



# Temporary Use Permit Applications

## What is a Temporary Use Permit?

The Regional District of Bulkley-Nechako Zoning Bylaw No. 1800, 2020 (the Zoning Bylaw) divides land into zones that contain regulations regarding the:

- use of lands, buildings and structures
- size, shape and siting of buildings and structures
- density of development
- off-street parking and loading spaces
- landscaping and screening requirements

If a property owner has a need to use property, on a temporary basis, for a use that is not allowed on a property they may apply for a "Temporary Use Permit." This permit, if issued by the Board, would allow a use that is not permitted by zoning for a period of up to 3 years, in accordance with the terms outlined in the permit. The Regional District Board may extend the permit for up to another three years.

Temporary Use Permits are intended to allow uses that are temporary in nature and do not require a significant capital investment tied to a particular location. It is important that temporary uses not be unacceptably disruptive to the community in which they are located. Common concerns typically relate to negative environmental impacts, or impacts related to 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 should be considered through the rezoning process.

The Official Community Plan (OCP) designates the areas where temporary uses may be considered, and establishes guidelines regarding the issuance of Temporary Use Permits. The guidelines for issuance of temporary use permits varies between OCPs, so it is important to check with Planning Department staff to determine if your proposal is eligible.

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.

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 Procedures Bylaw.

A Temporary Use Permit application is considered by the Regional District of Bulkley-Nechako Board after they have provided area residents with an opportunity to comment on the proposed temporary use.

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

RDBN Planning Department

37 3rd Ave, PO Box 820  
Burns Lake, BC V0J 1E0  
planning@rdbn.bc.ca  
www.rdbn.bc.ca

Call us at: 250-692-3195  
Toll free 1-800-320-3339

# The Application Process

## 1. Speak with Planning 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.

## 2. Submit 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.

## 3. Referral Process

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 and Infrastructure, 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. The APC evaluates the application and makes recommendations to the Regional District Board regarding the application.

## 4. Staff Report

Staff review all of the information related to an application, including the comments received from other agencies, and the APC (if required) 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.

## 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 provide input to the Board.

Certain applications require that a sign be posted on the property to advise the community of the application. The sign has to conform to certain standards regarding size, location, and materials. The sign can be rented from the Planning Department or made to specifications by the applicant.

## 6. RDBN Board Consideration

The staff report will be presented to the RDBN Board. The applicant may attend the Board meeting and speak to their application.

The Board will then consider the application, and may issue the permit subject to conditions, request additional information, or reject the application.

## 7. Notice on Title

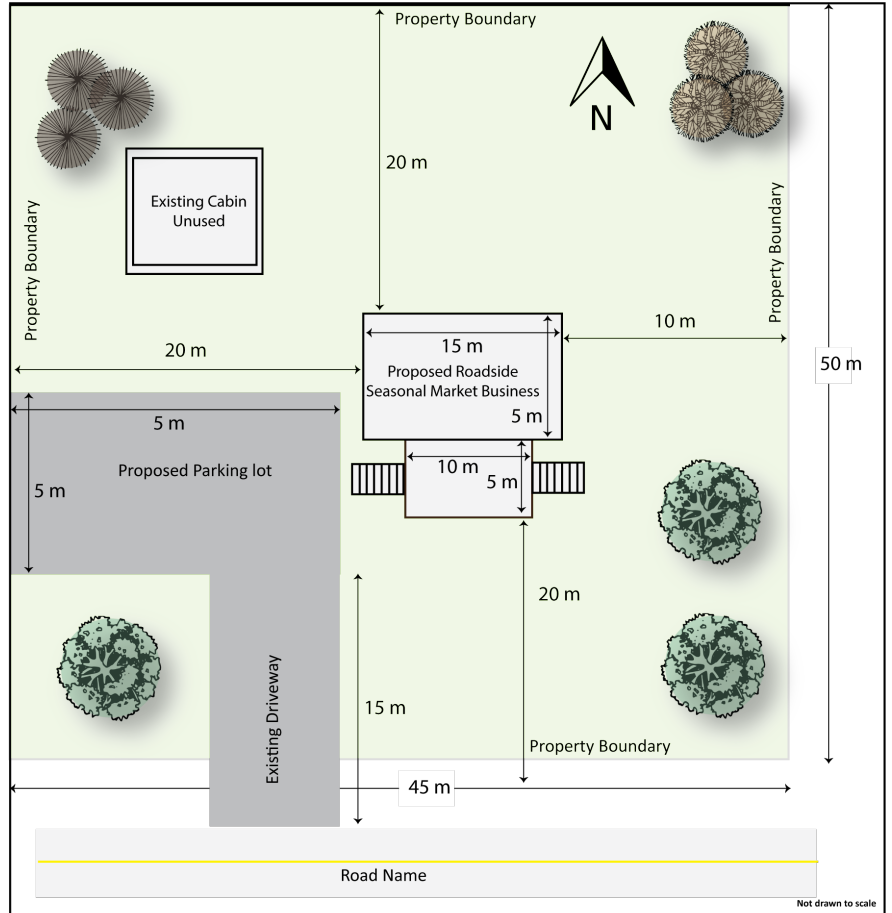
Once the Temporary Use Permit has been issued, Planning Department staff will register a Notice of Permit on the title of the subject property.



