



# 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 include regulations regarding:

- 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 needs to use property, on a temporary basis for a use that is not allowed on their 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 permanent

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 vary 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*, the Regional District’s Development Procedures Bylaw, and the Public Notice Bylaw.

A Temporary Use Permit application is considered by the Regional District of Bulkley-Nechako Board after area residents are provided 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**


[planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca)

[www.rdbn.bc.ca](http://www.rdbn.bc.ca)

37 3rd Ave, PO Box 820  
Burns Lake, BC V0J 1E0


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 use. 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 various Provincial ministries, the 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 and staff regarding the application.




**4. Staff Report** - Staff review all 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* and the Regional District's Development Procedures and Public Notice Bylaws a notice and location map will be published in the local newspaper not less than seven days prior to the Board meeting. Additionally, property owners and tenants within 100 metres of the subject property are sent a written notice of the consideration of the permit and are given an opportunity to provide input to the Board.

All applications require that a sign be posted on the property to advise the community of the application. The sign must conform to certain standards regarding size, location, and materials outlined in the Development Procedures Bylaw. The sign can be rented from the Planning Department or made to by the applicant to RDBN specifications.



**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.

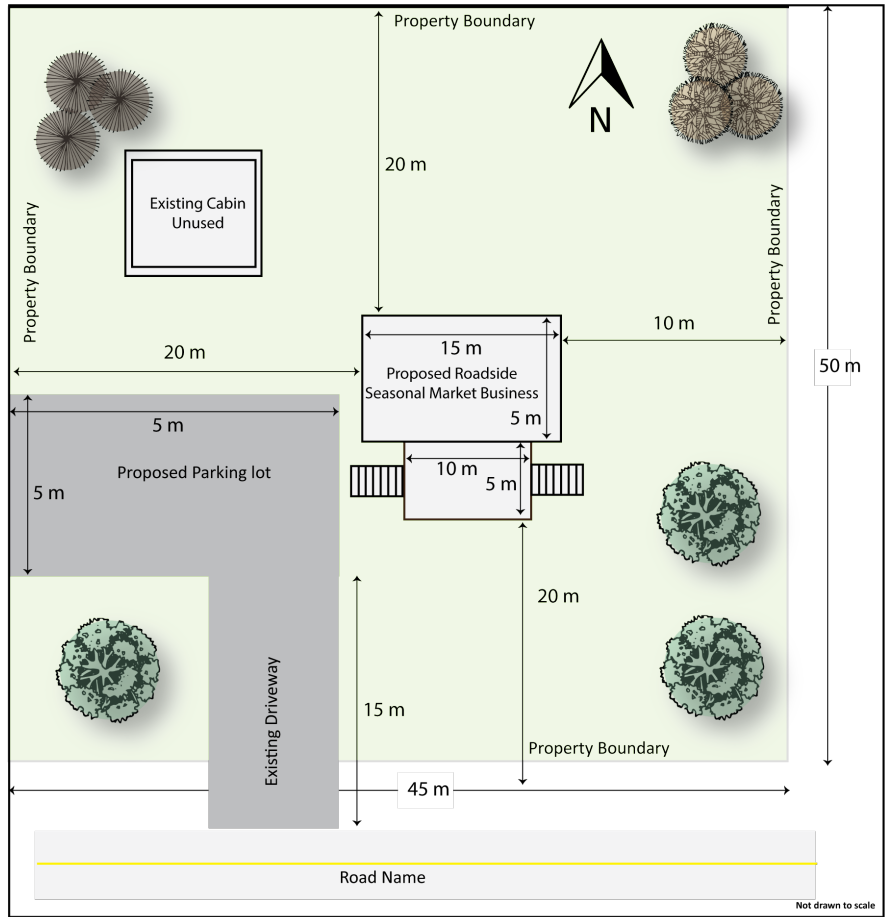
**7. Notice on Title** - Once the Temporary Use Permit has been issued, Planning Department staff will register a Notice of Permit on the title of the subject property.



# Application Checklist

- Copy of the Certificate of Title or Title Search, 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 as appropriate:

- 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
- North arrow and scale
- The proposed Temporary Use Area clearly labeled



## Fee Schedule

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

**Temporary Use Permit  
Sign Fee**

**\$700\***

**\$100\*\***

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

\*\*A sign fee applies unless the applicant provides their own sign.

# The Approval Process

Consult Planning Department Staff



First Nation, Agency & APC Referrals

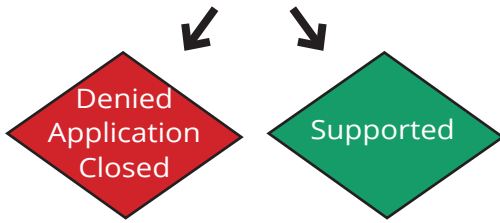
Staff Report and Preparation of Draft Permit



Public Notice to adjacent property owners/tenanats and notice in the newspaper



Consideration by Board



Completion of any outstanding conditions

Issuance of Temporary Use Permit



Registration of Notice of Permit on Property Title



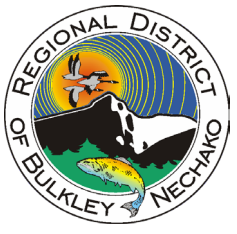
Application Complete



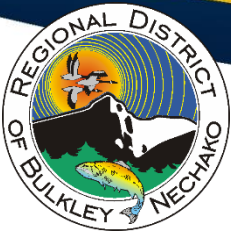
Online Applications



[www.rdbn.bc.ca/departments/planning/land-use-planning/applications](http://www.rdbn.bc.ca/departments/planning/land-use-planning/applications)



**RDBN Planning Department**  
 planning@rdbn.bc.ca  
 www.rdbn.bc.ca



# Application Form

## Temporary Use Permit

Applicants are advised to consult with Planning Staff before submitting an application. Applications can be submitted by mail, in person at the RDBN office, or emailed to [planning@rdbn.bc.ca](mailto:planning@rdbn.bc.ca).

### 1. APPLICANT

**Property Owner(s):**

Name(s):

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Company Name:

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Mailing Address:

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Phone (Home):

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Phone (Cell):

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E-mail:

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### 2. PROPERTY OWNER

**Applicant/Agent** (if you are an agent acting on behalf of a property owner please fill out this section and have the property owner complete section 3).

Name:

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Company Name:

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Mailing Address:

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Phone (Home):

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Phone (Cell):

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Email:

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### 3. 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

### 4. PROPERTY INFORMATION

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

\_\_\_\_\_

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

Parcel Identifier (PID): \_\_\_\_\_

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

**Existing Land Use:**

(Describe all current uses that occur on the land under application, including a list of buildings and the use of each building.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## 5. 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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## 6. 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 in the following ways:

- Cheques payable to the Regional District of Bulkley-Nechako
- Debit card or cash payments can be made at the RDBN office, 37 3<sup>rd</sup> Avenue, Burns Lake, BC.
- ETransfer to [pay@rdbn.bc.ca](mailto:pay@rdbn.bc.ca) (Include in message box what you are paying for)
- Credit card through [Option Pay](#) on the RDBN Webpage (fees will apply)

The following fees are required: Check the box that applies to your application

Temporary Use Permit                      \$700

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

## 7. 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 rent signage?**      Not applicable (to be confirmed by Planning Department)

Yes, I will pay the sign fee now

No, I will provide my own signage

## 8. 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 in relation to 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.

## 9. 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(s)/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
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.**