



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 development permit application.**
- Drawing showing the location of application property.**
- Site Plan, including the following:**
 - *Dimensioned site plan showing locations of proposed and existing buildings, ground levels, off-street parking, landscaping, access corridors, pedestrian routes, drainage, and exterior lighting.*
 - *Floor plan of proposed and existing buildings showing proposed use of the spaces.*
 - *Elevation of proposed and existing buildings and structures and details of exterior finish and signs.*
 - *Location of any major or limiting topographic features.*

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 developmentservices@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 developmentservices@terrace.ca
PHONE (250) 615-4022

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