERMIT.

## What additional costs may be required?

The following may be required and will be discussed during your Pre-Application Meeting:

- Development Cost Charges (DCCs)
- School Site Acquisition (SSA) charges
- Deposits (such as, paving and landscaping)
- Parkland Charges

## Can I apply for a Building Permit at the same time as I apply for a DP?

Yes, you may submit your Building Permit application at any time after the Pre-Application Meeting. However, a Building Permit will not be issued before your Development Permit is approved.

## Who is my contact during the DP process?

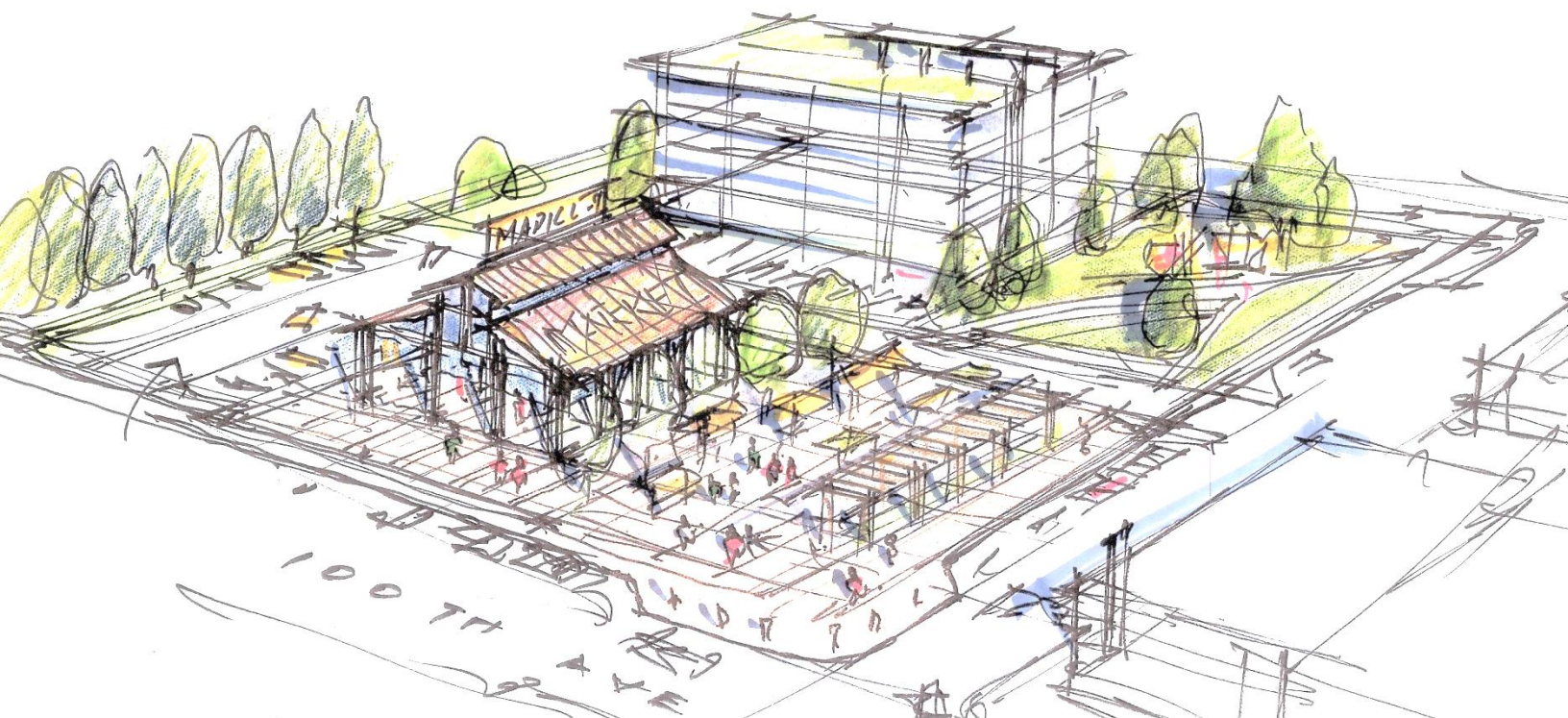
Your contact during the Development Permit process will be determined at the Intake Phase of the DP process. For application intake, email and deliver digital and hard copies to the Planning & Engineering Administrative Assistant.

