

Temporary Use Permit Application Guide



This handout provides information on the requirements and processes for obtaining a Temporary Use Permit (TUP).

What is a Temporary Use Permit?

A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted in the City's Zoning Bylaw. Temporary use permits may be issued for a period up to three years from the date the permit was approved by Council. Temporary use permits may be renewed once, subject to Council approval.



Photo Credit: New Harvest Media

Prior to Application

TUP applications should be well planned before submittal. The following should be considered prior to submitting an application:

- 1. City Policies:** Check how the proposal aligns with existing City policies such as the land use policies found in the Official Community Plan.
- 2. Development Servicing:** All development must provide water, sanitary sewer, storm sewer systems, and other services at the developer's cost. The servicing of roads, lanes and sidewalks adjacent to the land being developed will also be reviewed to ensure appropriate pedestrian and vehicle access is provided for the temporary use.
- 3. Contact the Development Services Department:** Planning staff are available to meet with prospective applicants and their consultants to discuss the proposed development, and provide advice on submission requirements and the review procedure, to assist in the efficient and timely processing of the application prior to submittal.

Planning Staff are available to provide advice on submission requirements and review procedures prior to application submittal.

Temporary Use Permit Application Process

Process

- 1. Assigned:** The application will be assigned to a Planner in the Development Services Department. The application will be reviewed by staff and all requested information must be received prior to processing the application.
- 2. Acknowledgement Letter:** The Planner will send a letter to the applicant acknowledging receipt of the application and provide contact information.
- 3. Referrals:** The Planner refers the application to appropriate City departments including but not limited to Building, Engineering and Fire Protection Services. The Planner may also refer the application to an external agency including the Provincial Ministry of Transportation and Infrastructure, the Provincial Ministry of Environment, and Forestry, depending upon the location and significance of the proposed amendment application. Notifications regarding the application are sent to neighbouring residents and posted in the newspaper.
- 4. Referral Requirements:** If the Planner receives referral comments which require action, the applicant may be required to provide additional information. The applicant will have an opportunity to address any comments or concerns from the public or agencies.
- 5. Council Approval:** Once the plans meet all requirements as outlined, the Planner prepares a report for Council with staff recommendations.
- 6. Temporary Use Permit Issuance:** If approved, the Planner will forward the Temporary Use Permit to the applicant for signature, prior to the City signing the permit and sending the final copy to the applicant. The Temporary Use Permit will specify the amount of time it is valid for.

Fees

The fee for a Temporary Use Permit can be found in the Fees and Charges Amendment Bylaw No. 3932.

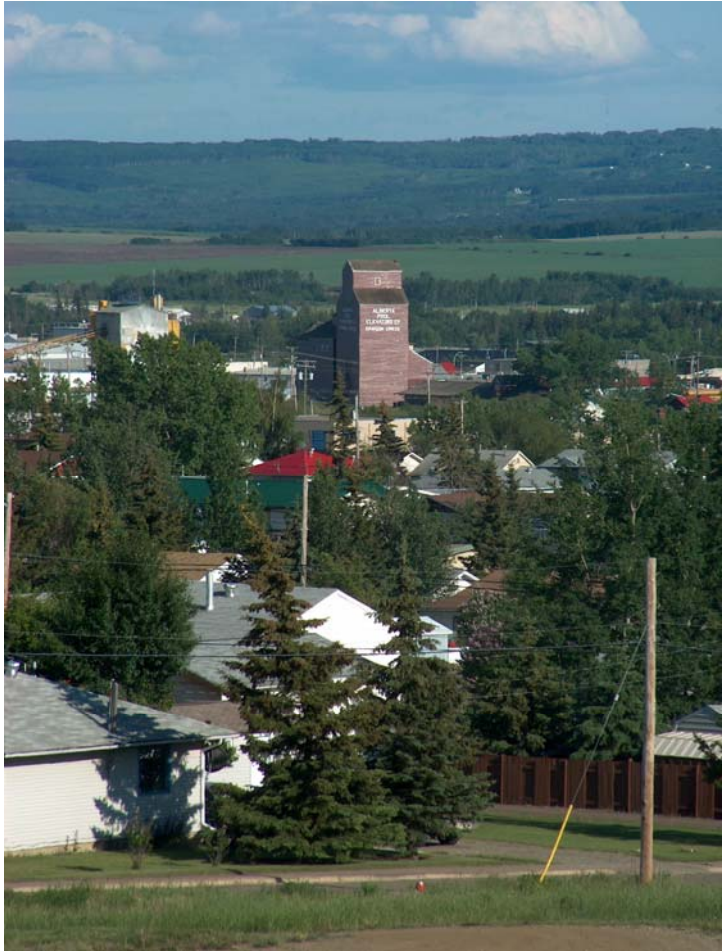


Photo Credit: New Harvest Media

Timing

The time required to review, and obtain a decision on a Temporary Use Permit application depends on a number of factors including: completeness of the application, time required to revise plans to address any identified issues and timing of Council meetings.

Building Permit

Following the approval of a temporary use permit, a building permit, if required, may be obtained from the Building Permits Division. The building permit application must be in accordance with the Temporary Use Permit plans.

Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required as part of the conditions of approval for the Temporary Use Permit. It is the applicant's responsibility to have these documents prepared for the City's review.

Signage

Anyone intending to place a sign on the exterior of any building or structure or on any property in the City must make an application and obtain approval from the Development Services Department for a Sign Permit prior to installation. This requirement applies to both permanent and time limited signs. Applications for sign permits are reviewed for compliance with the City's Sign Bylaw.

Tips on Temporary Use Permit Applications

All Temporary Use Permit applications must:

- Provide all information requested in the application form and application checklist.
- Include the rationale for the temporary use



Talk with your Neighbours

Consultation with your neighbours who may be affected by the proposed Temporary Use Permit application is strongly encouraged. Obtaining neighbours input better enables an applicant to address any concerns and/or modify their application before significant time and investment are made in the review process.

Questions?

Temporary Use Permit Information

- Planning 250-784-3601

Site Servicing, Street Works or Utility Construction

- Engineering 250-784-3621

Transportation

- Planning 250-784-3601

Signage

- Building Department 250-784-3654

The City disclaims any liability arising from the use of this guide, since the information is provided only as a guide for public use and convenience. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.