



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.fs@prrd.bc.ca

For Office Use:
Receipt # _____
Date Received _____
File No. _____
Sign Issued: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

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 ANGELA TELFORD	Authorized Agent of Owner (if applicable)
Address of Owner 10112 105TH AVE	Address of Agent
City/Town/Village: FORT ST JOHN	City/Town/Village:
Postal Code: V1J4S4	Postal Code:
Telephone Number: [REDACTED]	Telephone Number:
E-mail: [REDACTED]	E-mail:

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>
12264 242 Road, Grandhaven	011-394-943	1.06acres ha./acres
		ha./acres
		ha./acres
		TOTAL AREA 1.06acres ha./acres

4. CIVIC ADDRESS OR LOCATION OF PROPERTY: 12264 242 Road, PeaceRiver,BC,V1J8A8

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:

Tech services for SD60 is in half the building and Indigenous education admin is in the other half of building

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

We would like to add a portable classroom on site so students can have a traditional classroom setting

8. Describe the landscaping being proposed on the property:

No additional landscaping will be required

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

This portable will be used for indigenous education studies for GrK-12 use, at various times

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

There is a septic field supplied after two inground settling tanks.

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

We rely on hauled water that fills a cistern under 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.

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

11/13/2025
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 _____ and _____ hereby authorize (name of landowner) (name of landowner)	
_____ to act on my/our behalf regarding this application. (name of agent)	
Signature of Owner:	Date:
Signature of Owner:	Date:



PEACE RIVER
REGIONAL DISTRICT

Contaminated Site Declaration Form

I, Angela Telford, hereby acknowledge that the *Environmental Management Act*, 2003, as amended, is effective as of February 1, 2021.

Legal Description of Subject Land(s):

Please Check Only One:

☒ I have read **Schedule 2** and based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in **Schedule 2** of the regulations. Accordingly, I elect not to complete and submit a *Site Disclosure Statement*, as outlined in Section 40 (1) of the *Environmental Management Act*.

☐ I have read **Schedule 2** and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above. Please contact staff to submit a Site Disclosure Statement at planning@prrd.bc.ca

I further acknowledge that this declaration does not remove any liability, which may otherwise be applicable under the legislation.

X [Redacted Signature]
Owner/Agent

11 / 11 / 2025
dd mm yy

Owner/Agent

11 / 11 / 2025
dd mm yy

For more information, please visit the Ministry's Identification of Contaminated Sites webpage or email siteID@gov.bc.ca

INDUSTRIAL DEVELOPMENT PERMIT AREA GUIDELINES CHECKLIST	
Guidelines	Comments
Building Siting and Design	
1. Where industrial buildings or structures are sited on parcels adjacent to controlled access highways they shall be located towards the front parcel line, with parking and loading areas located to the side or rear of the parcel.	<p>Our building will be placed between the main road and existing building, with parking to the side, as you desire.</p> <p>We are be compliant with this in our plan</p>
2. Accessory buildings and uses including storage, repair, and maintenance areas shall be located at the rear or side of the parcel, away from the highway and road right-of-way, in order to enhance the appearance of the development along any such highway or road right-of-way.	We have no accessory buildings in this plan, so this is not applicable to our application.
3. Building entrances shall be oriented towards the front parcel line and be clearly identifiable. Architectural features such as canopies, lighting and building articulation which highlight entrances are encouraged.	We have decided to have the front entrance to the classroom building in the same direction as the existing building, towards the parking lot. We didn't want the kids to feel they were walking into the street.
4. Buildings and parking areas shall incorporate universal design principals.	We have an accessible ramp for universal design.
5. Buildings, accesses and parking areas should be designed in a manner that is easy to understand and navigate while ensuring pedestrian safety.	We will be encouraging students and visitors to park in the current lot under the site lighting and not next to the unmarked are by the classroom so it does not become disorganized, and/or unsafe

6. No buildings or structures shall be located within the sight triangle, as shown in Figure 8 Sight Triangle.

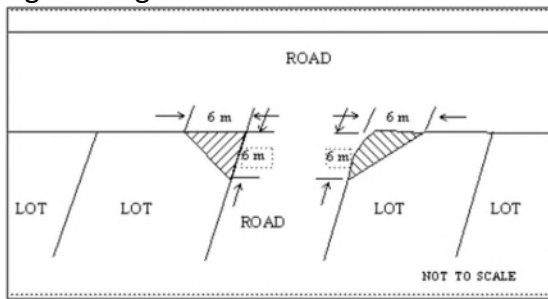


Figure 8 Sight Triangle

Agreed, we do not have the building in this location and will not be changing it from its current appearance, we are open to feedback.

Winter Design Considerations

7. Buildings should be designed to maximize sunlight exposure to absorb and retain heat during winter months while providing shade from the summer sun.

We are adding window on road side, that side has trees we hope to keep up

8. Building roofs and eaves should be designed to prevent snow from accumulating and sliding on to the ground below.

9. Snow storage areas should be situated in areas that receive long periods of sunlight to quickly melt and drain the snow and generally be out of site from highway and road right-of-ways.

We have a large green space behind the school for the snow storage to go to absorb into the soil

10. Snow storage areas should be located and designed to minimize runoff from snow melt entering naturalized areas or adjacent agricultural lands.

Same answer as 10.