To schedule a Pre-Application Meeting, contact the Planning & Engineering Department.

### Contact

Planning & Engineering:  
10003 110 Avenue  
Fort St. John, BC V1J 6M7  
250 794 3263

[developmentsservices@fortstjohn.ca](mailto:developmentsservices@fortstjohn.ca)





### APPLICATION FOR DEVELOPMENT PERMIT

**Development Permit Application Fees (please indicate which type you are applying for):**

- Renovations/Additions = \$750.00       Façade Only = \$250.00
- New Construction = \$1500.00

\*\*Advertising and Security Deposit are additional to these charges and are billed separately.

- PRE-APPLICATION MEETING IS REQUIRED.** Date Completed: \_\_\_\_\_
- DEVELOPMENT PERMIT CHECKLIST** submitted with this application.

**PLEASE PRINT**

Registered Owner(s): \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT IF DIFFERENT THAN OWNER:**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**DEVELOPMENT INFORMATION:** \*Attach a separate page if more space is needed to provide information below.

Civic Address: \_\_\_\_\_ Parcel Identifier (PID): \_\_\_\_\_

Lot/Unit: \_\_\_\_ Section: \_\_\_\_ Block: \_\_\_\_ Township: \_\_\_\_ Range: \_\_\_\_ W6M Plan: \_\_\_\_\_

Existing Use of Land &/or Building: \_\_\_\_\_

Description of Proposed Use/Development: \_\_\_\_\_

Has Development Started?     YES     NO    Zoning: \_\_\_\_\_

Lot Size (m<sup>2</sup>): \_\_\_\_\_ Size of Proposed Development (m<sup>2</sup>): \_\_\_\_\_

**REGISTERED OWNER/AGENT:**

I, (print Owner name) \_\_\_\_\_ hereby certify that I am the registered owner of the land described above.

And further that, I have designated (print Agent name) \_\_\_\_\_ as an agent to act on my behalf of this application with signed consent.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AGENT SIGNATURE

\_\_\_\_\_  
DATE

*Only complete applications will be accepted for processing, as verified by Planning & Engineering Staff.*

*Submission of a duly signed Development Permit Application authorizes the City of Fort St. John staff to enter the property to carry out required inspections during the construction of this development.*

*No Development shall commence, and no Building Permit shall be issued, without a valid Development Permit. All development must have proper permits and authorizations prior to commencement, as outlined in the City of Fort St. John Bylaws.*

**FOR OFFICE USE ONLY:**

Pre-Development Meeting Date: \_\_\_\_\_

DP File #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt # / Invoice #: \_\_\_\_\_

Checklist Complete? \_\_\_\_\_ Y/N Staff initial & Date: \_\_\_\_\_

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

This checklist of submission requirements shall be attached to all Development Permit applications. All of the following information is necessary to facilitate the review and evaluation of your application. All items submitted must be clear and legible.

The City of Fort St. John will accept complete applications only for review. Thank you for your cooperation.

### All Relevant Boxes Shall be “Checked” And Items Attached to the Application

#### PRE-APPLICATION MEETING:

- Pre-application meeting must have occurred prior to the application being submitted.

#### COPY OF CURRENT CERTIFICATE OF TITLE(S):

- No more than 30 days old at time of application.** May be obtained from BC Online or a British Columbia Land Title Office. If applicant is not the registered owner, a letter of authorization from the registered owner must accompany the Certificate of Title.
- Copies of any restrictive covenants, easements or caveats registered on title(s).

#### APPLICABLE FEES / DEPOSITS:

Development Permit Application fees must be made payable to the City of Fort St. John and are payable at time of application submission. Development Permit Review Process will not commence until after the Development Permit fee is paid in full.

Permits will not be issued prior to payment of deposits. Deposits requirements may vary. A list and calculation of required deposits will be provided to the applicant based on the Development Permit application submitted.

#### DEVELOPMENT SPECIFIC INFORMATION:

- Detailed Studies (upon request) – Studies showing the potential impact of the proposed development on traffic patterns, shadowing, utilities, drainage in the area etc.
- Geotechnical reports covering environmental contamination concerns and other aspects such as slope stability, soils etc.
- Submission of Detailed Description of the proposed use and/or development.
- Site Profile.
- Lighting Plan for parking lots greater than 20 stalls; stamped and sealed for approval consideration.
- Any other information as deemed necessary by the Planning & Engineering Department to properly evaluate the application.



**THE FOLLOWING MUST BE PROVIDED:      ONE (1) HARD COPY SET OF ALL PLANS (TO SCALE) AND;  
ONE (1) SET OF DIGITAL DRAWINGS (DWF/DWG/PDF)**

**PLANNING REVIEW REQUIREMENTS**

**SITE PHOTOS:**

- Colour photographs of the site in its current state.

**ELEVATIONS:**

- Colour elevations of all views of the development: North, South, East and West.
- Identification of color and building materials. Provide samples when possible.

**SITE PLAN:**

- Standard Information: legal description of the land, civic address, north arrow, plan scale.
- All dimensions to be in **METRIC** – meters and decimals thereof.
- Location and dimensions of property lines. Please note adjacent uses.
- Location of any encroachments on the property.
- Location of any existing and/or proposed buildings dimensioned to property lines and/or structures including all appurtenances (street lights, utility pedestal, etc.) retaining walls, fences, sidewalks, playgrounds and all other physical features.
- Existing utility rights of way and easements.
- Proposed front, rear and side yard setbacks (dimensioned to the property lines).
- Proposed parking areas (fully dimensioned in metric), location of drive-thru queuing lanes, etc.
- Existing and proposed accesses.
- Location of screened garbage collection facilities.
- Written information provided on this plan shall include parking stall requirement calculations, information on the level of illumination, where lighting may affect adjacent residential properties.

**DETAILED LANDSCAPE PLAN:**

**Landscape plans are required to be completed by a qualified professional such as a Landscape Architect. Landscape Plan(s) must be drawn at a scale of 1:500 or larger, be submitted **IN COLOUR**, and must clearly identify the following:**

- North Arrow.
- Property lines.
- Adjacent land uses.
- All on-site structures and buildings.
- All storage areas (for snow, garbage, recycling, goods).
- Pedestrian pathways and connections to off-site routes.
- Surface treatments of all areas, hard and soft (ire: mulch, stone, concrete, sod).
- Existing plant material drawn and labeled.

- Proposed plant material drawn to scale based on mature canopy size.
- Location of any bike racks.
- Location of any bus stops.
- Buffering and screening as applicable to the development.
- Proposed plants labeled with a key, cross referenced to a plant list.
- Plant list includes botanical and common name, size, condition and quantity columns.
- Plans adhere to City of Fort St. John Bylaws and regulations.
- Detailed installation notes to the Landscape Contractor based on the instructions within the current Zoning Bylaw and/or Subdivision and Development Servicing Bylaw.
- Itemized areas of on-site pavement, landscaping – existing lighting, trees, and any other pertinent features.

***Additional information may be required during the processing of any Development Permit Application.***

#### **ENGINEERING REVIEW REQUIREMENTS**

**CIVIL ENGINEERING IS NOT REQUIRED AS PART OF THE DEVELOPMENT PERMIT APPLICATION.**

**CIVIL ENGINEERING PLANS WILL BE REQUIRED AND REVIEWED WITH THE BUILDING PERMIT APPLICATION.**

**CHANGES TO THE SITE RESULTING FROM THE ENGINEERING APPROVAL MAY REQUIRE AN AMENDMENT TO THE DEVELOPMENT PERMIT.**