



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.

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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

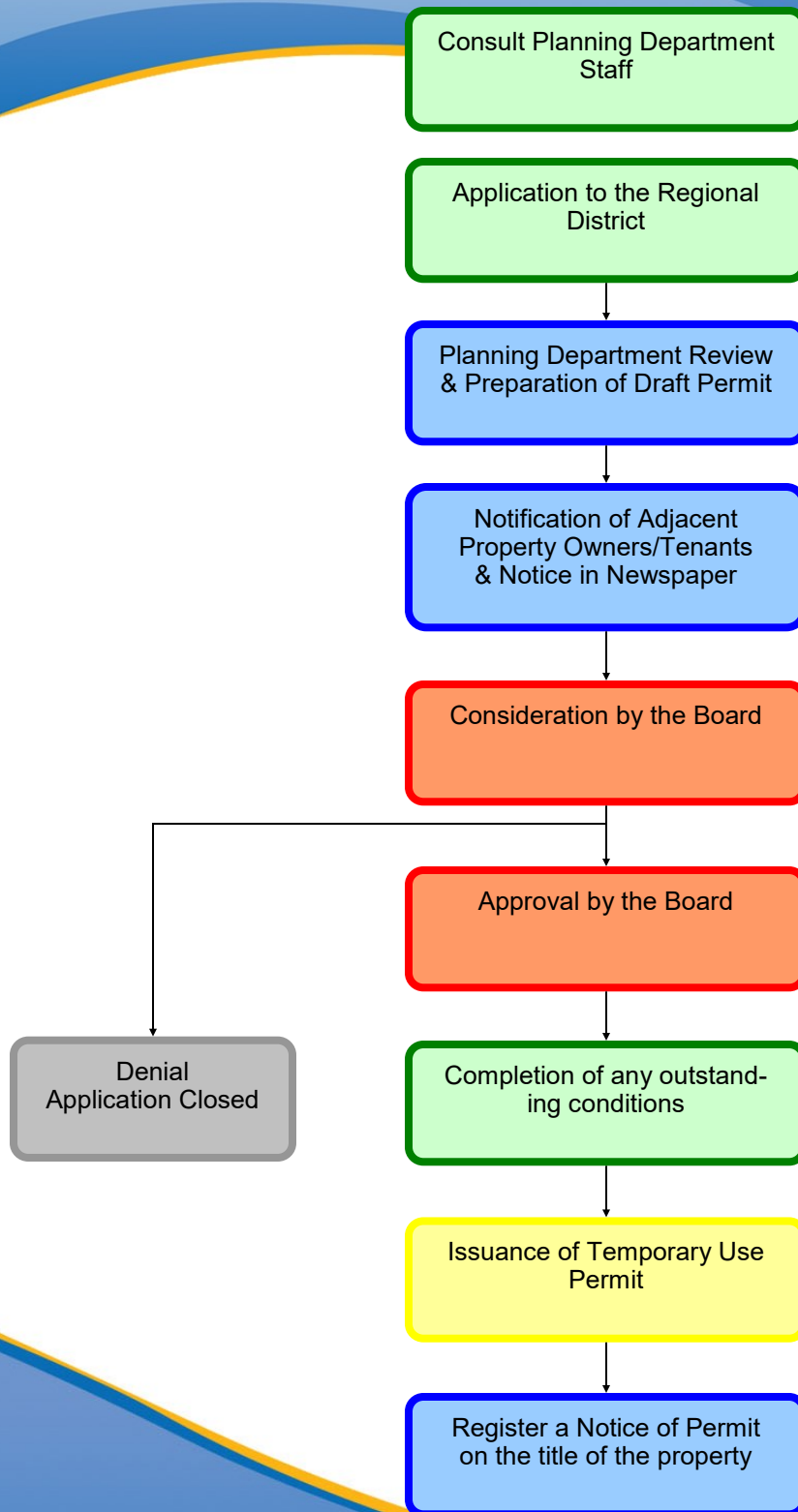
- A detailed plan of building profiles
- Location and details with respect to all existing and proposed signs
- Proposed area under amendment application
- Location of existing and proposed vehicular, cycling, and pedestrian accesses
- Landscaping plan
- A completed site profile pursuant to the Waste 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?

