



Temporary Use Permit

Information Package



Planning Department
Regional District of Central Kootenay
Box 590, 202 Lakeside Drive , Nelson, BC V1L 5R4
Phone: 250.352.1536 | Toll Free: 1.800.268.7325 (BC)
Email: plandept@rdck.bc.ca
rdck.ca/TUP

What is a Temporary Use Permit (TUP)?

A TUP authorizes a prohibited use on your property for a limited time. TUPs can also be used as a trial run to see something is a good fit prior to considering a land use bylaw amendment

How do TUPs work?

TUPs can be valid for up to three years. They may be renewed one additional time for three years as well

Re-application is possible after the two periods have passed. However, we typically discourage re-application because TUPs are meant to be temporary. A land use bylaw may be more appropriate to allow for the activity after the TUP expires



What can't TUPs do?

TUPs can't authorize activities permanently

Who can apply for a TUP?

Property owners or their authorized agent

How long does the process take?

We do our best to ensure applications are dealt with promptly. It typically takes a two to three months

How much does the application cost?

- Applications cost \$1000 plus advertising and in some cases, the cost of a public meeting

What documents do I need to apply?

- Application Form
- Certificate of title
- Non-financial charges registered on title
- Application Fee
- Site Disclosure Statement
- Site Plan
- Proposal Summary
- Landscape Plan
- Agent Authorization (if applicable)

How do I get a TUP?

1. Pre-Application Check in

We encourage you to check in with us before you apply. We can discuss your proposal's feasibility and review application requirements

2. Submit Application

Complete and submit the TUP application. Include required documents, plans and fees. Drop off your application in person or email it to plandept@rdck.bc.ca

3. Review and Referrals

We review the application and ensure all documents are included. Then then we refer it to other groups for their feedback such as:

- Your area's Advisory Planning and Heritage Commission (APHC)
- Other RDCK departments
- Other agencies and parties like Interior Health, Provincial Ministries, adjacent Municipalities and First Nations
- Neighboring property owners

4. Notice of Development Sign

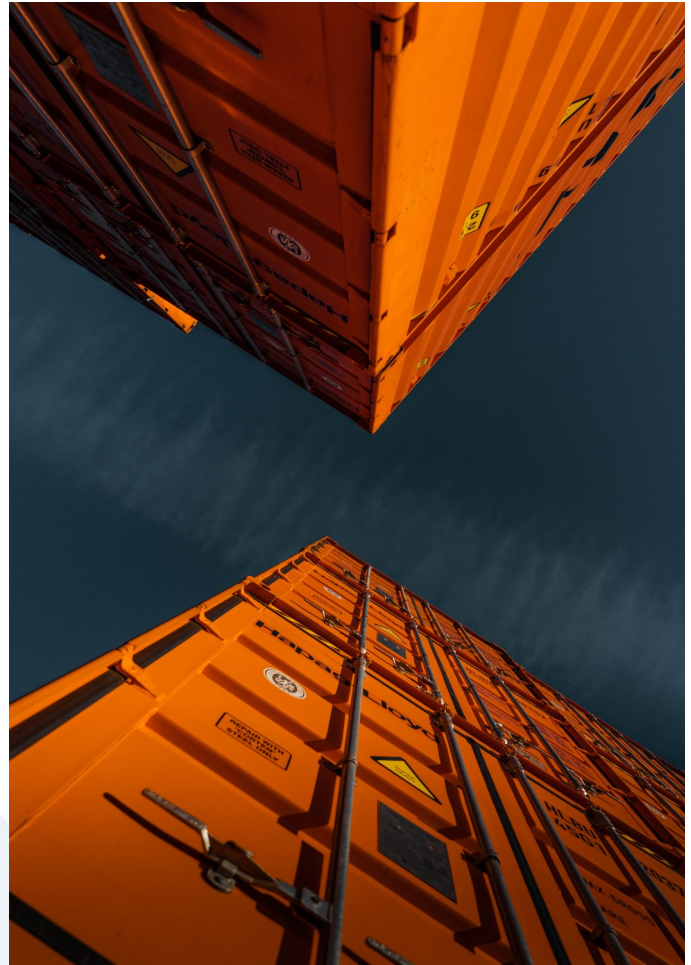
Staff will direct you to put a sign on your property that meets certain specifications to notify the community of the proposed TUP

