



PEACE RIVER REGIONAL DISTRICT

Dawson Creek

PO box 810
Dawson Creek, BC
V1G 4H8

P:(250)784-3200
E:prrd.dc@prrd.bc.ca

Fort St John

9505 100th Street
Fort St John, BC
V1J 4N4

P:(250)785-8084
E:prrd.fsj@prrd.bc.ca

For Office Use:

Receipt # _____

Date Received _____

File No. _____

Sign Issued: Yes ☐ No ☐ N/A ☐

Application for Development

1. TYPE OF APPLICATION

	FEE
<input type="checkbox"/> Official Community Plan Bylaw Amendment*	\$ 1,500.00
<input type="checkbox"/> Zoning Bylaw Amendment* #	\$ 1,000.00
<input type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined* #	\$ 2,000.00
<input type="checkbox"/> Temporary Use Permit* #	\$ 750.00
<input type="checkbox"/> Temporary Use Permit Renewal	\$ 350.00
<input checked="" type="checkbox"/> Development Permit #	\$ 250.00
<input type="checkbox"/> Development Permit Amendment #	\$ 200.00
<input type="checkbox"/> Development Variance Permit	\$ 500.00
<input type="checkbox"/> Liquor Licence Referral Application	\$ 150.00

* Sign is required for this application type.

Contaminated Site Declaration Form required for this application type.

<input type="checkbox"/> Exclusion from the Agricultural Land Reserve	\$ 1,500.00
(Applicant responsible for additional costs associated with the advertisements, signage, and facility rental, if applicable)	

2. PLEASE PRINT

Property Owner's Name Fort St. John Co-operative Assn.	Authorized Agent of Owner (if applicable) BR2 Architecture, Shaun Visser
Address of Owner [REDACTED]	Address of Agent [REDACTED]
City/Town/Village: [REDACTED]	City/Town/Village: [REDACTED]
Postal Code: [REDACTED]	Postal Code: [REDACTED]
Telephone Number: [REDACTED]	Telephone Number: [REDACTED]
E-mail: [REDACTED]	E-mail: [REDACTED]

Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

3. PROPERTY DESCRIPTION

Please list the full Legal Description and PID of each property under application		
<u>Legal Description</u>	<u>PID</u>	<u>Area of Each Lot</u>
Lot A, Plan PGP25293 Section 4, Township84,Range !8, MeridianW6	007-819-773	5 acres ha./acres
		ha./acres
		ha./acres
		TOTAL AREA ha./acres

4. CIVIC ADDRESS OR LOCATION OF PROPERTY: 10147 tundra Street

5. PARTICULARS OF PROPOSED AMENDMENT

Please check the box(es) that apply to your application type:

☐ Official Community Plan (OCP) Bylaw amendment:

Proposed Land Use: _____

☐ Zoning Bylaw amendment:

Proposed Land Use: _____

☐ Development Variance Permit – describe proposed variance request:

☐ Temporary Use Permit or Temporary Use Permit Renewal – describe proposed use:

☒ Development Permit or Development Permit Amendment

☐ Liquor Licence Referral Application

6. Describe the existing uses and buildings on the subject property:

One 2-storey industrial building (735m2 footprint) exists at the south of the site, owned and operated by Co-op Fort St. John.
Remainder of property consists of open space used for propane tank storage.

7. Describe your proposal. Attach a separate sheet if necessary:

Construction of a new 2-storey administration building for Co-op Fort St. John to support staff and operational needs. The building includes office and meeting spaces, reception, open work areas, and staff amenities. The design features a durable steel structure with a high-quality exterior envelope of corrugated metal, aluminum panels, and curtain wall glazing, consistent with FCL design standards.

8. Describe the landscaping being proposed on the property:

Our landscape design drawings indicated a linear landscape buffer north of the building including Spruce and Ash trees. Mulch beds with low-maintenance shrubs and ornamental grass separate are located on the exterior of the east facade, as well as the south of the building to create a buffer between the electrical transformer and path of vehicle travel.