Our neighbors are not agricultural though

Materials

11. Exterior building materials shall be durable and of high quality.

We have ~~vinyl~~ siding, not brick or stucco
Our siding is corrugated metal

11/24/2025

[Signature]

12. Buildings adjacent to controlled access highways are encouraged to include a mixture of exterior building cladding materials, such as brick, stone, wood, or other durable and aesthetically pleasing material.

We will have a professional, simple aesthetic to our building

Parking, Loading, and Circulation	
13. Parking areas should be well-identified from the highway and from major roads.	Our existing parking lot will not change and be visible from the street
Landscaping	
14. All work, including landscaping, planning, design, installation and maintenance shall be executed to the Canadian Landscape Standards or other applicable trade associations.	We are not altering the perimeter landscaping with this portable install we will make sure the building has 360degree clearance around for snow removal
15. Parcels abutting lands zoned Agriculture shall provide a buffer as per the Ministry of Agriculture's Guide to Edge Planning.	We are not abutting agricultural land at current, so this n/a
16. Landscaping should be used to protect the building from direct sunlight during afternoon hours during the summer and permit sunlight penetration in the winter.	Agreed, we want to leave the trees along the road
17. Landscaping should be designed to shield buildings from strong winds and to not block solar access for south facing walls and windows.	Agreed, we want to leave the trees along the road
18. Landscaping designs should maximize the retention of existing vegetation or the use of new plantings such as native vegetation, rough grasses and hardy and drought-tolerant plant species.	We lose grass under the portable and under paving.
19. Parking areas shall be screened from adjacent highway or road right-of-ways by placing on private property trees at a ratio of 3:1 coniferous to deciduous, at least 6 cm in diameter at breast height at the time of planting and spaced at maximum 10 m intervals.	We have no plans to change the current parking lot, we hope that is satisfactory
20. Landscaping shall be designed so that no plantings occur within the required sight triangle, as shown in Figure 8 Sight Triangle.	Agreed, we will not plant in this triangle

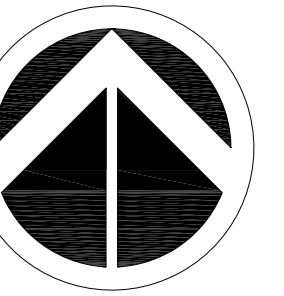
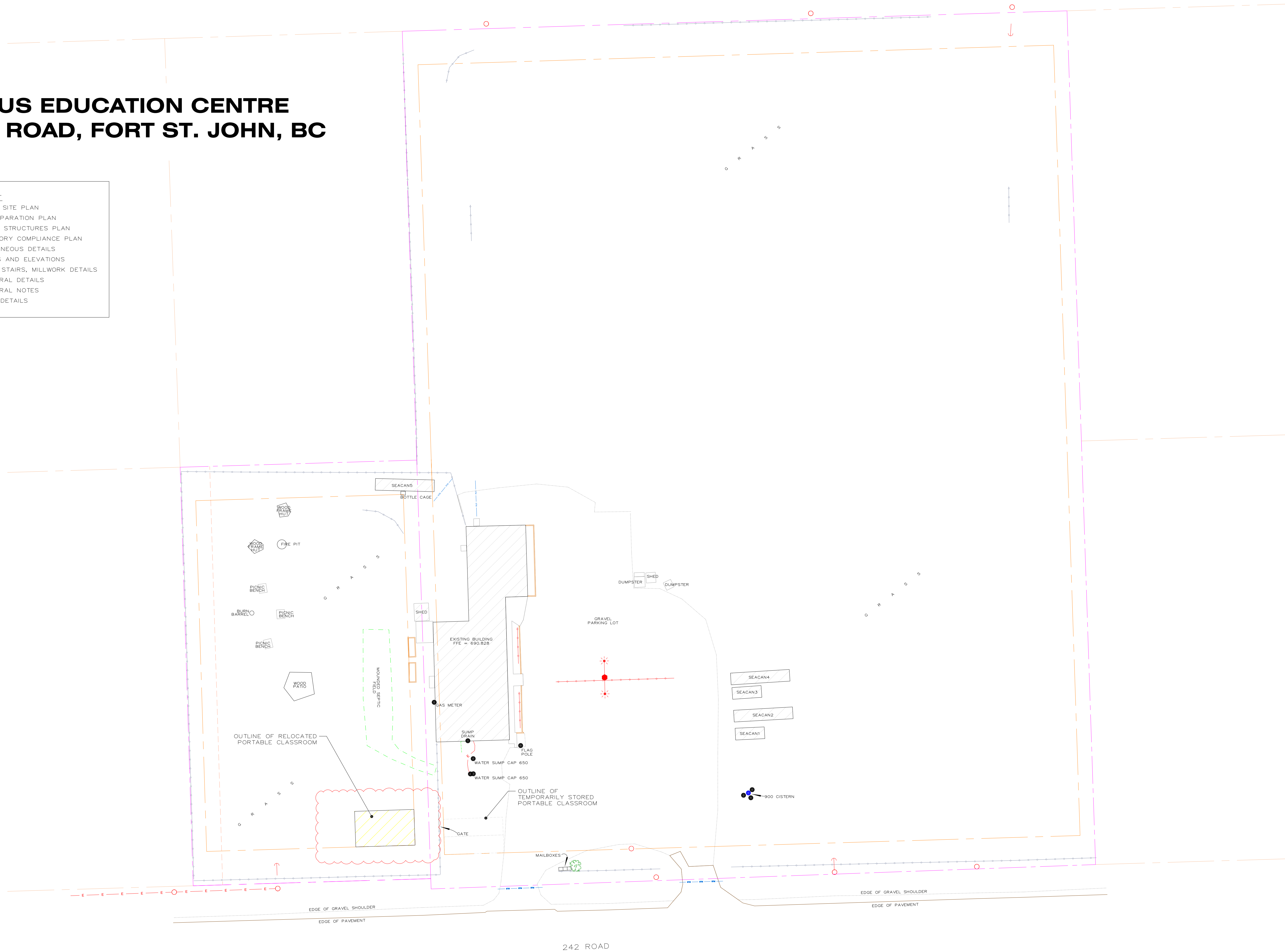
Screening and Buffering	
21. Off-street parking, loading, and storage areas shall be separated from adjacent residential or agricultural designated parcels, by a landscape buffer at least 6 m in width.	This will not apply, not loading or storage areas
22. Parcels abutting natural areas or lands designated as residential or park, open space, natural environment, shall provide a landscape buffer.	Our neighbors are zoned for industrial use as well, even though there are residences on them today, so this does not apply
23. Whenever possible, retain existing vegetation to serve as a landscape buffer between adjacent properties. In situations where this is not possible, existing vegetation may be removed and a new landscape screen may be planted in accordance with General Development Permit Area Policy 9 and other policies of this section.	Agreed, I do not want to down any trees and this location was picked so we could keep trees
24. Buildings and structures fronting Highway No. 97 and Highway No. 29 shall be separated from the highway by a landscape buffer. Such areas may be broken only for driveways.	We are on 242 Rd, not the highway, so this should not apply
25. Industrial uses abutting residential or agricultural uses should provide opaque fencing, such as wood fencing, at the property line with a minimum height of 1.8 m.	Our neighbors are zoned for industrial use as well, even though there are residences on them today, so this does not apply
26. Industrial uses abutting other industrial uses or commercial uses may utilize chain link fencing with a minimum height of 1.8 m.	We have chain link around our property

