Temporary Use Permit Application Checklist

Development Service Department
10105 – 12A St, Dawson Creek, V1G 3V7
tel 250-784-3600 fax: 250-782-3352
www.dawsoncreek.ca

Submission Requirements - Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.				**Comments**
Application Form	• A Development Application Form must be completed and signed at time of submission. Refer to our fees schedule			
Application Fee	• An application fee is due at time of submission			
Title Search	• Copy of current title search from the Land Title Office for each parcel involved in the proposal (include Legal description and Property Identifier) • All easements, right-of-way's, building schemes, and covenants registered to the title.			
Photos	• Pre-construction digital photos of site and surrounding context.			
Written Description	• Description of the project including proposed use and any rationale supporting the application.			
Drawing Requirements One hard copy set (11'' x 17'' and stapled) and one digital set (emailed or USB)				
Cover Sheet with Project Statistics (Data Sheet)	• Total site area and site coverage • Net and gross floor area by use • Building Height(s) Setbacks: front yard, rear yard and side yards (permitted + proposed) • Number of parking, loading and bicycle parking spaces (permitted + proposed) • Number of dwelling units, unit sizes, bedrooms per unit + CRUs • Floor space ratio permitted and proposed • Summary of floor areas by level and exclusions (residential projects)			
Context Plan	• Plan showing the relationship of the proposed buildings to surrounding developments at front, rear and sides			
Site plan	• Address (if available) • Street name(s) • Dimensions of site • Location and dimensions of all buildings with north arrow • Required yard, setbacks and building lines • Size and location of all off street parking and loading • Access to parking and loading • Location of utility connections	• Existing and finished grade levels • Treatment of open areas, courtyards, pedestrian areas, etc. • Location of garbage facilities • Location of fire hydrants and their distance from the subject site • Fire access routes or lanes • Area of proposed work if adding to an existing building (highlight) • Variance requested clearly identified and dimensioned.		

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Development Application

Application Type

	Development Permit		Development Variance Permit
	Board of Variance		Temporary Use Permit
	Zoning Bylaw Amendment		Official Community Plan Amendment
	Subdivision		Strata Title Conversion
	Phased Strata Plan		Flood Control Exemption

Property Information

Civic Address	PID
Legal Description	

Owner Information

Name	Company
Address	City
Email	Postal Code
Phone	Fax

Primary Contact

Name	Company
Address	City
Email	Postal Code
Phone	Fax

Proposal Description

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Justification & Support

All supporting documents must include metric measurements and drawings should be on tabloid sized paper with a minimum scale of 1:1000. Provide one physical copy and one digital copy of all supporting documents. Please see the appropriate development application checklist for more information on submission requirements.

Any personal information provided in this application is collected for the purpose of administering the *Local Government Act* and the bylaws of the City of Dawson Creek and is kept under the authority of those enactments. Questions about the collection of information may be directed to the Freedom of Information Officer.

The undersigned confirms that they are the owner(s) of the property or properties, authorizes the person named as the primary contact to make all required decisions in regards to this application, and certifies that the information submitted in support of this application is true and correct.

_____ _____
Owner's Signature Date

_____ _____
Owner's Signature Date

_____ _____
Owner's Signature Date