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:

The proposed development provides a modern administration building for Co-op that meets zoning and development permit requirements for the area. The design enhances site functionality, improves circulation and landscaping, and contributes positively to the built form of the surrounding commercial district. The project supports long-term economic activity in Fort St. John and represents a responsible and compatible use of the property.

10. Describe the proposed and/or existing means of sewage disposal for the property:

~~Our Site Plan indicates a new sewage tank will be added underground north of the facility in a fenced-in area that will accessible from the back of the building (North West of the building).~~

11. Describe the proposed and/or existing means of water supply for the property:

~~Our Site Plan also indicates the new Water Tank will be added next to the sewage tank in the fenced area north of the building.~~

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL APPLICATIONS:

14. Proof of ownership of the subject property or properties dated no more than thirty (30) days prior to the date of application. (For example: State of Title Certificate, BC Land Title Office Property Title Search, Corporate Registry Search, or recent Property Tax Notice.)
15. A Sketch Plan of the subject property or properties, showing the following:
 - (a) the legal boundaries and dimensions of the subject property;
 - (b) boundaries, dimensions, and area of any proposed lots (if subdivision is being proposed);
 - (c) the location and size of existing buildings and structures on the subject property, with distances to property lines;
 - (d) the location and size of any proposed buildings, structures, or additions thereto, with distances to property lines;
 - (e) the location of any existing sewage disposal systems;
 - (f) the location of any existing or proposed water source;
 - (g) the location and dimensions of all accesses and egresses to the property including driveways;
 - (h) any existing landscaping or vegetation;
 - (i) any existing landscaping or vegetation to be removed; and
 - (j) any new landscaping or vegetation proposed.

ADDITIONAL OR MORE DETAILED INFORMATION MAY BE REQUESTED BY THE PEACE RIVER REGIONAL DISTRICT FOLLOWING REVIEW OF YOUR APPLICATION.

If it is necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a survey plan prepared by a British Columbia Land Surveyor may be required.

Security

Security may be required for the following application types as per the Development Approval Procedures Bylaw No. 2558, 2024:

- Temporary Use Permit; and
- Development Permit.

Public Notice Signs – Development Approval Procedures Bylaw No. 2558, 2024

- 8.2 A Public Notice sign shall be posted on the subject property for any parcel that is subject to an application for:
- a) Amendment to an Official Community Plan and/or Zoning Bylaw;
 - b) Temporary Use Permit; or
 - c) Exclusion from Agricultural Land Reserve, in compliance with the Agriculture Land Commission Act and Regulations.
- 8.3 Failure to post and keep the sign in accordance with this bylaw may result in a delay or postponement of the application.
- 8.4 Any additional notification costs incurred by the Regional District, as a result of the Applicant failing to post the required sign, shall be payable by the Applicant prior to advertising of the Public Hearing or delivery of public notifications.
- 8.5 All Public Notice signs must:
- a) Be placed to maximize its visibility to those travelling along the main highway by which the property is accessed;
 - b) Be erected on the property a minimum of fourteen (14) days prior to the Board considering the application, and the Applicant must submit to the Regional District a photograph clearly showing the sign posted on the property in accordance with this bylaw;
 - c) Be placed in a manner that does not interfere with pedestrian or vehicle traffic flow, or create a potential hazard by obstructing visibility from a highway;
 - d) Be installed in a safe, sturdy manner, capable of withstanding typical wind and other weather conditions;
 - e) Remain in place continuously until the application has been closed; and f) Applicants are encouraged to dispose of the signs by recycling them.

16. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.

