



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 phased strata, bareland strata, or subdivision.**
- Drawing showing the location of application property.**
- Provide the following:**
 - **Number of new lots proposed.**
 - **Describe the proposed use of subdivided land.**
 - **Name and address of agent.** *(if other than applicant)*
- Provide 5 copies of a to-scale drawing showing the following:**
 - **Location, dimensions, and area of all proposed lots and roads.**
 - **Location of existing buildings and structures and their distances from existing and proposed property lines.**
 - **Location of any major or limiting topographic features.**
 - **A north arrow, scale and title (e.g.: Proposed Subdivision of ‘legal description’).**

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**

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
PHONE (250) 615-4022**

Updated 10-Mar-17