27. Alternative buffers may be considered, including earth berms that block the line of sight between industrial and residential, agricultural, or natural areas, consisting of soil, seeded to grass in the same year the berm is built, with optimal vegetative growth such as shrubs planted along the top of the berm. Such berms should be a height of approximately 3 m above adjacent grades and have a base of approximately 9 m.	
Lighting	
28. Light pollution and over-spill illumination into adjacent properties should be minimized. Where lighting occurs in parking areas, it should be designed without glare to the adjoining land parcels or public right-of-way.	We have high site lighting in existing parking lot, this portable classroom will not change the parking lot lighting or site lighting
29. All parking lots, loading bays and other semi-private spaces should be well lit during the nighttime and winter months.	Agreed, pre-existing lighting on site is available for people during dark times
Environmental Protection	
30. If proposed development or works may potentially affect natural features, slopes, water, or riparian areas, or environmentally sensitive areas such as fish habitat or wildlife habitats, the applicant may be required to submit, at the applicant's expense, further documentation, technical studies, plans, and recommendations with respect to the effects of the proposed development or works including any of the following: <ul style="list-style-type: none"> a) An environmental assessment report prepared by a registered professional biologist b) An erosion and sediment control plan c) A vegetation management plan 	This portable location does not affect natural features, slopes, water, or riparian areas, or environmentally sensitive areas such as fish habitat or wildlife habitats.

31. A vegetative buffer separation is encouraged between development and natural, undeveloped areas.	We have a lot of green space on this site
32. Whenever possible, natural vegetation should be maintained.	Agreed, we have a large natural open green space on our site
33. Development should be sited in order to protect natural watercourses, riparian corridors and floodplains from erosion, channel migration and flooding.	Our portable and buildings are sited to protect and minimize damage to nature
34. Protect natural flora and fauna habitat, including nesting, denning, and breeding sites.	Agreed, we are not downing any trees

INDIGENOUS EDUCATION CENTRE
12264 242 ROAD, FORT ST. JOHN, BC

- DRAWING LIST
- C.01 OVERALL SITE PLAN
 - C.02 SITE PREPARATION PLAN
 - C.03 SURFACE STRUCTURES PLAN
 - C.04 REGULATORY COMPLIANCE PLAN
 - C.05 MISCELLANEOUS DETAILS
 - C.06 SECTIONS AND ELEVATIONS
 - C.07 RAMP & STAIRS, MILLWORK DETAILS
 - S.01 STRUCTURAL DETAILS
 - S.02 STRUCTURAL NOTES
 - S.03 CANOPY DETAILS



