



# Development

## Application Procedures

December 2015

A Guide to

## Temporary Use Permits in the CSR D

### What is a Temporary Use Permit?

A Temporary Use Permit may be considered by the CSR D Board to allow specific land uses to occur for a short period of time. The permit can contain very detailed requirements such as indicating the buildings that can be used, the time frame of the permit, and other conditions.

Through the *Local Government Act*, Official Community Plans (OCPs) may designate areas where Temporary Use Permits are considered. In the CSR D, Temporary Use Permits are supported by the OCPs for Electoral Areas 'B', 'D' (Ranchero/Deep Creek), and 'F', and the Salmon Valley Land Use Bylaw for Electoral Area 'D'.

### How long is a Temporary Use Permit valid for?

A Temporary Use Permit is valid for a maximum of three (3) years after it is issued and may be renewed once for an additional three (3) years.

### Procedure for obtaining a Temporary Use Permit

1. Prior to submitting an application, the property owner should discuss details of the application with Development Services (DS) staff.
2. An application is made by submitting all required plans and documentation, as described in detail on the Temporary Use Permit application form and the Preliminary Project Impact Assessment form, to the CSR D office. These requirements may vary, but generally include:
  - Certificate of title of the subject property.
  - Site plan indicating building and structure locations and setbacks from property lines and watercourses, parking spaces and manoeuvring aisles, landscaped areas, including dimensions and species (where applicable) to be used, screening (fences, hedges, etc. – existing and proposed, including heights), and loading spaces (including dimensions).
  - Floor, roof, landscape, grading, elevations, and sectional plans.
  - On-site and off-site servicing plans.
  - Special requirements for major projects.
3. DS staff reviews the application and refers it to various agencies (e.g. Advisory Planning Commission, Interior Health, Ministry of Transportation and Infrastructure, Provincial Agricultural Land Commission) for input.
4. Letters are sent to adjacent land owners advising of the application and allowing them an opportunity to provide written submissions regarding the application. The applicant is required to put up an application sign on their property.

5. DS staff prepares a report to be considered by the CSRD Board (taking into consideration any input received from referral agencies, the public, policies of the Official Community Plan, and regulations of the Zoning Bylaw).
6. The Board will make a decision regarding the application:
  - If the Temporary Use Permit is ISSUED, the applicant is notified of the decision and the permit is forwarded to the Land Titles Office (LTO) for registration.
  - A letter enclosing the signed Temporary Use Permit as registered at the LTO is sent to the applicant.

**Please note:** The approval may require that certain conditions (e.g. security) be met prior to issuance of the permit.

- If the Temporary Use Permit is NOT ISSUED, a letter is sent to the applicant advising of the decision to deny issuance of the permit and the file is closed.

## Timing

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The Temporary Use Permit application process normally takes approximately **three (3) to six (6) months** to complete. The time frame, however, depends upon the complexity of the application, the current workload of DS staff, the timing of Board meetings, and the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

## Information

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Please direct any further inquiries to:

Columbia Shuswap Regional District  
**Development Services Department**  
PO Box 978, 555 Harbourfront Drive NE  
Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375  
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\*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Development Services Department.