 
Signature of Owner

December 09, 2025


Date signed

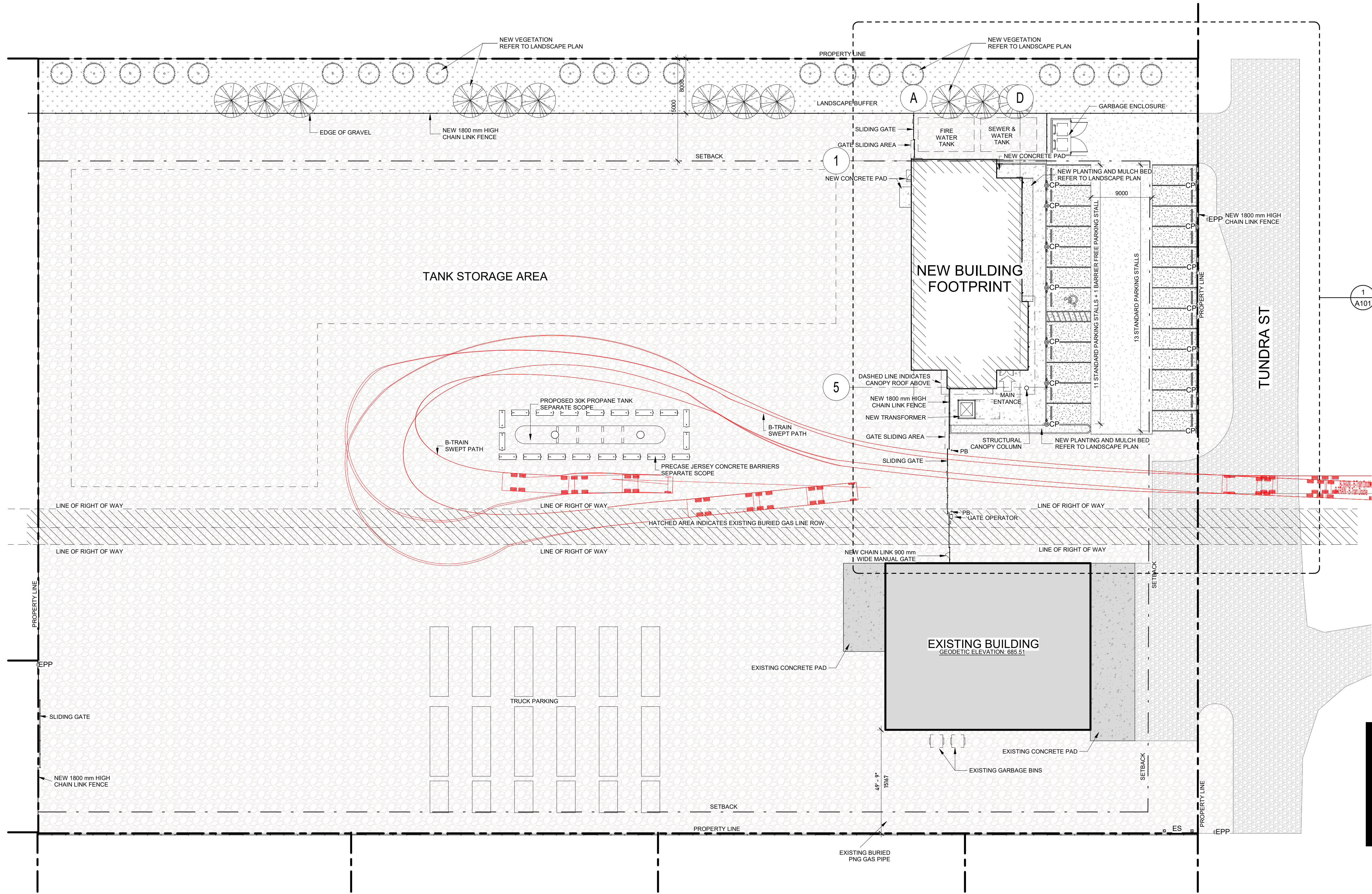
Signature of Owner

Date signed

17. **AGENT'S AUTHORIZATION**

If you have an agent act on your behalf in submission of this application, the following authorization **MUST** be signed by **ALL** property owners.

