



PEACE RIVER REGIONAL DISTRICT

**Dawson Creek**  
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V1G 4H8

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**Fort St John**  
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For Office Use:

Receipt # \_\_\_\_\_

Date Received \_\_\_\_\_

File No. \_\_\_\_\_

Sign Issued: Yes  No  N/A

## Application for Development

### 1. TYPE OF APPLICATION

	<b>FEE</b>
<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 (Applicant responsible for additional costs associated with the advertisements, signage, and facility rental, if applicable)	\$ 1,500.00
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### 2. PLEASE PRINT

Property Owner's Name Golden Sunrise Land Development	Authorized Agent of Owner (if applicable)
Address of Owner PO Box 6863	Address of Agent
City/Town/Village: Fort St. John, BC	City/Town/Village:
Postal Code: V1J 4J3	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 <b>each property</b> under application		
<b>Legal Description</b>	<b>PID</b>	<b>Area of Each Lot</b>
LOT 1, PLAN PGP4750 SEC 17, TWP87, RGE18, W6M EXCEPT PLANS PGP47983, BCP5647 & BCP8828	015-127-401	8.57AC ha./acres
		ha./acres
		ha./acres
		TOTAL AREA ha./acres

**4. CIVIC ADDRESS OR LOCATION OF PROPERTY:** 13076 Firehall Road, Charlie Lake, B.C

**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:  
Short term temporary ATCO trailer offices, crew assembly, vehicle parking, supply storage and equipment parking areas.

Development Permit or Development Permit Amendment

Liquor Licence Referral Application

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

Site is currently a graveled compound with an existing 1,950 sq ft warehouse located on the East side

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

Proposing to maintain existing entrance and fenced compound area. Upgrades to parcel include landscape buffers and provisions for short term temporary ATCO trailer offices, crew assembly, vehicle parking, supply storage and equipment parking areas.

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8. Describe the landscaping being proposed on the property:

Topsoil berm along North (Rear Parcel Line) and tree planting around the East side of the parcel as per siteplan.

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

This parcel has excellent access and exposure to the Alaska Highway and is ideal for both commercial and industrial uses. It is strategically located for many short term users that generally work in the oilfield as heavy equipment and pipeline contractors.

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

There are no permanent sewer facilities on this property. Users utilize on site storage tanks and have them emptied out as necessary of by vac trucks. Waste is disposed of at a waste water treatment plant.

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

There are no permanent water facilities on this property. Users utilize on site tanks and have them filled as necessary by potable water trucks.

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**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

January 30, 2026  
\_\_\_\_\_  
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)	
_____ (name of agent) to act on my/our behalf regarding this application.	
Signature of Owner:	Date:
Signature of Owner:	Date:



**CONTAMINATED SITE DECLARATION FORM**

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

**Legal Description(s):**

LOT 1, PLAN PGP4750 SEC 17, TWP87, RGE18, W6M EXCEPT PLANS PGP47983, BCP5647 & BCP8828

**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 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](mailto:planning@prrd.bc.ca)

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

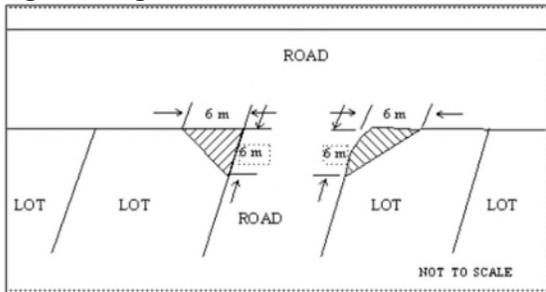
[Redacted] / 01 / 2026 /  
Own **dd mm yyyy**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Owner/Agent **dd mm yyyy**

For more information, please visit the ministry's *Identification of Contaminated Sites* webpage or e-mail [SiteID@gov.bc.ca](mailto:SiteID@gov.bc.ca)

## COMMERCIAL DEVELOPMENT PERMIT AREA GUIDELINES CHECKLIST

Guidelines	Comments
<b>Building Siting and Design</b>	
1. Buildings shall be located towards the front parcel line, with parking and loading areas located to the side or rear of the parcel.	
2. 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.	
3. 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.	
4. Buildings and parking areas shall incorporate universal design principles.	
5. Buildings, accesses and parking areas should be designed in a manner that is easy to understand and navigate while ensuring pedestrian safety.	
6. No buildings or structures shall be located within the sight triangle, as shown in Figure 8 Sight Triangle.	



*Figure 8 Sight Triangle*

<p>7. The use of an overall aesthetic colour scheme is encouraged to promote a cohesive and appealing design.</p>	
<p><b>Winter Design Considerations</b></p>	
<p>8. Buildings should be designed to maximize sunlight exposure to absorb and retain heat during winter months while providing shade from the summer sun.</p>	
<p>9. Building roofs and eaves should be designed to prevent snow from accumulating and sliding on to the ground below.</p>	
<p>10. 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.</p>	
<p>11. Snow storage areas should be located and designed to minimize runoff from snow melt entering naturalized areas or adjacent agricultural lands.</p>	
<p><b>Materials</b></p>	
<p>12. Exterior building materials shall be durable and of high quality.</p>	
<p>13. Building façades are encouraged to include a mixture of exterior building cladding materials, such as brick, stone, wood or other durable and aesthetically pleasing material.</p>	
<p><b>Parking, Loading, and Circulation</b></p>	
<p>14. Parking areas should be well-identified from the highway and from major roads.</p>	
<p>15. An identifiable and well-lit pathway should be provided to the front entrance of every building from all on-site parking areas and any adjoining public sidewalks.</p>	

## Landscaping

16. All work, including landscaping, planning, design, installation and maintenance shall be executed to the Canadian Landscape Standards or other applicable trade associations.	
17. Parcels abutting lands zoned Agriculture shall provide a buffer as per the Ministry of Agriculture's Guide to Edge Planning.	
18. Landscaping should be used to protect the building from direct sunlight during afternoon hours during the summer and permit sunlight penetration in the winter.	
19. Landscaping should be designed to shield buildings from strong winds and to not block solar access for south facing walls and windows. Consider planting deciduous trees on the south and east sides of buildings and coniferous trees on the north and west sides of buildings.	
20. 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.	
21. 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.	
22. Landscaping shall be designed so that no plantings occur within the required sight triangle, as shown in Figure 8 Sight Triangle.	

### Screening and Buffering

23. Off-street parking, loading, and storage areas shall be separated from adjacent residential or agricultural designated parcels by a landscape buffer.

24. Parcels abutting natural areas or lands designated as residential or park, open space, natural environment, shall provide a landscape buffer.

25. 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.

26. 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.

27. Commercial 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.

28. Commercial uses abutting other commercial uses or industrial uses may utilize chain link fencing with a minimum height of 1.8 m.

### Lighting

29. 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.

<p>30. All parking lots, loading bays and other semi-private spaces should be well lit during the nighttime and winter months.</p>	
<p><b>Environmental Protection</b></p>	
<p>31. 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:</p> <ul style="list-style-type: none"> <li>a) An environmental assessment report prepared by a registered professional biologist</li> <li>b) An erosion and sediment control plan</li> <li>c) A vegetation management plan</li> </ul>	
<p>32. A vegetative buffer separation is encouraged between development and natural, undeveloped areas.</p>	
<p>33. Wherever possible, natural vegetation, natural flora and fauna habitat, including nesting, denning and breeding sites shall be protected.</p>	
<p>34. Development should be sited in order to protect natural watercourses, riparian corridors and floodplains from erosion, channel migration and flooding.</p>	