# Application Checklist

- Copy of the Certificate of Title, and relevant charges, 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
- Site plan drawn to a scale showing the following: (If necessary)

- Boundaries and dimensions of parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site including measurements from all proposed and existing structures to the nearest parcel line
- 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



## Fee Schedule

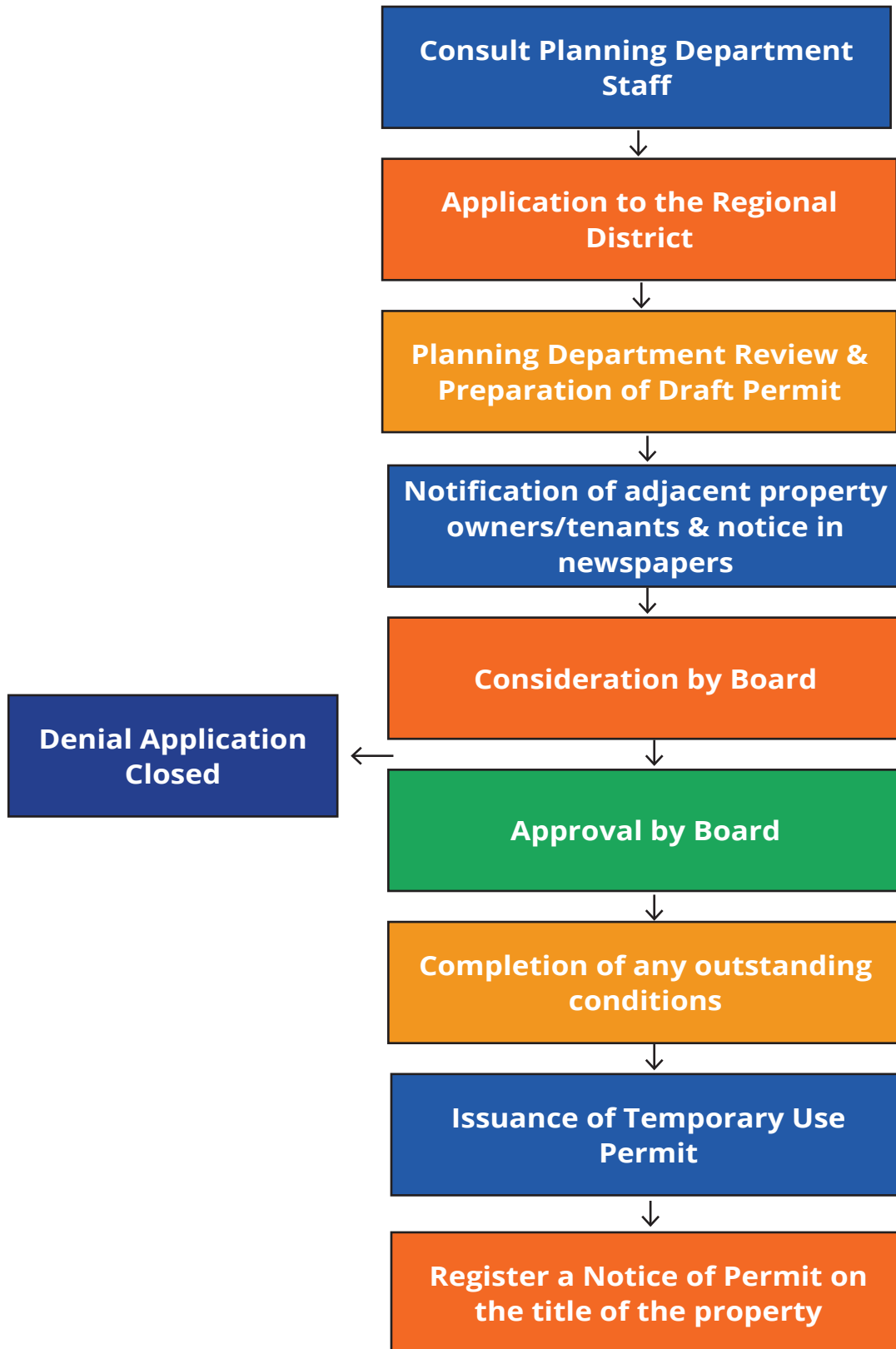
Schedule A to Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020

**Temporary Use Permit**

**\$700**

\*For applications to legalize an existing bylaw contravention the fee is increased by an additional 50% (see Section 5.8).