I / We <u>Fort St. John Co-op</u> and _____ hereby authorize (name of landowner) (name of landowner)	
<u>BR2 Architecture</u> to act on my/our behalf regarding this application. (name of agent)	
Signature of Owner 	Date: <u>December 09, 2025</u>
Signature of Owner:	Date:



1 SITE PLAN
A100/ 1: 300

MUNICIPAL BYLAW REVIEW

MUNICIPAL ADDRESS: 10147 TUNDRA STREET, FORT ST. JOHN, BRITISH COLUMBIA	
LEGAL DESCRIPTION: LOT A, SECTION 4, TOWNSHIP 84, RANGE 18 WEST OF THE SIXTH MERIDIAN PEACE RIVER DISTRICT PLAN 25293, PID 7819773	
ZONING: I-1 LIGHT INDUSTRIAL ZONE	
BUILDING CLASSIFICATION BC BUILDING CODE: MULTIPLE OCCUPANCY -3.2.2.63 GROUP D, UP TO 3 STOREYS, SPRINKLERED	
BUILDING AREA: MAIN FLOOR BUILDING AREA - 492 m ² SECOND FLOOR BUILDING AREA - 465 m ² TOTAL BUILDING AREA - 957 m ²	
SITE INFORMATION: TOTAL SITE AREA - 19,263.03 m ² TOTAL BUILDING FOOTPRINT - m ² TOTAL SITE COVERAGE - %	

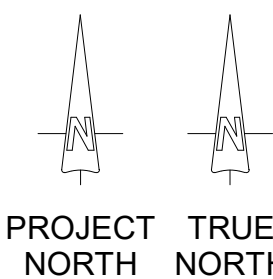
SETBACK INFORMATION: REQUIRED FRONT SETBACK REQUIRED SIDE SETBACK REQUIRED REAR SETBACK MAXIMUM BUILDING HEIGHT ALLOWED ACTUAL BUILDING HEIGHT		- 7m - 3 m - INTERIOR PARCEL LINE - 5 m - EXTERIOR PARCEL LINE - 15 m - ALR BOUNDARY - NOT REQUIRED - ADJOINED OTHER INDUSTRIAL ZONE LAND - 20 m - 11.54 m
PARKING INFORMATION: MINIMUM STALL SIZE PARKING CALCULATIONS BARRIER-FREE PARKING REQUIRED BARRIER-FREE PARKING PROVIDED BICYCLE PARKING REQUIRED BICYCLE PARKING PROVIDED		- 3.0 m WIDTH x 6.5 m LENGTH - 1 space /35 m ² of floor area (Peach River Bylaw 1343) - 1 SPACE - 1 SPACE - 1 SPACE - 1 SPACE

SITE PLAN LEGEND

CP CAR/VEHICLE PLUG	ASPHALT (LIGHT DUTY)
EPP EXISTING POWER POLE	ASPHALT (HEAVY DUTY)
ES EXISTING SIGN	CONCRETE
↑ PRIMARY ENTRANCE	GRAVEL
PB STEEL PIPE BOLLARD	GRAVEL ROAD
PROPERTY LINE	EXISTING CONCRETE TO REMAIN
SETBACK / R.O.W. LINE	SOD
UNDERGROUND DRAINAGE - SEE CIVIL	
FIRE ACCESS ROUTE	
	DECIDUOUS TREE
	CONIFEROUS TREE
	SHRUB
	-SEE LANDSCAPE DRAWING



201, 10441 - 123 St. Edmonton,
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Tel: (780) 423-6606
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office@BR2Architecture.com



