

Application for Temporary Use Permit



**Community Services Department
Planning Section**

Regional District of Central Okanagan
1450 K.L.O. Road,
Kelowna, B.C. V1W 3Z4
Phone: (250) 469-6227
Fax: (250) 762-7011
www.regionaldistrict.com

Office Use Only

File No.	
Application Fee(s)	
Electoral Area	
Date Received	
Receipt No.	

A temporary commercial and industrial use permit is not a substitute for an application to rezone a property and is intended to allow for a commercial or industrial activity for a limited time only.

It is strongly recommended that the applicant meet with staff to review application requirements prior to producing drawings and reports in order to ensure understanding of policies and requirements, ensure appropriate information is included, and avoid unnecessary delays.

Section 1 Description of Owner (and Agent if applicable)

Owner (print clearly) _____	Agent (print clearly) _____
Address _____	Address _____
Phone (daytime) _____	Phone (daytime) _____
Phone (other) _____	Phone (other) _____
Fax _____	Fax _____
E-Mail _____	E-Mail _____

Office Use Only

Application is within: Rural Westside OCP, Ellison OCP, Brent Rd. & Trepanier OCP, South Slopes OCP

Section 2 Description of Property

Lot _____ Plan _____ Block _____ District Lot _____ Section _____ Township _____

Street Address _____

Zone from Zoning Bylaw #871 (or in the case of Joe Rich the RLUB land use designation) _____

Official Community Plan designation (if located within an OCP) _____

Current Land Use (brief description) _____

Current method of sewage disposal: Community Sewer Septic Tank Other

Current method of water supply: Community Water Well Other

Land is in the Agricultural Land Reserve: Yes If "yes" approval of the Agric. Land Comm. is required. No

The property under application is within a development permit area(s): Yes If "yes" list the name of development permit area(s): No

Property is under a Land Use Contract: Yes If "yes" the Land Use Contract must permit the proposed use on a temporary basis. No

Section 3 Description of Proposed Temporary Use

Proposed temporary commercial or industrial use (Clearly describe the proposed use). (*Attach additional pages if necessary.*)

Conditions of proposed use (Clearly describe any conditions that the proposed use will be limited to such as floor area, affected land area, buildings to be used, parking, hours of operation etc.) (*Attach additional pages if necessary,*)

Section 4 Cessation of Temporary Use

Indicate the conclusion of the temporary commercial/industrial use. A temporary commercial and industrial use permit is not a substitute for an application to rezone a property. The temporary permit is intended to allow for a commercial or industrial activity only for a limited time.

Check the appropriate box. At the conclusion of the permit the temporary use will:

- End
- Be moved to another site that is zoned (or designated) for that use,
- During the time that the temporary permit is in effect, a rezoning application will be applied for in order to change the zone (or Joe Rich Rural Land Use Bylaw designation) on the property, and therefore the site will be zoned (designated) to allow the use. If that application is unsuccessful and the temporary permit expires, the temporary use will be removed.
- Other _____

Section 5 Required Information

All of the following items must accompany the application. As an applicant you have included (check off the boxes):

- Application fee(s)** (*Must accompany all applications*). Refer to the Community Services Department application fee schedule or staff for more information.
- Proof of ownership of the property** (*Must accompany all applications*) A state of title certificate no more than 90 days old (available from the BC Registrar of Land Titles) is required.
- Existing covenants, right of ways, easements and previously issued development permits registered on the title.** (*Must accompany all applications*)
- A letter from the owner authorizing the agent to act on his behalf for the purposes of the application.** This is required only where the owner has decided that another person is to act on the owner's behalf for the purposes of being the contact and providing direction for the application.
- Schedule 1 – Site Profile OR Site Profile Waiver**
- Site plan** (no greater than 1;200 scale). For reasons of clarity or for the more complex proposals the following information can be provided on several plans rather than one. The site plan must show;
 - The location and boundaries within which the temporary use is to occur,
 - Important site characteristics such as streams or environmentally sensitive areas, major land forms, major site opportunities and challenges, neighbouring site characteristics etc.
 - Identification of any development permit areas and consideration of the guidelines for the development permit areas that apply to the area,
 - roads, and if applicable the general locations of on-site parking spaces and loading spaces,
 - setbacks from property lines required in the bylaw,
 - offsite information such as public roads, parks, sidewalks, neighbouring land uses etc.
 - current topography and elevations as well as the major grading anticipated,
 - any easements, covenanted areas, or right of ways (or similar) that may affect site and building layout.
- Site section profile through the site and neighbouring lands** to show relative topography and important relationships between the proposed development, the site, and the surrounding area.

Number of each drawing/plan; - **two (2) full sized sets** of professionally stamped drawings 24”by 36”
- **one (1) 11” by 17” reduction** suitable for photocopying
- **Adobe “PDF” versions** of all digitally produced drawings.

Section 6 Signatures (*This section must be filled in*)

I hereby grant Regional District staff full right of access to the subject property, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except Statutory Holidays, while this application is in effect.

Date: _____

Owner (signature)

(If the owner is a registered company then the signature must be of a person with authority under the company to submit this application and their title under the company must be indicated)

Date: _____

Agent of Owner (if applicable) (signature)

Important information

- *The application must be complete including all information for all development permit areas that may affect the property. All incomplete applications will be returned.*
- *Information contained on this form is collected in accordance with the Local Government Act of BC and is subject to the Freedom of Information and Privacy Act of BC. All submitted items will not be returned to the applicant.*
- *There are application guides for applications for temporary commercial and industrial use permits available that further describe the steps and process that will be followed in processing the application. A copy can be obtained from the Regional District of Central Okanagan website www.regionaldistrict.com. Go to the Planning Department page and click on "Applications and application guides".*

Notice: Requirement for Additional Plans or Professional Reports

After the application is submitted and reviewed, the Manager of Planning or the Regional Board may require an applicant provide additional drawings, plans or, reports prepared by professionals in order to ensure a complete understanding of the proposal, its extent, and impacts. Different types, locations, and sizes of proposals may require different types of reports.

The types of professional reports that may be requested include, but are not limited to:

- Geotechnical Evaluation
- Environmental Impact Assessment
- Wildfire Hazard Assessment
- Storm Water Management and Drainage
- Groundwater Management
- Traffic Analysis and Impact
- Visual Quality Analysis
- Flood protection
- Other types of report or information