



**Development Services 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)

## Temporary Use Permit Application

### APPLICATION INFORMATION (FOR OFFICE USE ONLY)

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

#### SUBJECT PROPERTY

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

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

#### APPLICANT OR APPROVED AGENT

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

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

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

**PROPERTY OWNER(S)**  Mark if same as above

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

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

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

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

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

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

#### PROPOSAL INFORMATION

**Proposal  
Description:**

A pre-application meeting with a planner to discuss your proposal and review the process is strongly encouraged before filling out this page and submitting an application.

- Submission Requirements** (Please refer to a planner for a complete list of requirements applicable to your application)
- Plans, drawings or information accompanying the proposal
  - Site Disclosure Statement (commercial, industrial properties)
  - Title Search (Within 30 days of application intake date) – the City offers this service for a fee.
  - Corporate Search (if the subject property is owned by a Company, Corporation, LP, LLC, or Society)
  - Other Requirements may be requested during the application process

**AUTHORIZATION**

**APPLICANT OR APPROVED AGENT (OPTIONAL)**

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 public inspection and may be reproduced and distributed to the public. Furthermore, it is understood that all fees are non-refundable.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER(S)**

As a registered owner or person with signing authority over the subject property, I confirm that this application is made with my full knowledge and consent.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**FEES (FOR OFFICE USE ONLY)**

An application and its fees cannot be accepted for intake until they are approved by a representative of the Planning Department (Signature of Planner).

**Application Intake Date:** \_\_\_\_\_

**Receipt Number:** \_\_\_\_\_

Each regulation for which there is a variance is subject to a separate fee but processed in one application.

Temporary Use Permit Application in the City Core (Application fees are waived)	\$0.00	x	=
Temporary Use Permit Application resulting in net new housing units (Application fees are waived)	\$0.00	x	=
Temporary Use Permit Application	\$630.00	x	=

**TOTAL =**