



A GUIDE TO TEMPORARY USE PERMITS

INTRODUCTION

What is a Temporary Use Permit and when is it needed?

A Temporary Use Permit (TUP) is needed when a temporary commercial or industrial land use or building is proposed that does not conform to the Zoning Bylaw. A TUP may be issued for up to 3 years and can be renewed once by Council, for an additional 3 years. Conditions may apply.

What are the Policies and Bylaws about Temporary Use Permits?

Check in the zoning bylaw what is permissible. Review the Official Community Plan Bylaw (PART FOUR- LAND USE POLICIES, Section 7. Business and Industry: Economic Development) that makes the following recommendations for Temporary Commercial and Industrial Uses:

“Temporary use permits are intended to provide a short-term opportunity for new businesses. The *Local Government Act* S.493 allows municipalities to issue permits for business or industries for up to three years, with possibility of extension for a second three-year term.

7.37 Council may consider issuing permits for temporary commercial or industrial uses where:

- (a) The property is zoned for commercial or industrial use, or is designated in the OCP as Business and Industry, Downtown or Neighbourhood Centre or Resource use;
- (b) The property is designated for residential use and the temporary use permit is for a display home/sales centre only;
- (c) The use is an interim, seasonal or occasional use that does not qualify as a home occupation;
- (d) The public has had opportunity to comment on the proposed use as outlined in the Local Government Act;
- (e) The temporary use does not negatively affect existing business or surrounding properties in terms of noise, lighting, parking, traffic or other impacts;
- (f) Special permit conditions, including time and use limitations, site restoration and security provisions will be required as appropriate.”

PROCESS

1. PRIOR TO APPLICATION

Meet with the Development Services Department to discuss the application to see how it fits in with the official community plan, existing services, and bylaws. Staff will outline potential concerns and issues with the proposal. Staff will also advise which government and non-government agencies will be most affected by the proposal. It may be beneficial to contact these agencies before applying to determine their issues or requirements. Lastly, the Development Services Department will inform you of application requirements, development costs, and the process required to complete the TUP application.

2. APPLICATION REQUIREMENTS

While specific requirements will depend on the nature of the application, typical requirements include:

a. Required Documents

- **Completed Application Form**

- **Project Description** including short and long term economic projections
- **Scaled site plan** indicating: parcel size and dimensions, location of all buildings (existing and proposed), setbacks to all property lines, north arrow, access points, topographical features, water features, etc. **Drawing submission should be provided on full size paper and / or 11"x17" reductions and submitted digitally.**
- **Four elevations** of each building (existing and proposed). Elevations must include details regarding finishing materials, roofing materials, and colours (if necessary).
- **Proposed parking layout** in accordance with zoning bylaw (if necessary).
- **Landscaping plan** including sizes and species of plants (if necessary).
- **Architectural rendering** (if necessary).
- **Model** (if necessary).
- **Preliminary plan** of how the development will be serviced which includes roads, sidewalks, sanitary and storm sewers, waterlines, and other utilities. In addition, information should be provided regarding the *servicing* impact on sewer line capacity, the road network, and storm water management (both downstream and upstream) (if necessary).
- **Contour map** in 2-m intervals that shows topography of the development site and immediately adjacent properties (if necessary).
- **Title search** (less than ninety days old). *If there are any charges (statutory right-of-ways, restrictive covenants, easements) on title please provide copies.*

b. Meet with External Agencies (if necessary)

Meet with other agencies including the District of Sechelt Engineering Department, the Sunshine Coast Regional District, the Ministry of Transportation and Infrastructure, the Ministry of Health, and the Ministry of Environment.

c. Meet with the Development Services Department (if necessary)

Meet with the Development Services Department for a second time to discuss any changes to the proposal.

d. Public Information Meeting

The District of Sechelt strongly encourages applicants of significant proposals to host a public information meeting to inform the community and to solicit comments from neighbours.

3. SUBMIT APPLICATION

a. Submit complete application and supporting documentation together with non-refundable application fee.

b. Fees

Sechelt Bylaw No. 333-6 (Fee Bylaw) outlines the fee for Temporary Use Permit Applications. The fee is \$ 1,000. per application.

4. STAFF REVIEW

Staff review the application to ensure it is complete and prepares a project summary for the referral.

5. GOVERNMENT AGENCY AND COMMUNITY REFERRAL

Referrals to government agencies and community groups (Council Community Referral Policy #12007) are distributed as appropriate. Potential referrals include:

a. Government Agency

District of Sechelt Development Services Dept.- Engineering and Building	District of Sechelt Advisory Planning Commission
Sechelt Volunteer Fire Department	Department of Fisheries & Oceans
SC Regional District	FortisBC
Sechelt Indian Government Band	Telus
Vancouver Coastal Health	BC Hydro
Ministry of Environment	Eastlink-Coast Cable
Ministry of Transportation & Infrastructure	Canada Post
BC Archaeology Branch	School District #46

b. Community Associations

East Porpoise Bay	Village Core	West Sechelt	
Tuwanek	Sandy Hook	SHORA	
Selma Park/Davis Bay/Wilson Creek	Sechelt Chamber of Commerce	Sechelt Downtown Business Association	

6. CONSIDERATION BY PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

The Planning & Development Services Department prepares a comprehensive report to the Committee that outlines the results of the referral and makes recommendations to proceed, proceed with conditions, or deny. The Planning and Community Development Committee makes its recommendations for consideration by Council.

7. CONSIDERATION BY COUNCIL AND NOTIFICATION OF NEIGHBOURS

If the recommendation is favorable and is preliminarily accepted by Council, District staff undertakes a notification and advertisement process in accordance with Section 493 of the Local Government Act. Each owner/occupier of land within 50 m is provided with a notice of the application and the TUP is advertised in the local newspaper.

8. FINAL APPROVAL BY COUNCIL

Once the neighbours have been provided with sufficient notice, and have been given the opportunity to make their comments to Council, either in writing, or during the meeting, Council considers final approval of the TUP.

9. OTHER

Once the TUP has been approved, you may require a Building Permit for construction of any buildings and possibly a Servicing Agreement for construction of off-site services. A condition of issuing a Building Permit may be payment of Development Cost Charges in accordance with Sechelt's Development Cost Charge Bylaws and the Local Government Act. Site specific conditions may also apply.

CONTACT INFORMATION

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Disclaimer

This is a summary of the Temporary Use Permit (TUP) application process intended to assist you with the application. While every care has been taken in the preparation of this brochure, the District of Sechelt 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 the proposal will be determined at the time of application.