Contact the Planning Department at the RDBN Office at 37 3rd Avenue, Box 820, Burns Lake, BC, V0J 1E0
Call us at: (250) 692-3195 or toll free in BC 1-800-320-3339 Fax: (250) 692-3305
Visit our website at: www.rdbn.bc.ca



REGIONAL DISTRICT
OF BULKLEY & NECHAKO

APPLICATION FOR AMENDMENT TO A PLAN OR BYLAW, PERMIT OR FLOODPLAIN EXEMPTION

Regional District of Bulkley-Nechako PLANNING DEPARTMENT

37 – 3RD AVENUE
P.O. BOX 820
BURNS LAKE, BRITISH COLUMBIA
VOJ 1E0

PHONE (250) 692-3195
TOLL-FREE (800) 320-3339
FAX (250) 692-1220
EMAIL: inquiries@rdbn.bc.ca

“A WORLD OF OPPORTUNITIES
WITHIN OUR REGION”



APPLICATION FOR AMENDMENT TO A PLAN, BYLAW, PERMIT, OR FLOODPLAN EXEMPTION

This application is to be completed in full and submitted with all required information to the Regional District of Bulkley Nechako, PO Box 820, Burns Lake, BC V0J 1E0.

PLEASE PRINT CLEARLY

Property Owner's Name	Authorized Agent of Owner
Address of Owner	Address of Agent
City / Town/ Village	City / Town/ Village
Postal Code	Postal Code
Telephone Number	Telephone Number
E-Mail Address	E-Mail Address

As owner(s) of the land described in this package, I/we hereby authorize _____
_____ to act as agent in regard to this application for amendment to a plan or bylaw.

Owners' Signature(s):

Note: Where an agent is submitting the application, the authorization clause noted above must be completed and signed by the registered owner(s) of the property.

I / we have enclosed a copy of the Certificate of Indefeasible Title for the property / properties under application

An application fee as set out in Schedule "A", shown on the last page of this form, shall be made payable to the Region District of Bulkley-Nechako and shall accompany this application.

I / we have enclosed the fee of \$ _____ .

In support of this application I submit a plan drawn to appropriate scale showing each of the following:

- (a) Boundaries and dimensions of the Parcel(s) involved;
- (b) Size and location of all existing and proposed buildings, structures, and uses on the site;
- (c) Location and name of road(s) adjacent to the property;
- (d) Existing and proposed parking and driveways;
- (e) Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top bank, whichever is applicable;
- (f) Proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the Parcel(s);
- (g) North arrow and scale;
- (h) FOR REZONING ONLY: Note location of required signage (see "Sign Information Sheet");
- (i) Any other information required by the Regional District of Bulkley-Nechako.

I / we have enclosed a plan drawing

I / we hereby apply for a:

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Land Use Contract Amendment
- Development Variance Permit
- Temporary Commercial or Industrial Use Permit
- Exemption to the Floodplain Management Bylaw
- Development Permit

Full Legal Description of Each Property Under Application		Approximate Area of Each Parcel
i)		
ii)		
iii)		
Total Area in Hectares		

Existing Official Community Plan Designation:

Existing Zoning:

Describe the existing use/development of the subject property:

Please attach a letter to this application, describing the proposed use and development of the subject property and any amendments to existing plans and bylaws that are necessary to accomplish the proposed development (i.e. proposed Official Community Plan designation, proposed zoning, etc.)

Letter attached

Describe the existing use and buildings on all parcels adjacent to and surrounding the subject property

North _____

East _____

South _____

West _____

Services currently existing or readily available to the subject property.

(Check Where Applicable)

Services	Currently Existing		Readily Available*	
	Yes	No	Yes	No
Road Access	___	___	___	___
Water Supply	___	___	___	___
Sewage Disposal	___	___	___	___
Hydro	___	___	___	___
Telephone	___	___	___	___
School Bus Service	___	___	___	___

* Readily Available means existing services can be easily extended to the subject property.

Services currently existing (cont.)

Proposed water supply method: _____

Proposed sewage disposal method: _____

Do any buildings currently exist on the land? YES NO

If yes, list the use, size, and date of construction for each:

	Use	Size	Date Constructed
i)	_____	_____	_____
ii)	_____	_____	_____
iii)	_____	_____	_____
iv)	_____	_____	_____

If applicable, provide the following information regarding the proposed building or addition:

Size: Width _____ Length _____ Area _____

Proposed setback from property lines:

Front _____ Rear _____ Side _____

Use or purpose: _____

I / we declare that all statements and information contained in the material submitted in support of this application are, to the best of my / our belief, true and correct in all respects.

_____ and/or

Agent's Name

Owner's Signature(s)

_____ Date

FOR REZONING APPLICATIONS ONLY:

After the first and second reading of the Bylaw, it is the responsibility of the owner to post the necessary signage on the property to be rezoned, as discussed on the attached "Sign Information" brochure. Signage will be:

Obtained from Regional District of Bulkley Nechako office **or** Provided by Owner

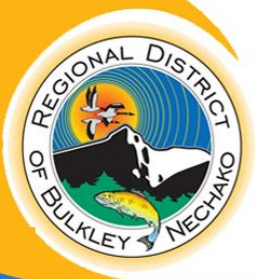
Please check one of the above.