NOT FOR
CONSTRUCTION

NO.	DATE	DESCRIPTION
1	2025-12-10	ISSUE FOR DEVELOPMENT PERMIT

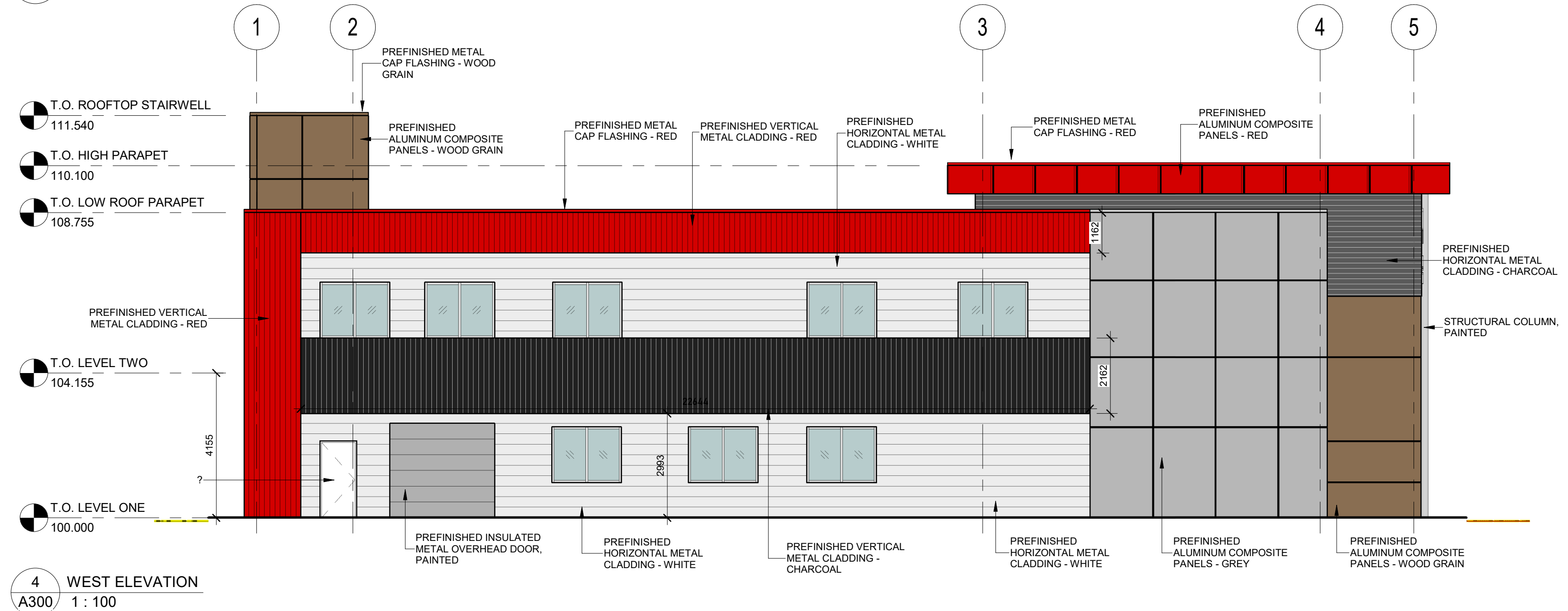
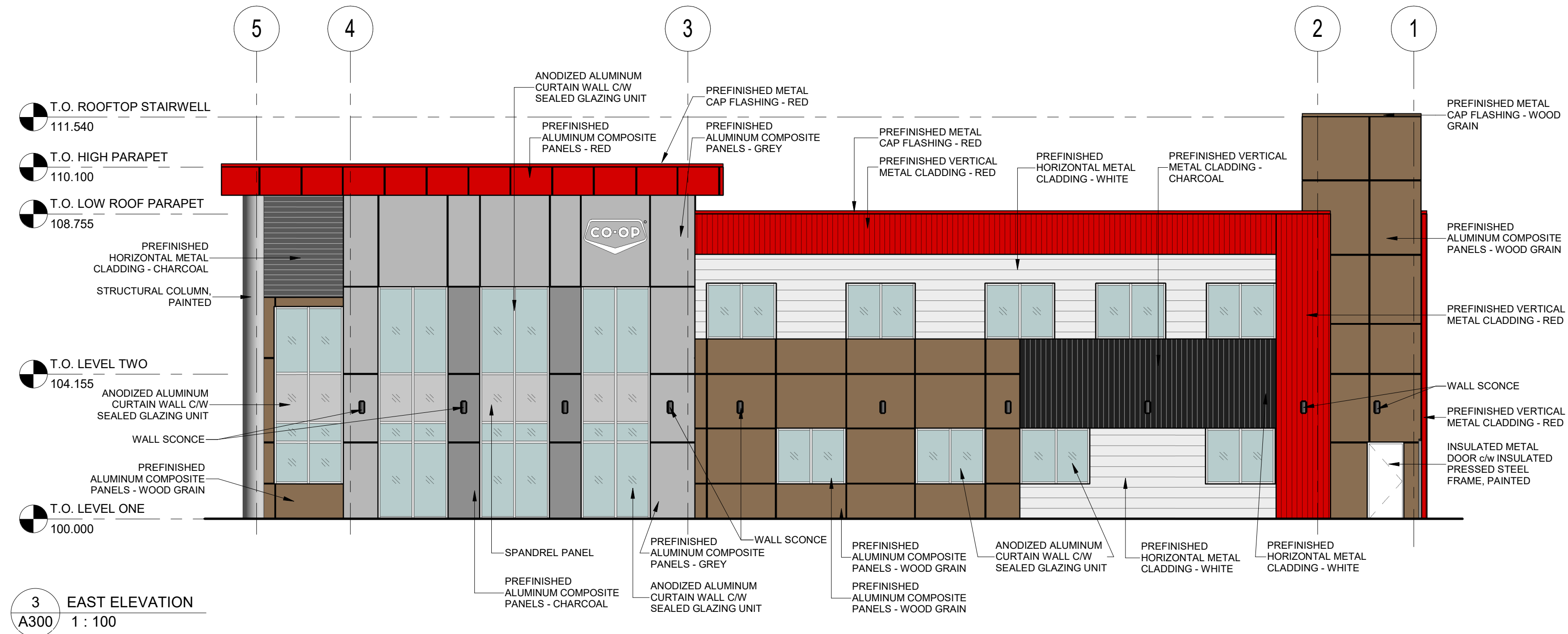