NO.	DATE	REVISION	DRAWN
1	09.10.25	MISC. REVISIONS	FJG

Notes



Client

**SCHOOL DISTRICT 60
PEACE RIVER NORTH**

School
Board Office
10112 105 Avenue
Fort St. John, BC V1J 4S4
Tel. 250-262-6000

Project Title

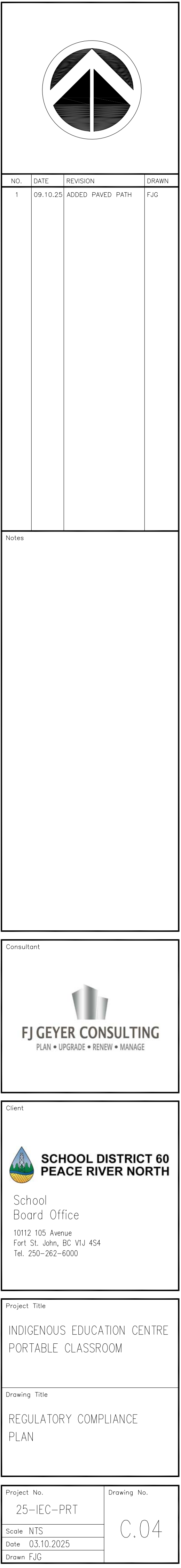
INDIGENOUS EDUCATION CENTRE
PORTABLE CLASSROOM

