



Temporary Use Permit Application-Checklist

Planning Department-Development Services Division

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

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penticton.ca

Effective: March 1, 2020

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

Applicant		Staff
<input type="checkbox"/>	Completed Application Form	<input type="checkbox"/>
<input type="checkbox"/>	Agency Agreement <i>This form is required if the owner is not the applicant.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Current Title (Required for each property) <ul style="list-style-type: none"><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"/>	City to pull Current Title(s)	<input type="checkbox"/>
<input type="checkbox"/>	Plans <ul style="list-style-type: none"><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>	<input type="checkbox"/>
<input type="checkbox"/>	Paper Copy <ul style="list-style-type: none"><i>1 copy to be submitted with application</i>	<input type="checkbox"/>
<input type="checkbox"/>	Digital Plans <ul style="list-style-type: none"><i>Email planning@penticton.ca.</i><i>Include the civic address and Type of Application in the subject line.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Letter of Intent <ul style="list-style-type: none"><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> <p><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></p>	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee	<input type="checkbox"/>
_____ Initial		_____ Initial