



## Temporary Use Permit Applications in the RDBN

### What is a Temporary Use Permit?

The Regional District of Bulkley-Nechako (RDBN) provides planning, and development management services to the RDBN's seven Electoral Areas. Zoning is the most important regulation used to manage the development of land and implement the goals and objectives of the Official Community Plan for each community.

An Official Community Plan can designate areas where temporary uses may be allowed and may specify general conditions regarding the issue of temporary use permits in those areas. Most of the Regional District's OCP's have provisions for the issuance of temporary use permits. The conditions of their issuance vary between OCPs, so it is important to check with Planning Department Staff to determine if your proposal is eligible.

Temporary use permits may, despite the regulations imposed by the Zoning Bylaw, allow any use for a maximum of three years from the date the permit is issued.

The Regional District Board may extend the permit for up to another three years. Once this time frame has elapsed and the permit has expired, the temporary use must be removed from the property.



If the subject property lies within the Agricultural Land Reserve, other approvals may be required.

The purpose of temporary use permits is to allow for a streamlined approval process to meet the need for a special temporary use.

Conditions of temporary use permits are binding on all existing and future property owners during the time period specified in the permit.

It is important that any temporary use not be unacceptably disruptive in the area that it is proposed to be located. Common concerns typically relate to negative environmental impacts, or impacts related to excess traffic, noise, dust and smoke.

A temporary use permit is not a substitute for a rezoning. Uses which are intended to be long term in nature require a rezoning application to amend the property zoning permanently. Proposals for temporary use permits should be clearly temporary in nature and not require a significant capital investment tied to a particular location.

The Regional District may require financial security to ensure that a use is removed and a site is reclaimed following the expiry of a permit.

For information on applicable fees, please see the enclosed application form.

## The Application Process

An application to issue a Temporary Use Permit must follow a process that is outlined in the *Local Government Act* and in the Regional District's Development Approval and Notification Procedures Bylaw.

A Temporary Use Permit application must be considered by the Regional District of Bulkley-Nechako Board and a notification of the consideration of the permit must be given to neighbouring property owners as identified by the Regional District Development Approval Procedures and Notification Bylaw.

The time required to process a Temporary Use Permit varies depending on the scale of the proposed development and the number of issues that need to be addressed. Generally, the process takes from one to three months to complete.

### Step 1 Speak with Planning Department Staff

Prior to submitting an application, applicants are encouraged to speak with Planning Department staff about the proposed development. Staff can provide information on the application requirements and the review process. This will help ensure that a complete application is submitted and prevent unnecessary delays.

### Step 2 Submit a Complete application

To start the Temporary Use Permit application process, a complete application with the required supporting documents and fees must be submitted to the RDBN.

### Step 3 Referrals sent to other Agencies

Once a complete application has been received, the Planning Department may determine that input from other government agencies is required. Other agencies that may receive a referral include the Ministry of Transportation, Ministry of Environment, Agricultural Land Commission and Northern Health.



The application may also be reviewed by an Advisory Planning Commission (APC), which is made up of area residents appointed by the Electoral Area Director. The APC evaluates the application and makes recommendations to the Board regarding the application.

### Step 4 Staff report

Staff review all of the information related to an application, including the comments received from other agencies, and the APC and prepare a report for the Board. The staff report will include a summary of the proposed development, an analysis of the potential impacts, and a recommendation on the proposed permit. The staff report also includes a list of recommended conditions to be satisfied if the permit is to proceed.

### Step 5 Public Notification

In accordance with the *Local Government Act* a notice and location map will be published in the local newspaper the week prior to the Board meeting. Additionally, adjacent property owners and residents are sent a written notice of the consideration of the permit and are given an opportunity to speak at the Board meeting.

### Step 6 Regional District Board Consideration

Staff will prepare a report for the Regional District of Bulkley-Nechako Board that includes background documentation, the recommendation of the APC and any comments received from the public or agencies. The report will provide an evaluation of the application and recommendations. The applicant may attend the Board meeting and speak to their application and answer questions. The public also has an opportunity to address the Board regarding the application, as mentioned in Step 5.

The Board will then consider the application, and may issue the permit subject to any conditions, request additional information, or reject the application. Any conditions attached to the permit issuance are the responsibility of the applicant to satisfy.

### Step 7 Notice on Title

Once the Temporary Use Permit has been issued, Planning Department staff will register a Notice of Permit against the title of the subject property.

The Planning Department will also give the applicant and the Regional District Building Inspectors a copy of the permit.

# A Guide to the Temporary Use Permit Application

The following information may be required along with your permit application when submitted to the Planning Department. The Planning Department can assist you by checking off the information required in order to complete your application. Please note, additional information may be required upon further review of your application

## General Information

- Copy of the Certificate of Title dated within 30 days of the date of the application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee
- Completed and signed application form, Contaminated Sites Regulation Questionnaire
- Site plan drawn to a scale showing the following:
  - boundaries and dimensions of parcel
  - size and location of all existing and proposed buildings, structures, and uses on the site
  - location and name of road(s) adjacent to the property
  - existing and proposed parking and driveways
  - topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable
  - proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the parcel(s)
  - north arrow and scale
  - Other: \_\_\_\_\_



