



**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 board of variance permit.*
- Drawing showing the location of application property.*
- Site Plan drawn to scale showing the location and extent of the proposed variance.*

*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***

*Updated 22-Nov-18*