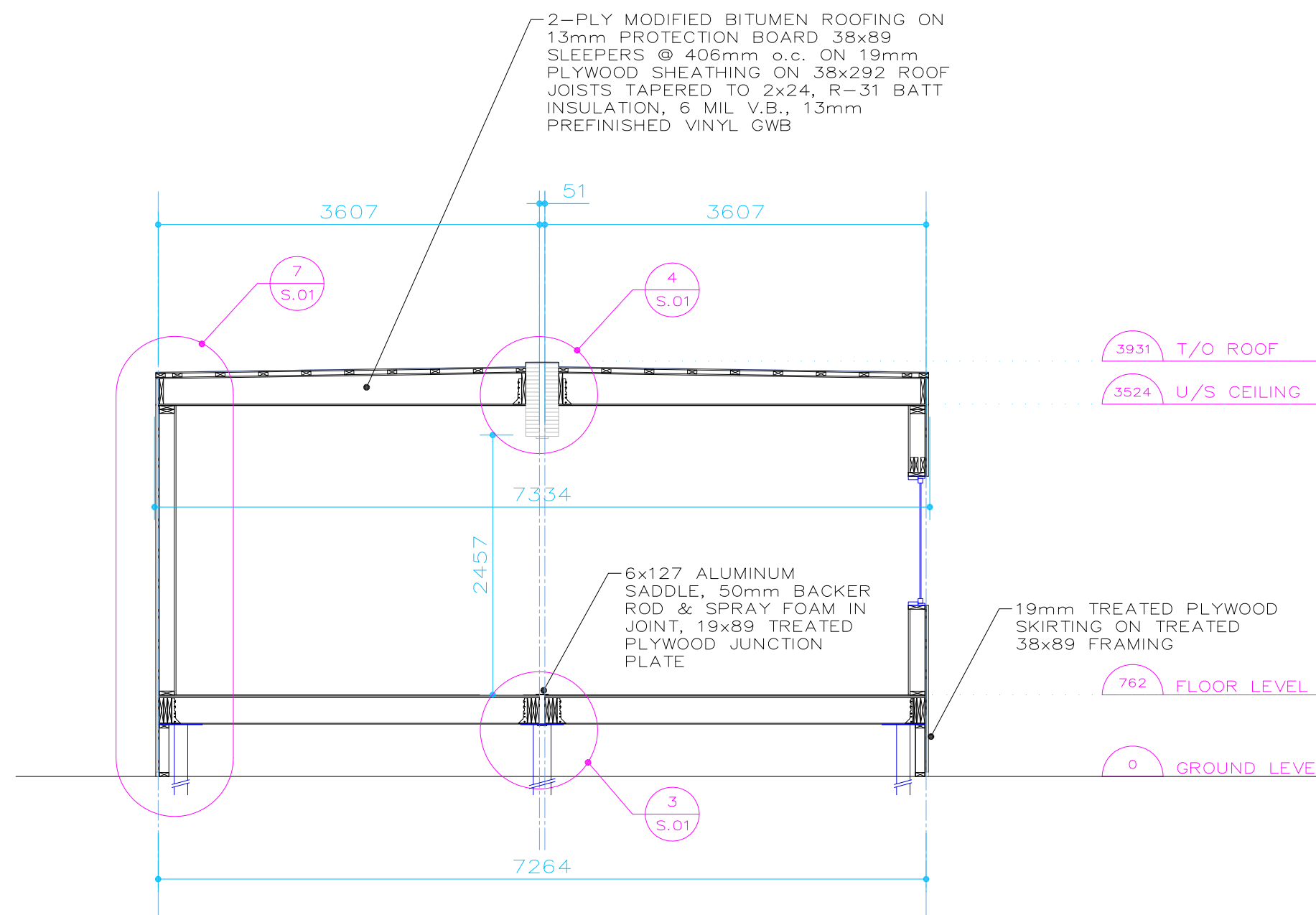
Drawing Title

OVERALL
SITE PLAN

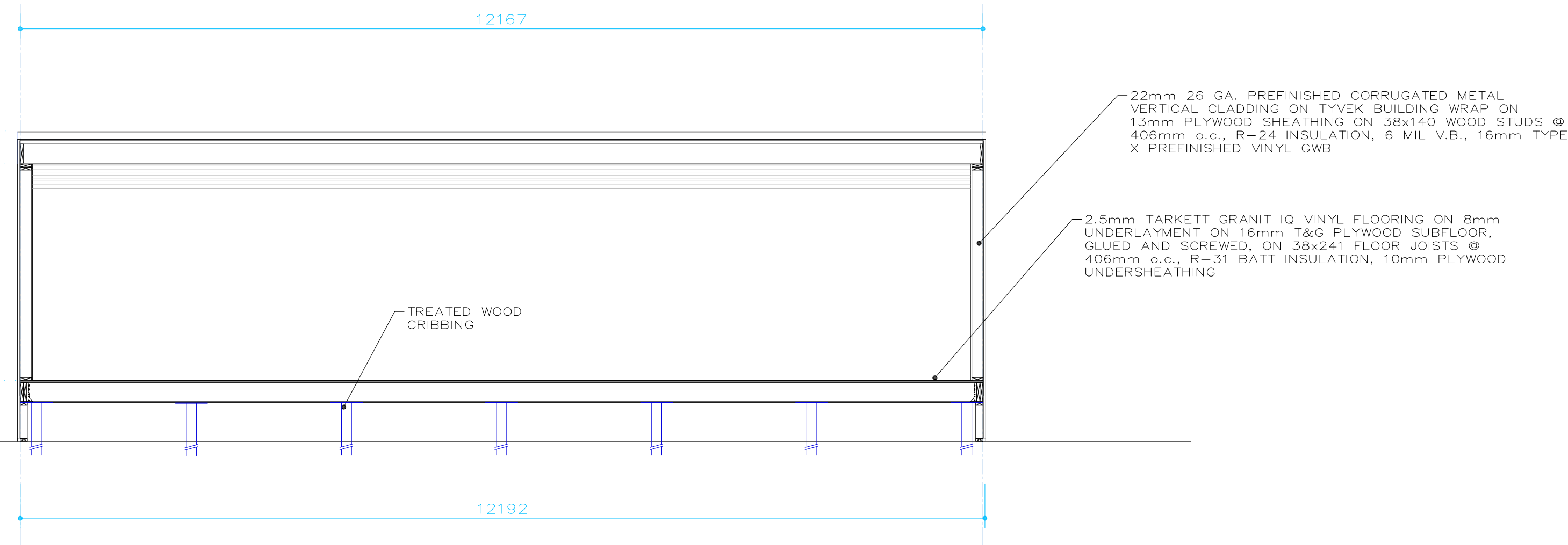
Project No.	Drawing No.
25-IEC-PRT	C.01
Scale: NTS	
Date: 03.10.2025	
Drawn: FJG	