## Additional Information

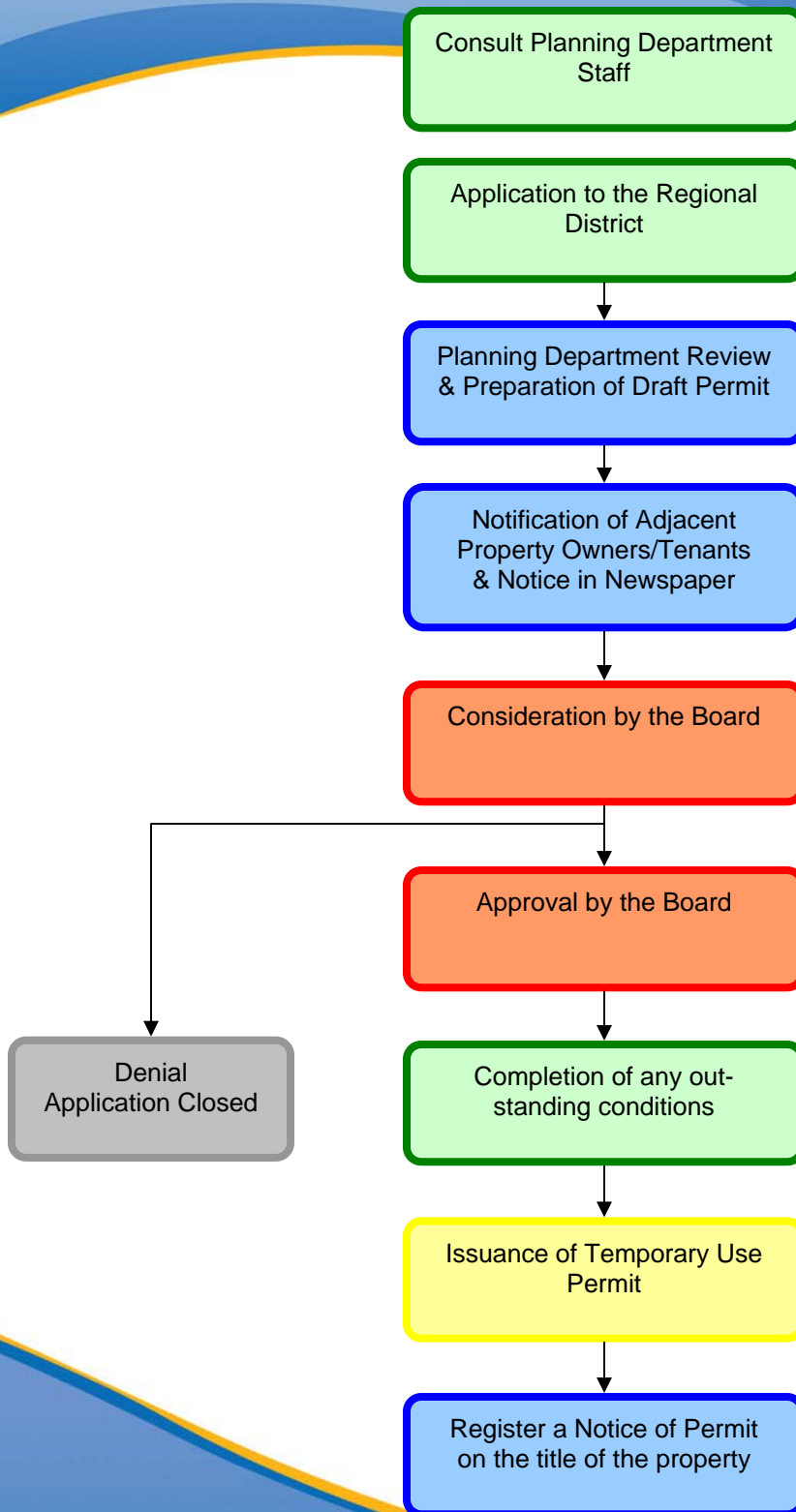
- A detailed plan of building profiles
- Location and details with respect to all existing and proposed signs
- Proposed area under amendment application
- Location of existing and proposed vehicular, cycling, and pedestrian accesses
- Landscaping plan
- A completed site profile pursuant to the Waste Management Act
- Geotechnical report prepared by a qualified engineer
- Location and type of existing and proposed easements and covenants
- A drainage study conducted by a qualified engineer
- A biological assessment conducted by a registered professional biologist
- Location of all known archaeological sites
- Areas where vegetation removal and retention are proposed
- Location of existing and proposed off-street parking, loading spaces, garbage and recycling provisions
- A hydrological assessment conducted by a registered professional hydrologist
- Any fencing, lighting service connections, signs, location of garbage receptacles and space for recycling receptacles; and
- Survey conducted by BCLS identifying: \_\_\_\_\_
- Agricultural Land Commission approval
- Section 9 permit from the Ministry of Environment
- Copy of sewerage system filing by qualified person to the Northern Health Authority
- Ministry of Transportation access permit
- Other: \_\_\_\_\_



## Re-submission of Applications

If an amendment or permit application is denied by the Board of the RDBN, the same application cannot be submitted within the next year (Board Procedures Bylaw). If substantive changes are made to the initial application, an amended application can be submitted at any time.

# Temporary Use Permit Approval Process



## Need More Information?

Come visit the Planning Department!

We are located at the RDBN Office at 37 3rd Avenue, Burns Lake, BC. Call us at: (250) 692-3195 or toll free in BC 1-800-320-3339 Fax: (250) 692-3305