Please see an RDBN representative if you have questions or require further information.

**Schedule A
to Regional District of Bulkley-Nechako
Development Procedures Bylaw No. 1422, 2007**

FEE SCHEDULE

APPLICATION TYPE	FEE
Official Community Plan (OCP) Amendment	\$900
Zoning Bylaw or Land Use Contract Amendment	\$700 plus the following fees for the potential new Parcels the proposed amendment would allow. Parcels 1-50 = \$20 per Parcel Parcels 51 and up = \$10 per Parcel
Combined OCP and Zoning Bylaw or Land Use Contract Amendment	\$1100 plus the following fees for the potential new Parcel the proposed amendment would allow. Parcels 1-50 = \$20 per Parcel Parcels 51 and up = \$10 per Parcel
Development Variance Permit	\$300
Development Permit	\$200
Temporary Commercial or Industrial Use Permit	\$500



SIGN INFORMATION

FOR REZONING APPLICATIONS ONLY:

After the first and second reading of the rezoning bylaw, it is the responsibility of the property owner to obtain the necessary signage as discussed on page 2 of this information sheet. Signage can be obtained from the Regional District of Bulkley-Nechako office (37-3rd Ave, Burns Lake) or can be provided by the property owner.

A sign required under Section 6.2 must be posted on and removed from the subject property in accordance with the following information. The applicant shall post the sign at least 10 days before the public hearing and maintain a sign on the parcel that is the subject of the application. If you have any questions, please contact the Planning Department at **692-3195** or **1-800-320-3339**

FEE SCHEDULE (Cash or Cheque only)

A \$100.00 fee is charged if the applicant wishes to utilize the signage from the Regional District office. Upon return of the intact sign, a \$75.00 refund cheque will be issued within three weeks.

SIZE

The sign shall be a minimum of 1.2 X 1.2 meters in dimension.

CONSTRUCTION

The sign shall be constructed of plywood, corrugated plastic, or other such durable material.

DESIGN

The sign shall have a white background and dark blue or black block capital lettering that is not less than 6 cm in height. The RDBN logo (on Regional District provided signs) is not required on owner provided signs.

CONTENT

The sign shall contain the following wording:

" This site is the subject of an application to change land use or density. For further information please contact the Regional District of Bulkley-Nechako at 1-800-320-3339."

LOCATION

The sign shall be located within 3 meters of a property line abutting a public road in a location facing and clearly visible from the road.

If the placement of the notice in accordance with Section 6.3.1.5 is not feasible, the sign shall be located on the nearest abutting road in a location approved by the Director of Planning.

The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway, or driveway.

INSTALLATION

The sign shall be installed in a safe, sturdy manner and be capable of withstanding typical wind and other weather conditions.

Prior to the public hearing, the applicant shall provide the Director with a letter signed by the applicant stating that the sign has been posted in accordance to the bylaw and a photograph of the posted sign.



Failure to post and keep posted the sign in accordance with this bylaw may result in the postponement of the public hearing. Any additional notification costs incurred by the Regional District of Bulkley-Nechako, resulting in the failure to post this sign, shall be paid by the applicant prior to the advertising of the public hearing.

REMOVAL

The sign shall be removed within 3 days of the conclusion of the related public hearing. Any signage rented from the RDBN must be returned within 14 days after the public hearing, to ensure refund of deposit.

ADDITIONAL INFORMATION

Where a sign required under Section 6.2 is removed, destroyed, or altered due to vandalism or the actions of unknown persons, the validity of any bylaw that is subject to the relevant application and public hearing shall not be impacted.

Please feel free to contact a Regional District Planning representative if you have questions or require further information / assistance on required signage.



CONTAMINATED SITES REGULATION QUESTIONNAIRE

To be completed by those applying for:

- Rezoning
- Development or development variance permits
- Soil removal permit
- Demolition permit, or
- Subdivision

Based upon your knowledge of the site, have any of the commercial or industrial activities listed in Schedule 2 of the Contaminated Sites Regulation ever occurred on your site (see attached).

