



# Temporary Use Permit Application

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: [planning@pentiction.ca](mailto:planning@pentiction.ca)



January 1, 2024

Application(s) #			
Master Project #		Date Received:	
Application Category: (Check all that apply)			Fees
<input type="checkbox"/>	Temporary Use Permit (\$1,035)		\$
<input type="checkbox"/>	Temporary Use Permit Renewal (\$475)		\$
<input type="checkbox"/>	Title Search (\$22.05 per property)	# of Searches:	\$
		Total Fees	\$
Applicant Information (Property Owner or Agent**)		**See Agency Agreement	
Name(s):		Phone:	
Company:		Cell:	
Mailing Address:		Email:	
Property Owner(s) Information (From Current Title Search)			
Name(s):		Phone:	
Company:		Cell:	
Address:		Email:	
Property Information (Please submit a separate page if more than three properties are being developed)			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			

Please provide a brief description of your proposed development.

Empty text area for describing the proposed development.

**Coordinating Professionals (Optional) :**

*List any professionals known to date (such as an Architect, Engineer, etc). Use additional sheet if necessary.*

<b>Name:</b>	<b>Phone:</b>
<b>Company:</b>	<b>Cell:</b>
<b>Address:</b>	<b>Email:</b>

**Applicant/Agent Confirmation**

As **Applicant**, I confirm that I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, excluding personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. And, I understand that approval is subject to Staff and Council deliberation and assessment

*If all registered owners of the property are the 'Applicant', all must sign below. If only one registered owner is the 'Applicant', the remaining registered owner(s) must provide an Agency Agreement. Please submit a separate page if more signatures are required.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Temporary Use Permit Application-Checklist

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The following list outlines all of the information necessary to provide a timely decision on your application.

*All items on the list must be provided with the application.*

*We are unable to accept applications that do not have all of the required items*

**\*\* The application will proceed through our review process AFTER payment is made. \*\***

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	<b>Completed Application Form</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Agency Agreement</b> • <i>This form is required if the owner(s) is not the applicant.</i>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Current Title (Required for each property)</b> • <i>Searched within 30 days.</i> • <i>Include current copies of any restrictive covenants, easements or utility rights-of way</i>	<input type="checkbox"/>
<input type="checkbox"/>	<b>City to pull Current Title(s)</b>	<input type="checkbox"/>
	<b>Plans</b> • <i>All plans must be in metric, be clearly legible, show all property lines and dimensions and include a scale and Zoning Bylaw Compliance Table.</i> • <i>Hard copy plans are not required.</i>	
	<b>Digital Plans</b> (Email <a href="mailto:planning@penticton.ca">planning@penticton.ca</a> ) • <i>Hard copy plans are not required.</i> • <i>Include the civic address and Type of Application in the subject line.</i>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Letter of Intent</b> • <i>Include information that you would like staff and Council to consider when reviewing your proposal.</i> • <i>Outline your project.</i> • <i>What are the impacts on the neighboring properties as a result of your development application?</i> • <i>What is being done to minimize negative impacts on the neighboring properties?</i> • <i>What makes the development a positive contribution to the community?</i>  <b><i>Please be advised that your letter of intent may form part of the report to Council and personal information (i.e. phone numbers, personal address) should be omitted.</i></b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Application Fee</b>	<input type="checkbox"/>
_____ Initial		_____ Initial

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