

A GUIDE TO TEMPORARY USE PERMITS

Development Services Division

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This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for acquiring temporary use permits in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

Introduction

Under the *Local Government Act* section 492, municipalities may designate land as temporary commercial and industrial use permit areas within the Official Community Plan (OCP). Council has designated ALL land in Pitt Meadows as a temporary use permit area for both commercial and industrial temporary uses.

Owners of land (or their agents) may apply for a Temporary Use Permit (TUP) if the zoning bylaw does not permit the proposed use and the use will be short term. A TUP may be issued by Council for a period of up to three (3) years. The permit may also be extended **only once** for an additional three (3) years if approved by Council.

Conditions such as location of the temporary use, length of time the temporary use can occur, and the specific conditions under which temporary use is allowed will be established in the permit. Security deposits and letters of undertaking may also be required to ensure the conditions are fulfilled.

What is the TUP Application Process?

STEP 1: Preparation

Development proposals should be well prepared and researched before submitting an application. The applicant should be aware of the following City regulations:

Zoning Bylaw and Maps – Refer to the zoning map (available online in Mapview under *Online Services*) for the existing zoning of your property and then the Zoning Bylaw for the zone's regulations such as setbacks and building height. Temporary commercial and industrial uses must still adhere to these regulations and those of other bylaws.

STEP 2: Pre-Application Meeting

Development Services staff is available to meet with prospective applicants and their consultants to discuss the development proposal, and provide advice on submission requirements and procedures. Valuable time can be saved by ensuring all the necessary matters have been considered.

STEP 3: Application Submission

Your temporary use permit application must include the following:

- Completed **application form**, signed by the registered owner(s);
- Application **fee**;

- ❑ **Letter of Authorization** signed by the property owner(s) if the applicant is applying on behalf of the owner(s) (*staff will only deal with the applicant*);
- ❑ **Certificate(s) of Title** within five (5) days of application;
- ❑ **Written description** of the existing and proposed uses of the property; the compliance of the proposal with applicable OCP policies and zoning regulations; and the reasons for the request;
- ❑ Development **data summary** form provided by the City;
- ❑ Sketch of **site plans** drawn to scale showing where the temporary use will take place and any new or existing buildings associated with the use if applicable; and
- ❑ **Site Profile** regarding possible soil contamination on the property from certain types of industrial and commercial uses and activities (if removing soil as temporary use).
- ❑ **Additional information** such as geotechnical reports and Good Neighbour Agreements may also be required depending on the site and proposal.

STEP 4: Application Review

Applications will be circulated internally by the File Manager to appropriate staff (i.e., Engineering, Building, Fire, Agricultural Advisory Committee, Parks) for comment. In some cases, applications are also referred to external agencies for comments. Most common are: the Provincial Ministry of Transportation if adjacent to Lougheed Highway; the Agricultural Land Commission if the proposed temporary use is not a farm use within the ALR, Katzie First Nation, Fraser Health Authority, and Provincial Ministry of Environment.

The File Manager may contact the applicant for additional information, clarification and/or plan revisions.

You will also be advised when it is necessary to conduct public information meetings during the beginning stages of the process to gather public input and identify issues that need to be resolved before an application is advanced.

A Development Proposal Sign must be posted 21 days before the application is presented to Council.

STEP 5: Council Consideration

The File Manager prepares a staff report which includes the comments from the review, conditions that may need to be met, and recommendations by staff and any external agencies (*if applicable*). Council may decide to notify the public, request additional information and/or conditions, or reject the permit application.

STEP 6: Public Notification

Property owners and occupants within 50 m of the subject property will be notified by mail the details of the TUP. Public notification is published in the local news-paper 3 to 14 days before Council considers issuance of the permit.

STEP 7: Final Approval

If Council authorizes issuance of the permit, the applicant is forwarded copies of the permit to be signed and returned. Once issued by the City, a Notice of Permit will be registered with the Land Titles Office on the title of the property.

Timing

The process may take 2 to 6 months depending on the complexity of the application and the preparedness of the applicant.

What's Next?

Building Permit (*if applicable*) – required if new buildings or structures more than 10 m² are to be built. Please refer to *A Guide to Building Permits* handout for more information.

Application Fees *(subject to change)*

Type	Fee
Temporary Use Permit Also for amendments or extensions	\$2000.00

More Information?

Development Services

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