



**THE APPLICANT MUST COMPLETE THE FOLLOWING REQUIREMENTS:**

- Application fee(s)*  
*(See Planning Fees Bylaw No. 2058 – 2014)*
- Letter of Authorization from the owner of property providing consent.*  
*(Applies only if the applicant/ agent is not the owner)*
- Reasons for the proposed temporary use permit application.*
- Describe the time period required for the temporary use (start to finish).*
- Describe floor plan of proposed and existing buildings showing proposed use of spaces.*
- Describe anticipated hours of operation.*
- Describe the plan for the decommissioning or relocation of the proposed use once the temporary use permit has ended.*
- Provide the following:*
  - *Dimensional site plan outlining extent of parcel area subject to temporary use and showing locations of proposed and existing buildings, ground levels, off-street parking, landscaping, access corridors, pedestrian routes, drainage and exterior lighting;*

**Please Note:**

- *Additional information may be required at the time of application.*
- *Electronic submissions of supporting documents in PDF are preferred. Please email the completed application to [developmentsservices@terrace.ca](mailto:developmentsservices@terrace.ca)*

**If you require additional information or assistance please contact the City of Terrace Development Services Department at:**

**5003 Graham Avenue, Terrace, BC V8G-1B3**  
**EMAIL [developmentsservices@terrace.ca](mailto:developmentsservices@terrace.ca)**  
**PHONE (250) 615-4022**

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