



# APPLICATION FOR A TEMPORARY USE PERMIT

Municipal Contact: \_\_\_\_\_

Phone: (250) 997-3221

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fax: (250) 997-5186

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

(if not applicant)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### SUBJECT PROPERTY

Legal Description: \_\_\_\_\_

Address: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Current OCP Designation: \_\_\_\_\_ Current Zoning Designation: \_\_\_\_\_

Current Land Use/Development: \_\_\_\_\_

### PERMIT

Proposed Use/Development:

Proposed Variation and/or Supplement to the Existing Regulations:

Commencement Date of Proposed Project:

ADDITIONAL INFORMATION: (Reasons and comments in support of application. Use separate sheet or attach plans if required.)

### REQUIRED DOCUMENTATION

- |  |  |
|--|--|
| <input type="checkbox"/> Application Fee \$500   | <input type="checkbox"/> Dimensioned Site Development Plan                   |
| <input type="checkbox"/> Certificate of Title    | <input type="checkbox"/> Contour Map (minimum of 1:1000 scale) (if required) |
| <input type="checkbox"/> Authorization of Owner  | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Dimensioned Sketch Plan |  |

I/We \_\_\_\_\_ make application to the District of Mackenzie for the issuance of a Temporary Use Permit.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any plans submitted is public information**. I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

\_\_\_\_\_  
(Date) (Applicant's Signature)

This application is made with my full knowledge and consent.

\_\_\_\_\_  
(Date) (Registered Owner's Signature)

### FOR OFFICE USE ONLY

- |   |   |
|---|---|
| <input type="checkbox"/> Application Form Complete        | <input type="checkbox"/> Dimensioned Sketch Plan Submitted                          |
| <input type="checkbox"/> Application Fee Submitted        | <input type="checkbox"/> Dimensioned Site Development Plan Submitted                |
| <input type="checkbox"/> Certificate of Title Submitted   | <input type="checkbox"/> Contour Map Submitted (minimum 1:1000 scale) (if required) |
| <input type="checkbox"/> Authorization of Owner Submitted | <input type="checkbox"/> Other Submitted _____                                      |

### Application Checklist:

The Applicant must submit the following:

- Dimensioned Sketch Plan drawn to a minimum scale of 1:1,000 showing the following:
  - parcel or parcels to be granted a variance
  - location (with dimensions from property lines) of existing buildings, structures and any natural features on or adjacent to the property
  
- Dimensioned Site Development Plan drawn to a minimum scale of 1:1,000 showing the following:
  - any proposed buildings or structures
  - parking layout (with individual parking stalls clearly indicated)
  - vehicle access
  - site landscaping

### General Overview of Process:

