



**Development Services / Planning Department**  
424 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L7  
**Phone:** (250) 627 0946 **Fax:** (250) 627 0979  
**Email:** [planning@princerupert.ca](mailto:planning@princerupert.ca)

## APPLICATION FOR A TEMPORARY USE PERMIT

### APPLICATION INFORMATION (FOR OFFICE USE ONLY)

**Application Number:** TUP- \_\_\_\_\_ **Related Applications:** \_\_\_\_\_

#### APPLICANT

**Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

#### APPROVED AGENT (OPTIONAL)

**Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

#### PROPERTY OWNER(S)

**Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

#### SUBJECT PROPERTY

**Address(es):** \_\_\_\_\_

**PID(s):** \_\_\_\_\_

**PROPOSAL**

**PRIOR TO FILLING OUT THIS PAGE**, the applicant and/or agent should contact the Planning Department to setup an in-person or online meeting to discuss their proposal so that they will know:

- (a) the additional attachments(s) required by the Planning Department for the specific proposal

**Proposal  
Description**

**AFTER FILLING OUT PAGE 1 AND 2**, the applicant and/or agent should submit the following to the Planning Dept.:

- (a) the application form (**WITHOUT FILLING OUT PAGE 3**)
- (b) the additional attachments (s) required by the Planning Department for the specific proposal

If the documents above are satisfactory, a Planner will sign below indicating that the application package is:

- (a) ready to receive authorization from the property owner(s)
- (b) and subsequently, ready to be taken in by the City (this does not mean a permit has been approved)

**PLANNING DEPARTMENT APPROVAL FOR APPLICATION INTAKE (FOR OFFICE USE ONLY)**

**Signature of Planner:** \_\_\_\_\_

<b>AUTHORIZATION</b>		
<b>This page should only be filled out AFTER RECEIVING PLANNING DEPARTMENT APPROVAL FOR APPLICATION INTAKE (SEE PAGE 2).</b>		
As an applicant or agent, I hereby make or contribute to this application in accordance with the City of Prince Rupert's bylaws and declare that statements in this application are accurate and precise. It is understood that this application, including personal information and attachments, is open for inspection by the public and may be reproduced and distributed to the public. Furthermore, it is understood that all fees are non-refundable.		
<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____
<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____
As a registered property owner for the subject property, I confirm that this application is made with my full knowledge and consent.		
<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____
<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____

<b>FEES (FOR OFFICE USE ONLY)</b>			
<b>This page should only be filled out AFTER RECEIVING PLANNING DEPARTMENT APPROVAL FOR APPLICATION INTAKE (SEE PAGE 2).</b>			
<b>Application Intake Date:</b> _____			
<b>Receipt Number:</b> _____			
<b>Each regulation for which there is a variance is subject to a separate fee but processed in one application.</b>			
Temporary Use Permit Application	\$630.00	x	=
Copy of Title Certificate (Within 30 days of application intake date)	\$15.00	x	=
<b>TOTAL</b>			<b>=</b>