SITE INFORMATION																																	
Address of Project: 12264 242 Road, Fort St. John, BC Legal Description: BLOCK E, SECTION 2, TOWNSHIP 84, RANGE 19, MERIDIAN W6, PEACE RIVER LAND DISTRICT PLAN 4413, EXCEPT PLAN 9723. P.L.D. 013-676-245 Current Zoning: P-2 (Civic, Assembly and Institutional - 1.6 ha)																																	
VEHICULAR PARKING																																	
Bylaw Requirement: Classrooms: Spaces Existing:		1 space per classroom 6 32		Institutional Facilities Not Listed Net Gain/Loss:		0 Spaces Required: Spaces Provided:		6 32																									
3.1 GENERAL																																	
Building Area (m²): Occupant Load (Bibs):		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Floor Areas:</th> <th style="width: 10%;">New</th> <th style="width: 10%;">Existing</th> <th style="width: 10%;">Total</th> </tr> <tr> <td>1st</td> <td>89</td> <td>591</td> <td>680</td> </tr> <tr> <td>Occupants:</td> <td>New</td> <td>Existing</td> <td>Total</td> </tr> <tr> <td>Students:</td> <td>23</td> <td>138</td> <td>161</td> </tr> <tr> <td>Staff:</td> <td>1</td> <td>10</td> <td>11</td> </tr> <tr> <td>Total:</td> <td>24</td> <td>148</td> <td>172</td> </tr> </table>			Floor Areas:	New	Existing	Total	1st	89	591	680	Occupants:	New	Existing	Total	Students:	23	138	161	Staff:	1	10	11	Total:	24	148	172	Building Height: 1 story Occupancies: Group A, Division 2				
Floor Areas:	New	Existing	Total																														
1st	89	591	680																														
Occupants:	New	Existing	Total																														
Students:	23	138	161																														
Staff:	1	10	11																														
Total:	24	148	172																														
3.2 BUILDING FIRE SAFETY																																	
Group: A No. of Storeys: 1 Standpipes: No		Division: 2 Monitors: Yes Fire Alarm: Yes		Article: 3.2.2.26 No. of Streets: 1 Distance to Nearest Fire Hydrant (m):																													
Sprinklers: Ceiling: Ceiling Height: Spatial Separation: Wall Area: L/H Ratio: % Openings: Limiting Distance: Distance Provided:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">North-South Exposure</th> </tr> <tr> <td style="width: 50%;">New Portable</td> <td style="width: 50%;">Existing School</td> </tr> <tr> <td>No</td> <td>No</td> </tr> <tr> <td>Non-Combustible (Metal)</td> <td>Non-Combustible (Metal)</td> </tr> <tr> <td>3.5m</td> <td>3.0m</td> </tr> <tr> <td>BOBC 2024 Table 3.2.3.1.-B</td> <td>BOBC 2024 Table 3.2.3.1.-B</td> </tr> <tr> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>N/A</td> <td>N/A</td> </tr> <tr> <td colspan="2" style="text-align: center;">N/A</td> </tr> </table>			North-South Exposure		New Portable	Existing School	No	No	Non-Combustible (Metal)	Non-Combustible (Metal)	3.5m	3.0m	BOBC 2024 Table 3.2.3.1.-B	BOBC 2024 Table 3.2.3.1.-B	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		Buildings are not facing each other						
North-South Exposure																																	
New Portable	Existing School																																
No	No																																
Non-Combustible (Metal)	Non-Combustible (Metal)																																
3.5m	3.0m																																
BOBC 2024 Table 3.2.3.1.-B	BOBC 2024 Table 3.2.3.1.-B																																
N/A	N/A																																
N/A	N/A																																
N/A	N/A																																
N/A	N/A																																
N/A																																	
3.4 EXIT REQUIREMENTS																																	
BOBC 3.4.2.1 maximum: Provided (per room):		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Floor Area (m²)</th> <th style="width: 20%;">No. of required exits</th> <th style="width: 20%;">Max. travel distance (m)</th> </tr> <tr> <td>150</td> <td>2</td> <td>15</td> </tr> <tr> <td>89</td> <td>2</td> <td>9.1</td> </tr> </table>		Floor Area (m ²)	No. of required exits	Max. travel distance (m)	150	2	15	89	2	9.1																					
Floor Area (m ²)	No. of required exits	Max. travel distance (m)																															
150	2	15																															
89	2	9.1																															
3.7 HEALTH REQUIREMENTS																																	
Water Closets/Urinals Existing In school: Total fixtures Required (BOBC 3.7.2.2):		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Male</th> <th style="width: 15%;">Female</th> <th style="width: 15%;">Universal</th> <th style="width: 15%;">Accessible Universal</th> <th style="width: 15%;">Total</th> </tr> <tr> <td>2</td> <td>4</td> <td></td> <td>1</td> <td>7</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td>2</td> </tr> <tr> <td>4</td> <td>4</td> <td></td> <td>1</td> <td>9</td> </tr> <tr> <td>2</td> <td>4</td> <td></td> <td>1</td> <td>7</td> </tr> </table>		Male	Female	Universal	Accessible Universal	Total	2	4		1	7	2				2	4	4		1	9	2	4		1	7					
Male	Female	Universal	Accessible Universal	Total																													
2	4		1	7																													
2				2																													
4	4		1	9																													
2	4		1	7																													
3.8 REQUIREMENTS FOR PERSONS WITH DISABILITIES																																	
Accessible Entrance: Parking Space:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Yes</td> <td style="width: 20%;">Washrooms:</td> <td style="width: 20%;">In school</td> </tr> <tr> <td>Yes</td> <td>Corridor Width (m):</td> <td>0.9</td> </tr> </table>		Yes	Washrooms:	In school	Yes	Corridor Width (m):	0.9																								
Yes	Washrooms:	In school																															
Yes	Corridor Width (m):	0.9																															
ELECTRICAL WORK																																	
All electrical work, including fire alarm, security, data, power and lighting, being installed and tested by school district forces under its electrical operating permit																																	