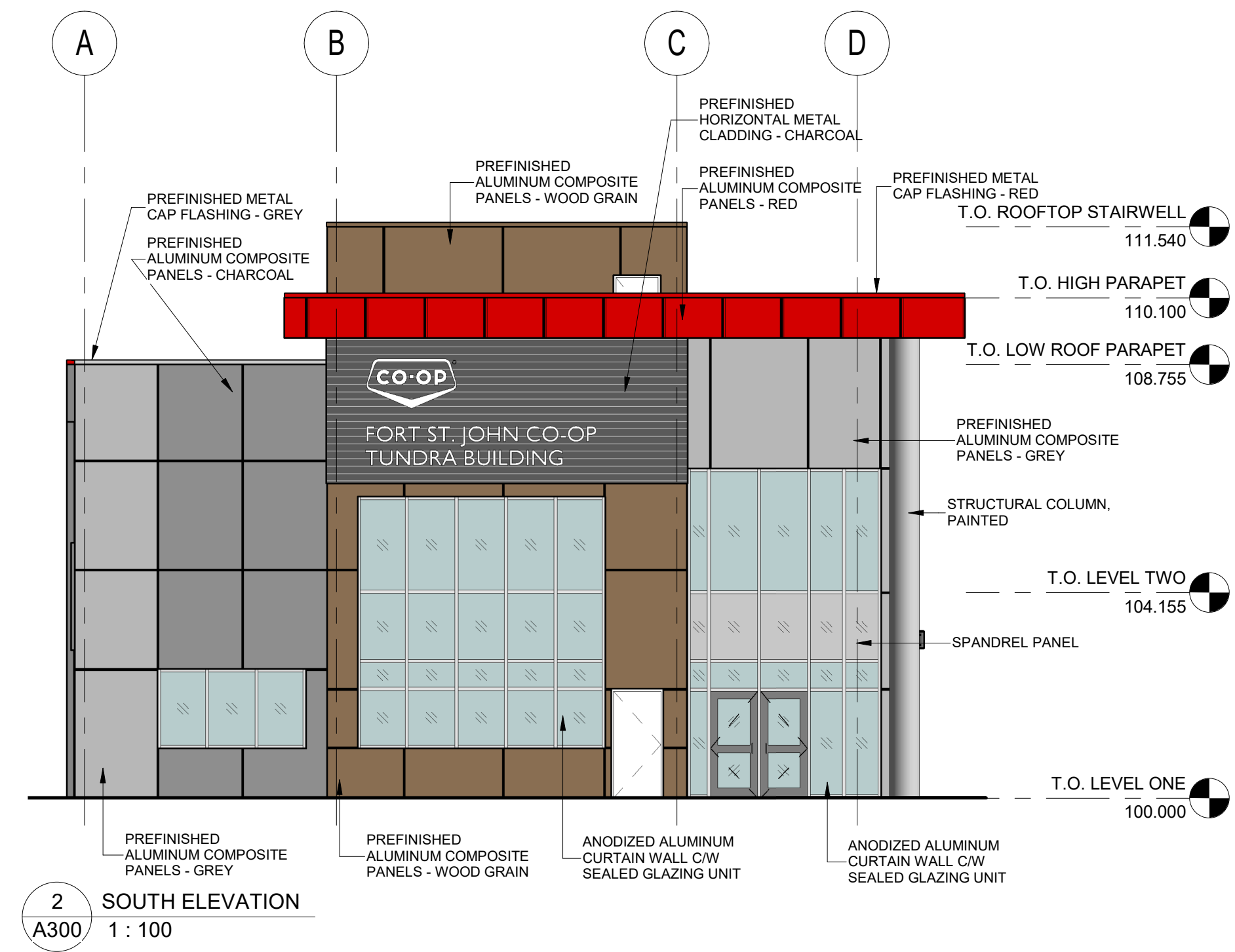
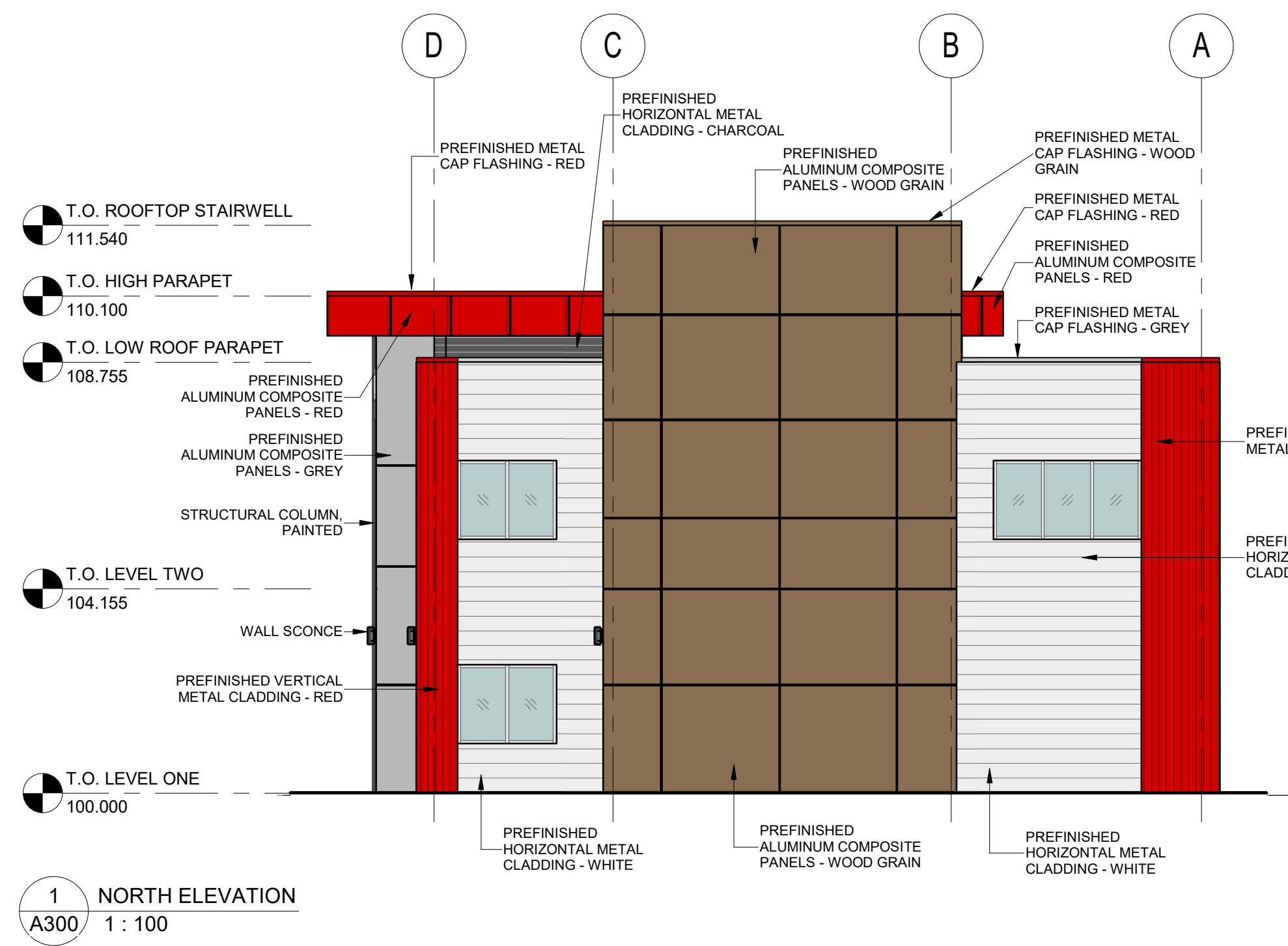
REVISIONS

