



**THE APPLICANT MUST COMPLETE THE FOLLOWING REQUIREMENTS:**

- Application fee(s)**  
*(See Planning Fees Bylaw No. 2058 – 2014)*
- Letter of Authorization from the owner of property providing consent.**  
*(Applies only if the applicant/ agent is not the owner)*
- Reasons for the proposed phased strata, bareland strata, or subdivision.**
- Drawing showing the location of application property.**
- Provide the following:**
  - **Number of new lots proposed.**
  - **Describe the proposed use of subdivided land.**
  - **Name and address of agent.** *(if other than applicant)*
- Provide 5 copies of a to-scale drawing showing the following:**
  - **Location, dimensions, and area of all proposed lots and roads.**
  - **Location of existing buildings and structures and their distances from existing and proposed property lines.**
  - **Location of any major or limiting topographic features.**
  - **A north arrow, scale and title (e.g.: Proposed Subdivision of ‘legal description’).**

**Please Note:**

- **Additional information may be required at the time of application.**
- **Electronic submissions of supporting documents in PDF are preferred. Please email the completed application to [developmentsservices@terrace.ca](mailto:developmentsservices@terrace.ca)**

**If you require additional information or assistance please contact the City of Terrace Development Services Department at:**

**5003 Graham Avenue, Terrace, BC V8G-1B3**  
**EMAIL [developmentsservices@terrace.ca](mailto:developmentsservices@terrace.ca)**  
**PHONE (250) 615-4022**

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