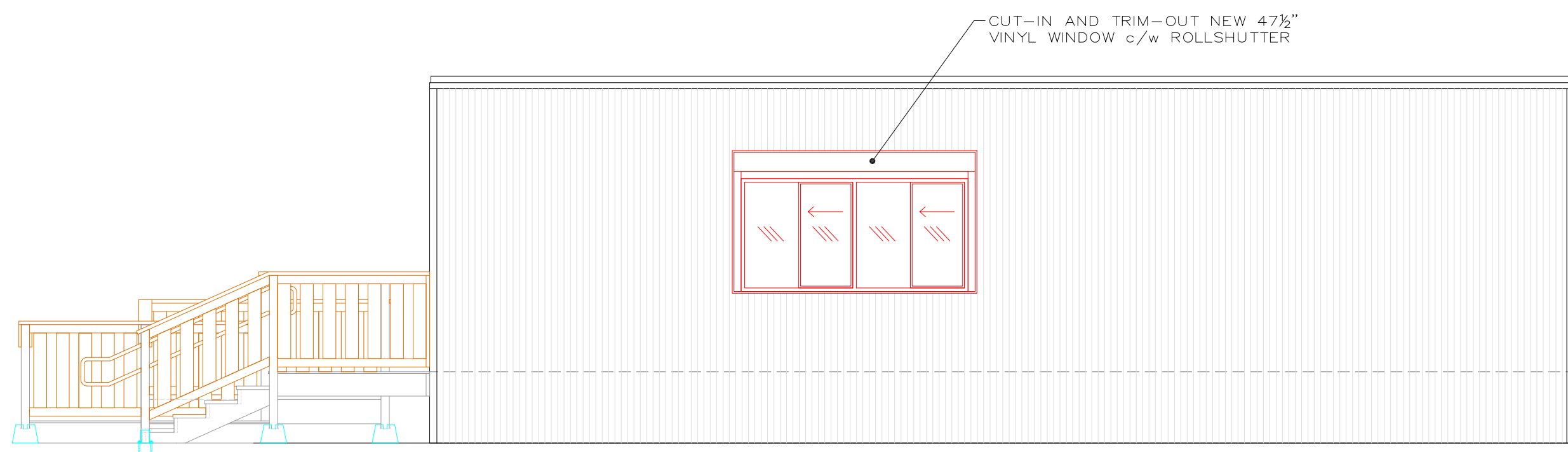




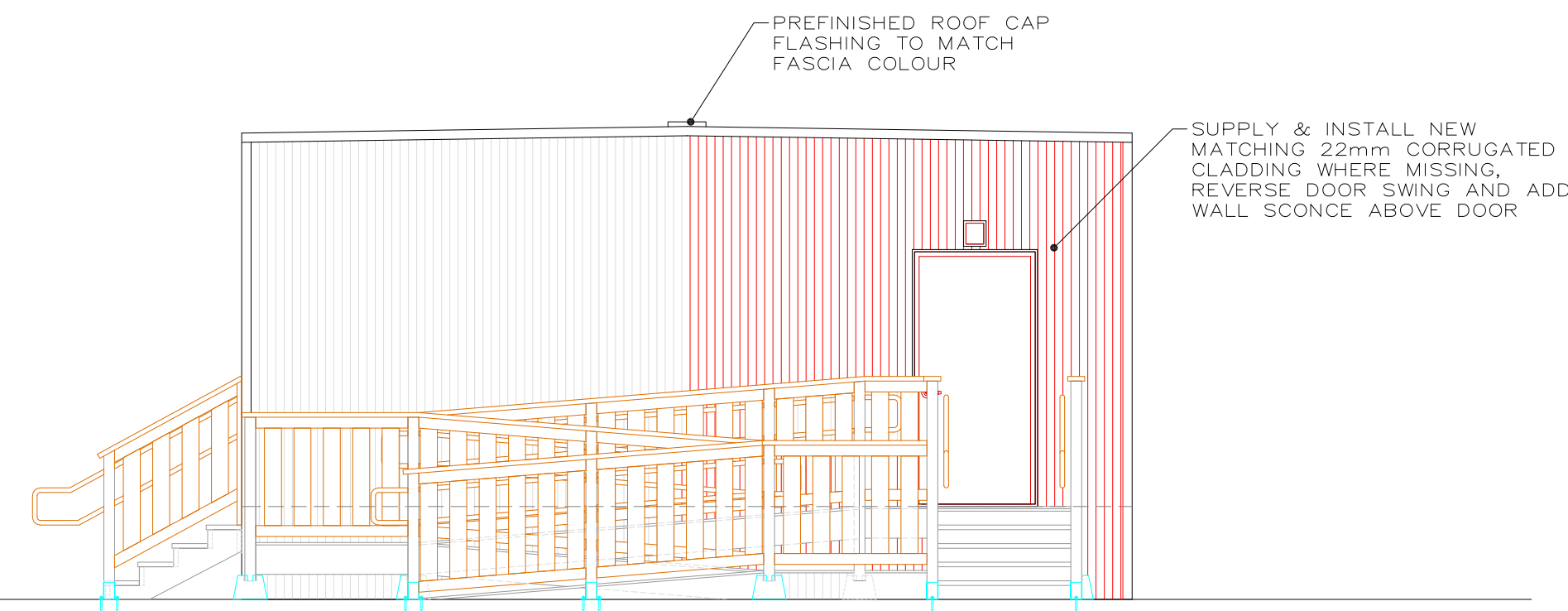
1 SHORT SECTION
C.05 NTS



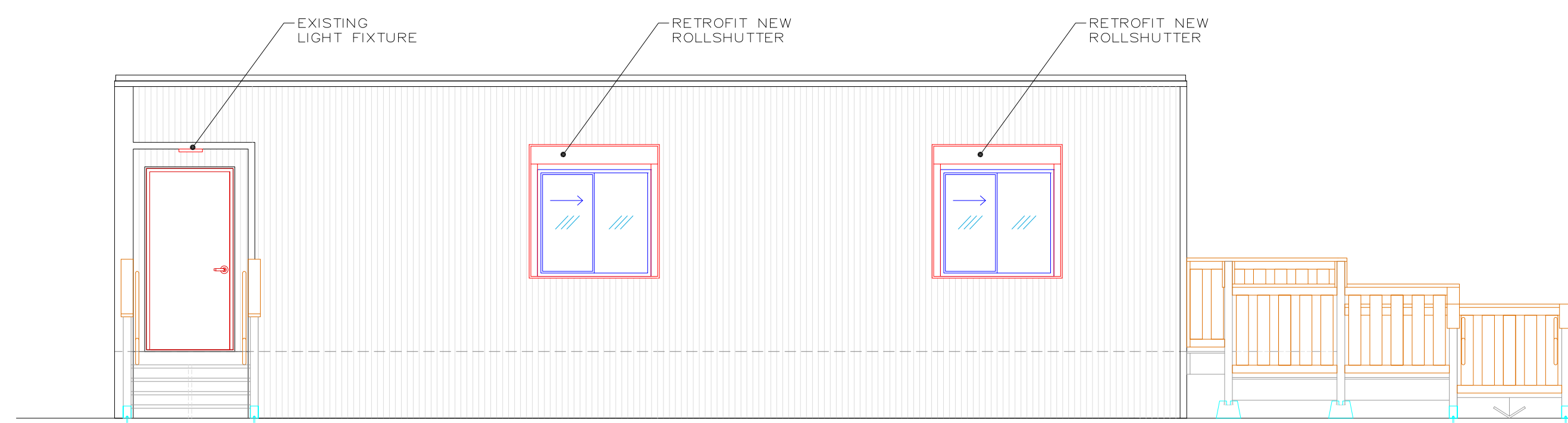
2 LONG SECTION
C.05 NTS



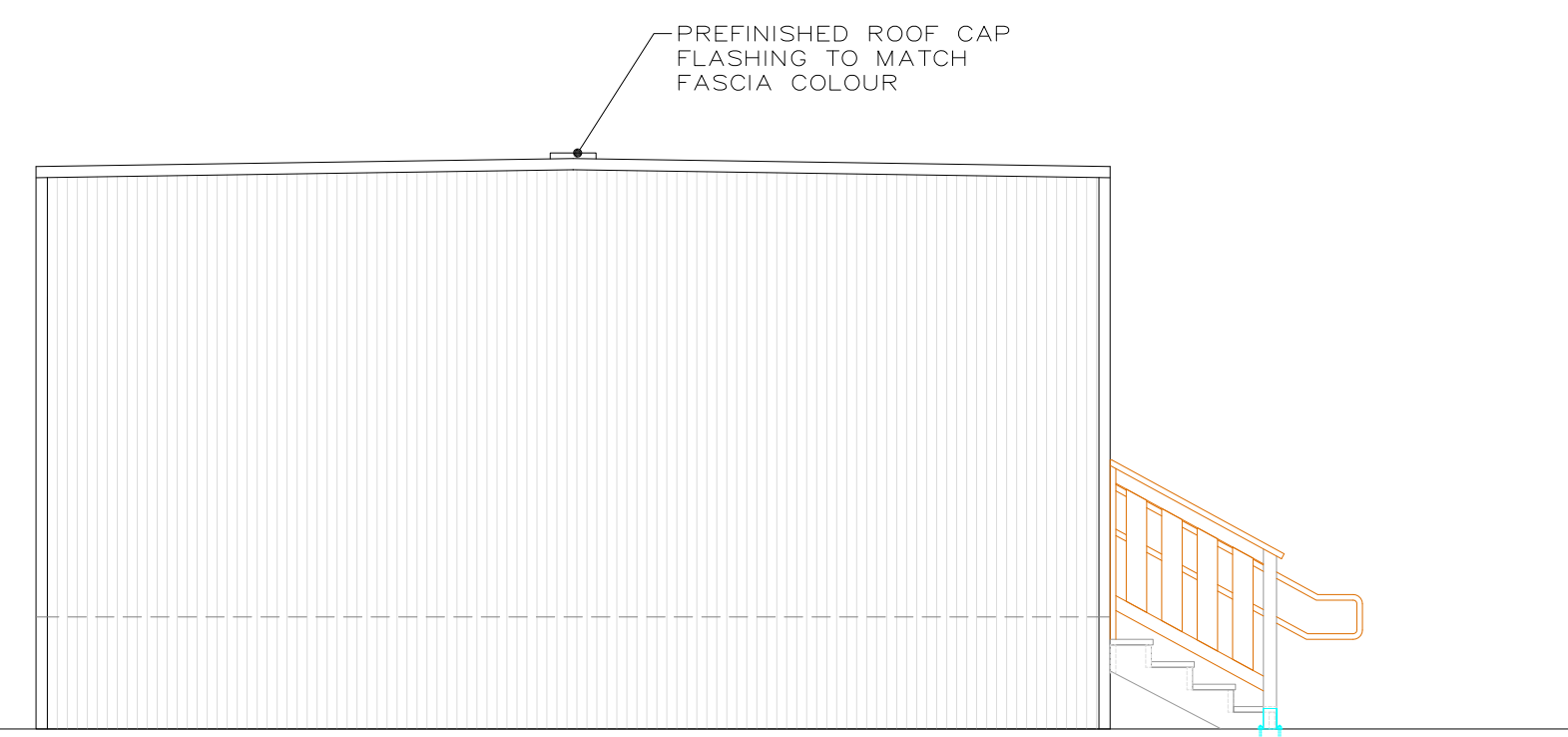
3 NORTH ELEVATION
C.05 NTS



4 EAST ELEVATION
C.05 NTS



5 SOUTH ELEVATION
C.05 NTS



6 WEST ELEVATION
C.05 NTS

NO.	DATE	REVISION	DRAWN
1	09.10.25	ADDED WINDOW & ROLLSHUTTERS	FJG

Notes



Client

**SCHOOL DISTRICT 60
PEACE RIVER NORTH**

School Board Office
10112 105 Avenue
Fort St. John, BC V1J 4S4
Tel. 250-262-6000

Project Title

INDIGENOUS EDUCATION CENTRE
PORTABLE CLASSROOM

Drawing Title

SECTIONS
AND ELEVATIONS

Project No.	25-IEC-PRT	Drawing No.	C.06
Scale	NTS		
Date	03.10.2025		
Drawn	FJG		