FCL CO-OP FORT ST. JOHN
TUNDRA BUILDING

FORT ST. JOHN, BRITISH COLUMBIA

SHEET TITLE
SITE PLAN

Drawn	Checked
BR2	SV
Project No.	Date
2527	2025-12-10 9:25:14 AM
Scale	SHEET No.
As indicated	A100



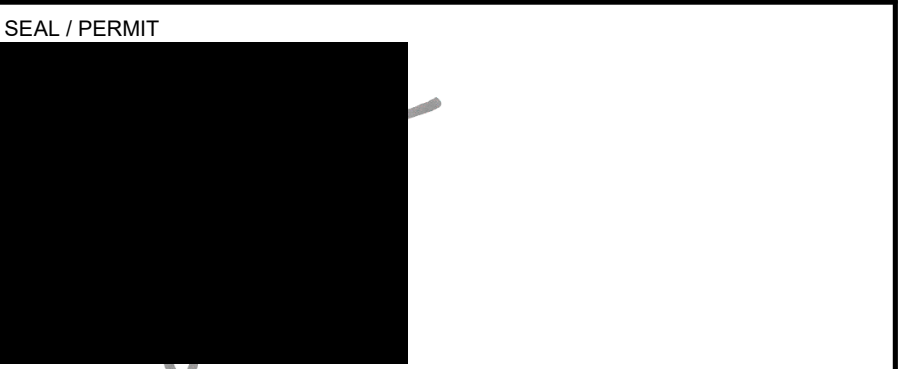
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CONSTRUCTION**

NO.	DATE	DESCRIPTION
1	2025-12-10	ISSUE FOR DEVELOPMENT PERMIT

REVISIONS



PROJECT 2025-12-10
**FCL CO-OP FORT ST. JOHN
TUNDRA BUILDING**

FORT ST. JOHN, BRITISH COLUMBIA

SHEET TITLE
**OVERALL EXTERIOR
ELEVATIONS**

Drawn	Checked
BR2	SV
Project No.	Date
2527	2025-12-10 9:25:20 AM

Scale
1 : 100

SHEET No.
A300