5. Decision

A staff report will be presented to the Rural Affairs Committee (RAC). Sometimes they will require that a Public Hearing be held. After that, they may make a recommendation to the Board. If they do not have concerns about the proposal, the permit will be approved

6. Registration

Once a permit is issued, the applicant has the right to do the activity for the specified time (often 3 years). After this time, to continue the use, they must re-apply



Helpful Links

www.rdck.ca/landusebylaws

www.rdck.ca/webmap

www.rdck.ca/planningproceduresbylaw

www.rdck.ca/developmentapplication

Contact Information

Phone: (250)352-1536

Toll Free: 1-800-268-7325 (BC)

Email: plandept@rdck.bc.ca

Website: rdck.ca

Address: Planning Department
Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson BC V1L 5R4

This information package reflects the background and process when this document was created. It may be subject to changes at any time. For details of all regulations, and to determine whether the process has changed, please consult the relevant Bylaws, the Local Government Act and the Planning Department.



Temporary Use Permit Application

It is recommended that the applicant consult Planning Services staff before submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

OWNER(S) INFORMATION	
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

**If there are additional owners registered on title, please attach their information on a separate sheet*

AGENT INFORMATION (IF APPLICABLE)
Name:
Mailing Address:
Phone:
Email:

NOTICE OF COLLECTION OF PERSONAL INFORMATION
The personal information on this form is being collected in accordance with Section 26 of the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), foi@rdck.bc.ca , or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

APPLICATION INFORMATION

Civic Address:		Electoral Area:
Legal Description:		Parcel Identifier (PID):
Zoning:	Official Community Plan Designation:	
Existing Land Use and Structures:		
Are there any restrictive covenants registered on the subject property:	No	Yes
<ul style="list-style-type: none"> If yes, please ensure copies are submitted with application package 		
Are there any registered easements or right-of-ways over the subject property:	No	Yes
<ul style="list-style-type: none"> If yes, please ensure copies are submitted with application package 		
Is the property in the Agricultural Land Reserve:	No	Yes
Is there a watercourse on/adjacent to the property:	No	Yes
If yes, Watercourse name:		

AGENT AUTHORIZATION

As owner(s) of the land described in this application, I/we hereby authorize: _____ to act as agent in regard to this land development application.

Owner Signature:	Date:
Print Owner Name:	
Owner Signature:	Date:
Print Owner Name:	

**If there are additional owners registered on title, please attach their authorization on a separate sheet*

REQUIRED DOCUMENTATION		
	Certificate of Title	A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.
	Copy of Non-Financial Charges on Title (if applicable)	A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.
	Application Fee	An application fee of \$1000 as set out in Schedule 'A' of the <i>RDCK Planning Procedures and Fees Bylaw</i> . Should the application be required to go to Public Hearing, there will be additional advertising costs.
	Site Disclosure Statement or Site Disclosure Form	Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.
	Site Plan	<p>Drawn to scale and shall include the following (if applicable):</p> <ul style="list-style-type: none"> • North arrow and scale • Address, Legal Description and PID • Dimensions and boundaries of property lines, right of way, covenant areas and easements • Location and dimensions of existing and proposed structures and setbacks to parcel lines, right of ways, covenants and easements • Location of existing access roads, driveways, parking spaces, pathways, screening and fencing • Natural and finished grades of site, at buildings and retaining walls • Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property • Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property
	Proposal Summary	The summary must include the proposed use, it's location and length of operation, periodic and holistic, detailed plans for remediation of the property to original state (or bettered) including the expected timeframe for start, on-going monitoring and completion, if required.

	Design Plans	Temporary use permit applications associated with a building that will require compliance with BC Building Code should provide the following (if applicable): <ul style="list-style-type: none"> • Elevation drawings • Building sections • Floor plans
	Landscape Plans	Drawn to scale and shall include the existing and proposed landscaping.

**Additional material or more detailed information may be requested by the Regional District upon review of an application.*

DECLARATION	
<p>I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.</p>	
<p>_____</p> <p>Signature of Owner or Authorized Agent</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Print Name of Owner or Authorized Agent</p>	