



**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](mailto: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](mailto:developmentservices@terrace.ca)**  
**PHONE (250) 615-4022**

*Updated 1-Nov-16*