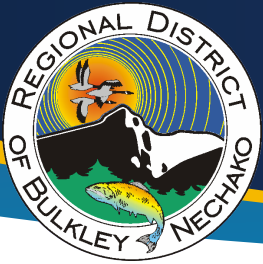
# The Approval Process



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# Sign Information

The posting of a sign on a subject property is required for Rezoning and OCP Amendment, Temporary Use Permit, and certain Development Variance Permit applications.

Signs can be obtained from the Regional District of Bulkley-Nechako office (37-3rd Ave, Burns Lake) or one of the RDBN Transfer Stations for a fee or can be provided by the property owner.

The applicant shall post the sign at least 10 days before the public hearing or Board Meeting and maintain the sign on the parcel that is the subject of the application.

## Fee Schedule

A \$100 fee is charged if the applicant wishes to use a sign provided by the RDBN. Upon return of the intact sign, a \$75 refund cheque will be issued within three weeks.

## Size

The sign shall have a minimum dimension of of 1.2 X 0.9 meters.

## 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 5.5 cm in height. The RDBN logo 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 such a placement of the sign is not feasible, the sign shall be located on the nearest abutting road or 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.

## 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 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 Regional District Planning staff if you have questions or require further information on required signage.

## RDBN Planning Department

37 3rd Ave, PO Box 820  
Burns Lake, BC V0J 1E0  
Email [inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca)  
Website [www.rdbn.bc.ca](http://www.rdbn.bc.ca)

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Fax 250-692-1220

# Sign Examples



**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**



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# Application Form

## Temporary Use Permit

Applicants are advised to consult with Planning Staff before submitting an application.

**1. APPLICANT** If you are an agent applying on behalf of the property owner, fill out the applicant and property owner sections. If you are the property owner and the applicant only fill out the applicant section.

**Applicant:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
(Home) \_\_\_\_\_  
(Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Owner(s):**

Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
(Home) \_\_\_\_\_  
(Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2. AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property, ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) \_\_\_\_\_  
to act as Applicant, and as our agent in regard to this application.

_____ Owner Name (print)	_____ Signature	_____ Date
_____ Owner Name (print)	_____ Signature	_____ Date
_____ Owner Name (print)	_____ Signature	_____ Date

## 3. PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property):

\_\_\_\_\_  
Civic Address (House No., Street Name):

Size of  
Property: \_\_\_\_\_ (Hectares/Acres)

### Existing Land Use:

(Describe the uses that currently occur on the land under application. List each building and the use of that building.)

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#### 4. PROPOSED TEMPORARY USE

**Reason for Application:**

Describe the proposed temporary use in detail, including the following:

- The length of time the use is expected to occur.
- The activities proposed to occur on the property.
- Any buildings or structures proposed on the property.

Please also discuss why you consider the proposed development to be appropriate for the land under application. If more space is needed use page 4 or attach separate pages to the application, or a letter if necessary.

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#### 5. APPLICATION FEES

An application fee as set out in Schedule A to the Regional District of Bulkley-Nechako Development Procedures Bylaw No. 1898, 2020 must accompany this application. An application is not considered complete and cannot be processed until the required application fee and information has been received by the Regional District.

Fees can be paid by cheques, interact debit card, or cash.

- Cheques should be made to the Regional District of Bulkley-Nechako and delivered to the attention of the Planning Department by mail to Box 820, Burns Lake, BC, V0J 1E0; or at the RDBN office, 37-3rd Ave, Burns Lake, BC.
- Interact debit card or cash payments can be made at the RDBN office, 37 3<sup>rd</sup> Avenue, Burns Lake, BC.

The following fee is required:

Temporary Use Permit \$700

\*Please note that the fee for an application to legalize an existing bylaw contravention is increased by an additional 50%.

## 6. SIGN NOTIFICATION REQUIREMENTS

Certain applications require that a sign be posted on the property to advise the community of the application. The sign can be provided by the property owner, or it can be rented from the Regional District of Bulkley-Nechako office (37-3rd Ave, Burns Lake) for a fee of \$25 plus a security deposit of \$75. The \$100 fee and deposit can be included with your application fee.

Do you wish to pay the signage fee now?

Yes

No

## 7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information relating to the use and development of the land provided to the RDBN for consideration and in support of the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the RDBN Information and Privacy Coordinator at 1-800-320-3339.

## 8. DECLARATION

I, the undersigned, hereby declare that the attached information, provided with respect to this application is a true statement of facts, and authorize RDBN staff to conduct site inspections of the subject property for the purpose of confirming information submitted as part of this application, and for the purpose of processing this application.

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Date

**\*To ensure your application is complete and that all items have been included with your application, see page 3 of the Temporary Use Permit brochure for the application checklist.**