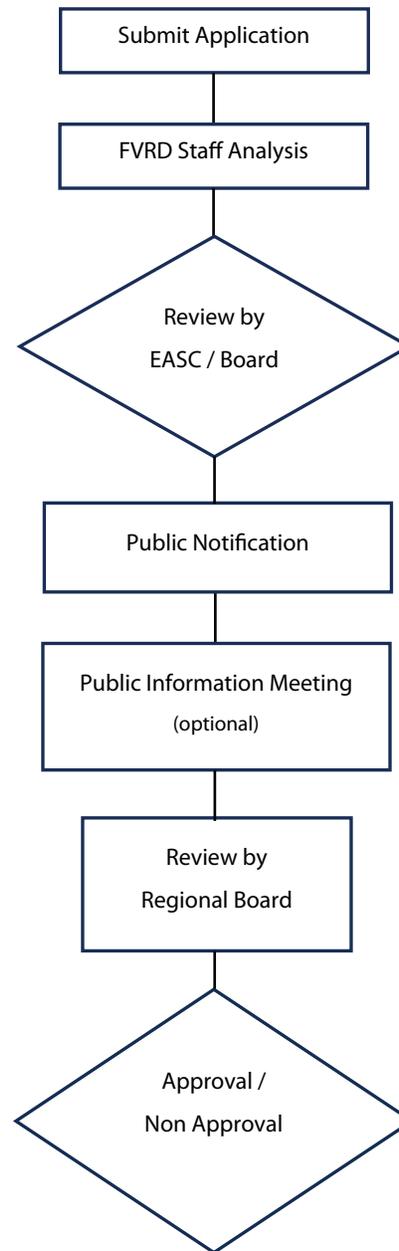


Temporary Use Permit

This is a summary of the temporary use permit process intended to assist you in your application. While every care has been taken in the preparation of this brochure, the Fraser Valley Regional District assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for your proposal will be determined at the time of application.



Temporary Use Permit



www.fvrd.ca

Temporary Use Permit

What is a Temporary Use Permit?

A Temporary Use Permit (TUP) authorizes a temporary commercial or industrial use that is not otherwise permitted in a zoning bylaw, without the need for a zoning amendment. TUP's are only issued if provision is made for them in the relevant Official Community Plan or Zoning Bylaw, and are generally issued for short-term projects or transitional uses for a maximum of two years.



Who can apply for a Temporary Use Permit?

- The property owner(s) or an authorized agent;
- Where a property is owned by a company or society, the application must be signed by a person with signing authority.

How long does it take to get a Temporary Use Permit?

Applications take approximately 6 to 8 weeks to process.

What does a Temporary Use Permit cost?

The cost of a Temporary Use Permit is \$1,500. A renewal is \$750.

[Fees are subject to change at the discretion of the Regional Board]

Application Process:

Step 1: Submission of Application

Submit a completed application form, with all required attachments and fees, to the Regional District Planning Department. Forms are available at the FVRD office or online at www.fvrd.ca

Step 2: Application Review and Staff Report

Staff will then analyze the application in accordance with FVRD bylaws and regulations and prepare a report.

Step 3: Review Process

The staff report and recommendations, along with a draft permit, are forwarded to the Electoral Area Services Committee (EASC) and the Regional Board.

- Newspaper Ad: The FVRD must publish a notice of the TUP in a local newspaper at least 3 and not more than 14 days before adoption of a resolution to issue the TUP.
- Public Notification: After EASC has recommended the TUP to the Board, a notice containing similar information to the newspaper advertisement is mailed to property owners generally within a 150 metre radius of the subject property.
- Public Information Meeting: A public information meeting *may* be held at the discretion of the Regional Board.



Step 4: Issuance of Permit

If the Regional Board authorizes issuance of the TUP, a Notice of Permit will be registered with the Land Titles Office on the title of the property. Upon confirmation of registration, the applicant will be notified of the approval.

If the Regional Board refuses the issuance of the Permit, re-application shall not be considered for the six month period immediately following the date of refusal.

What happens when the Temporary Use Permit expires?

At the discretion of the Regional Board, an applicant can apply to renew the permit for an additional 2 years.



What is EASC?

The Electoral Area Services Committee is composed of the 7 Electoral Area Directors, and usually meets on the second Tuesday of each month.

What is the Regional Board?

The Board is made up of 15 councillors from the FVRD Municipalities and the 7 Electoral Area Directors. The Board usually meets on the fourth Tuesday of each month.

Before making a formal application, you should discuss your project with Planning Department staff.



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