



Central File #: \_\_\_\_\_

**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**OWNER INFORMATION** *(if different from above)*

Full Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY INFORMATION**

Civic Address(es): \_\_\_\_\_

Legal Description(s): \_\_\_\_\_  
\_\_\_\_\_

Parcel Identifier(s): \_\_\_\_\_

Is the property 800 metres or closer to a provincial highway? Yes  No

Zoning (*Kitimat Municipal Code*): \_\_\_\_\_

Land Use Designation (*Kitimat Official Community Plan 2008*): \_\_\_\_\_  
\_\_\_\_\_

Lot Size (m<sup>2</sup>/ha/acre): \_\_\_\_\_

Is the property serviced by municipal water? Yes  No

Is the property serviced by sanitary sewer? Yes  No

**PROJECT INFORMATION** *(attach additional pages if necessary)*

Proposed Temporary Use:  Commercial  Industrial

Describe the current use: \_\_\_\_\_  
\_\_\_\_\_

Describe the proposed development and use: \_\_\_\_\_

\_\_\_\_\_

Proposed start and end date (*please note, temporary use permits can only be issued for up to 3 years, which can be renewed only once for up to an additional 3 years.*):

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**APPLICATION ACKNOWLEDGMENT**

Personal Information provided on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.

Should there be any change in ownership or legal description of the property, I undertake to notify the Community Planning and Development Department immediately to avoid any unnecessary delay in processing the application. I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

_____	_____	_____
Applicant or Authorized Representative	Signature	Date

**AUTHORIZATION OF APPLICANT**

By signing this application, I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

_____	_____	_____
Applicant or Authorized Representative	Signature	Date

**APPLICATION CHECKLIST**

This checklist must be followed and submitted with your application form. If the application is incomplete, it will affect the processing time of the pending application. Please complete the application by initialing in the box under “Copies Attached” to verify completion of each submittal requirement. District staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

**FORMS AND FEES REQUIRED**

<b>Document</b>	<b>Details</b>	<b>Notes</b>	<b>Copies Attached</b>	<b>Accepted by Staff</b>
Application Form	Application form must be completed and signed at the time of submission.			
Application Fee	Application fee paid and receipt provided.			
Title Certificate	Documentation of current ownership, including relevant property title charges (i.e. covenant).	The title search must be completed within 30 days of submission. Available from Land Title Office.		

**DRAWINGS AND DOCUMENTS REQUIRED**

<b>Document</b>	<b>Details</b>	<b>Notes</b>	<b>Copies Attached</b>	<b>Accepted by Staff</b>
Site Plan	Overhead view of proposed development in context of buildings and property lines to scale. Location of creeks, watercourses, swamps, ravines, and other pertinent topographical features.	Use the metric system when showing dimensions of buildings, property lines, setbacks, height, etc.		
Mitigation Plan	Proposed mitigation methods to alleviate dust, noise, lights, pollution, traffic, etc.			
Rationale Letter	Statement of intent outlining the rationale behind the application and how the District may benefit or be impacted from the temporary use.			