- YES
- NO

Signature of Owner or Agent

Date

Contaminated Sites Regulation: Schedule 2 - Industrial and Commercial Purposes and Activities

	Column II Purpose or Activity
A	<p>Chemical industries and activities</p> <ol style="list-style-type: none"> 1. adhesives manufacturing or wholesale bulk storage 2. chemical manufacturing or wholesale bulk storage 3. explosives or ammunition manufacturing or wholesale bulk storage 4. fire retardant manufacturing or wholesale bulk storage 5. fertilizer manufacturing or wholesale bulk storage 6. ink or dye manufacturing or wholesale bulk storage 7. leather or hides tanning 8. paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage 9. pharmaceutical products manufacturing 10. plastic products (foam or expanded plastic products) manufacturing 11. textile dyeing 12. pesticide manufacturing, formulation or wholesale bulk storage 13. resin or plastic monomer manufacturing, formulation or wholesale bulk storage
B	<p>Electrical equipment industries and activities</p> <ol style="list-style-type: none"> 1. battery (lead acid or other) manufacturing or wholesale bulk storage 2. communications stations using or storing equipment that contains PCB's 3. electrical equipment manufacturing, refurbishing or wholesale bulk storage 4. electrical transmission or distribution substations 5. electronic equipment manufacturing 6. welding or machine shops (repair or fabrication)
C	<p>Metal smelting, processing or finishing industries and activities</p> <ol style="list-style-type: none"> 1. foundries or scrap metal smelting 2. galvanizing 3. metal plating or finishing 4. metal salvage operations 5. nonferrous metal smelting or refining 6. welding or machine shops (repair or fabrication)
D	<p>Mining, milling or related industries and activities</p> <ol style="list-style-type: none"> 1. asbestos mining, milling, wholesale bulk storage or shipping 2. coal coke manufacture, wholesale bulk storage or shipping 3. coal or lignite mining, milling, wholesale bulk storage or shipping 4. milling reagent manufacture, wholesale bulk storage or shipping 5. nonferrous metal concentrate wholesale bulk storage or shipping 6. nonferrous metal mining or milling
E	<p>Miscellaneous industries, operations or activities</p> <ol style="list-style-type: none"> 1. appliance, equipment or engine repair, reconditioning, cleaning or salvage 2. ash deposit from boilers, incinerators, or other thermal facilities 3. asphalt tar roofing manufacture, wholesale storage and distribution 4. coal gasification (manufactured gas production) 5. medical, chemical, radiological or biological laboratories 6. rifle or pistol firing ranges 7. road salt storage facilities 8. measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage
F	<p>Petroleum and natural gas drilling, production, processing, retailing and distribution</p> <ol style="list-style-type: none"> 1. petroleum or natural gas drilling 2. petroleum or natural gas production facilities

	<ol style="list-style-type: none"> 3. natural gas processing 4. petroleum coke manufacture, wholesale bulk storage or shipping 5. petroleum product dispensing facilities, including service stations and cardlots 6. petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community 7. petroleum or natural gas product or produced water storage in above ground or underground tanks 8. petroleum product wholesale bulk storage or distribution 9. petroleum refining wholesale bulk storage or shipping 10. solvent manufacturing or wholesale bulk storage 11. sulphur handling, processing or wholesale bulk storage and distribution
G	<p>Transportation industries, operations and related activities</p> <ol style="list-style-type: none"> 1. aircraft maintenance, cleaning or salvage 2. automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking 3. bulk commodity storage or shipping (e.g. coal) 4. dry docks, ship building or boat repair 5. marine equipment salvage 6. rail car or locomotive maintenance, cleaning, salvage or related uses including railyards 7. truck, rail or marine bulk freight handling
H	<p>Waste disposal and recycling operations and activities</p> <ol style="list-style-type: none"> 1. antifreeze bulk storage or recycling 2. barrel, drum or tank reconditioning or salvage 3. battery (lead acid or other) recycling 4. biomedical waste disposal 5. bulk manure stockpiling and high rate land application or disposal (nonfarm applications only) 6. construction demolition material landfilling 7. contaminated soil storage, treatment or disposal 8. dredged waste disposal 9. drycleaning waste disposal 10. electrical equipment recycling 11. industrial waste lagoons or impoundments 12. industrial waste storage, recycling or landfilling 13. industrial wood waste (log yard waste, hog fuel) disposal 14. mine tailings waste disposal 15. municipal waste storage, recycling, composting or landfilling 16. organic or petroleum material landspreading (landfarming) 17. sandblasting waste disposal 18. septic tank pumpage storage or disposal 19. sewage lagoons or impoundments 20. special (hazardous) waste storage, treatment or disposal 21. sludge drying or composting 22. street or yard snow removal dumping 23. waste oil reprocessing, recycling or bulk storage 24. wire reclaiming operations
I	<p>Wood, pulp and paper products and related industries and activities</p> <ol style="list-style-type: none"> 1. Particle board manufacturing 2. pulp mill operations 3. pulp and paper manufacturing 4. treated wood storage at the site of treatment 5. veneer or plywood manufacturing 6. wafer board manufacturing 7. wood treatment (antisapstain or preservation) 8. wood treatment chemical manufacturing, wholesale bulk storage

