

*This package contains a TUP Guide, Application Form and Checklist*



*A Guide to*

# Temporary Use Permits

*And how to apply for them*



**FORT ST. JOHN**

*The Energetic City*

## What is a Temporary Use Permit (TUP)?

Temporary Use Permits are identified under the BC *Local Government Act* to permit land uses for a maximum three (3) year period, which are not permitted by existing zoning.

The City of Fort St. John Zoning Bylaw gives Council the authority to consider the issuance of Temporary Use Permits within all Zones.

When considering an application for a Temporary Use Permit, Council must consider the proposal against the following criteria:

- a) Compatibility of the proposal with uses on adjacent properties, including future land uses permitted by this Bylaw and designated by the Official Community Plan. A Temporary Use Permit may only be issued if a condition or circumstance exists that warrants the proposed use for a short period of time but does not warrant a change of land use designation or zoning of the property. This may include economic development and testing the compatibility of a proposed use with established nearby uses;
- b) Impact of the proposed use on the natural environment and environmentally sensitive areas, and any proposed remedial measures to mitigate any damage to the natural environment or environmentally sensitive areas as a result of the Temporary Use;
- c) Compatibility of the operation, function, appearance and intensity of the proposed use with the surrounding area;
- d) Inability to conduct the proposed use on land elsewhere in the community; and
- e) The application must be referred to and approved by the Ministry of Transportation and Infrastructure with respect to access to and effect on Provincial Highways.

*Ask for a...*

### Pre-Application Meeting

This guide will get you started, but a Pre-Application Meeting with City staff will give you the opportunity to ask specific questions or to resolve any areas of concern.

To book a Pre-Application Meeting, learn if your project may require a Temporary Use Permit, or to discuss alternative options, please contact Planning & Engineering staff at **250 794 3263**.

## When do I need to apply for a Temporary Use Permit?

You need to apply for a Temporary Use Permit if your property is not currently zoned for the use you are proposing to carry out on that property. This is primarily for uses that are intended to be short-term i.e. less than 3 years.

Temporary Use Permit	Application Fee
In any zone (plus the cost of advertising)	\$ 1500.00

*Contact Planning & Engineering staff for assistance in determining if a Temporary Use Permit is the right option.*

# What is the TUP approval process?

The TUP process involves three (3) phases:

1. **INTAKE** (Pre-application Meeting & Application Submission)
2. **REVIEW** (Referrals, Planning & Engineering Review)
3. **ISSUANCE** (Council Consideration & Issuance)

PHASE		TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE	PRE-APPLICATION MEETING	N/A	Pre-application Meeting is an opportunity to ask questions on how to finalize the application.	Concept drawings & Site Plan are recommended for all pre-application meetings.
	APPLICATION SUBMISSION	N/A	Applications are considered complete when: 1. <i>checklist items are received, accepted, and</i> 2. <i>application fees are paid.</i>	Completed Application & Checklist for INTAKE PHASE. All plans must be metric, 1 paper and 1 digital; signed and sealed by registered professionals.
2. REVIEW	REFERRALS	45 days	Referrals are sent to applicable City departments, e.g., Public Works, Fire Department; and, external agencies, e.g., public and private utilities, Ministry of Transportation.	<i>Completed Application is used for REVIEW PHASE.</i>  <i>All Civil plans must be signed and sealed by registered professionals for Engineering Review to commence.</i>
	PLANNING REVIEW		Planning Review ensures the proposal complies with Temporary User Permit criteria and the Zoning Bylaw as required. <b>A letter is issued if revisions are required.</b>	
3. ISSUANCE	COUNCIL Consideration / ISSUANCE	15 days	Notification of the proposal will be sent to neighbours within a 100m radius of the subject property and published in the newspaper. Council will then consider your TUP application and either issue or refuse it.  <i>*On occasion, further conditions may apply.</i>	Completed Application and/or Revised Plans used for ISSUANCE PHASE.  <b>All Applications:</b> All plans, if applicable, must be signed and sealed by registered professionals for <b>ISSUANCE</b> .



ALL APPLICATIONS ARE SUBJECT TO A 45-DAY REVIEW OR APPROXIMATELY 8 WEEKS TO ISSUANCE. REVISIONS SUBMITTED BY THE APPLICANT DURING THE APPLICATION PROCESS MAY EXTEND THE APPLICATION TIMELINE.

## What information is required and why?

Development information is required for TUP applications.

INFORMATION REQUIRED	APPLICATION TYPE		WHO WILL SEE IT	
	Use Only	Renovation / New Construction	Reviewed by Planning	Reviewed by Engineering
Application Form	✓	✓	✓	
Owner Authorization	✓	✓	✓	
Title	✓	✓	✓	✓
Charges on Title	✓	✓	✓	✓
Photos of Existing	✓	✓	✓	
Site Plan	✓	✓	✓	✓
Elevations (colour)	May be requested	May be requested	✓	
Floor Plan	May be requested	May be requested	✓	
Landscaping (colour)	May be requested	May be requested	✓	✓
Servicing	May be requested	May be requested	<i>Referral</i>	✓
Grading (metric)	May be requested	May be requested	Referral	✓
Stormwater Calcs	May be requested	May be requested	Referral	✓
Parking Lot Lighting	May be requested	May be requested	✓	✓
Truck Turn Plan	May be requested	May be requested	<i>Referral</i>	✓
Fireflow Calcs	Submit to Building Inspector as soon as possible			

## What additional costs may be required?

The following may be required and will be discussed during your pre-application meeting:

- Security Deposit
- Servicing and off-site works may be required

As a condition of issuing a Temporary Use Permit, Council may specify conditions including, but not limited to:

- The demolition of a building or structure associated with the Permit or the restoration of the property as described in the Permit by the date specified in the Permit,
- Posting a letter of credit as security to guarantee the performance of the terms of the Permit;
- The hours of the proposed use;
- The area of the proposed use;
- Environmental and groundwater protection measures

## Can I apply for other Permits at the same time as I apply for a TUP?

Yes, you may submit another application at any time after the Pre-application Meeting. However, no other Permit will be issued before your Temporary Use Permit is approved.

## Who is my contact during the TUP process?

Your contact during the TUP approval process is the Planner. During Engineering Review, your contact is the Engineer. For application intake, email or courier applications to the Planning & Engineering Administrative Assistant.

### Contact

Planning & Engineering:  
10003 110 Avenue  
Fort St. John, BC V1J 6M7  
250 794 3263  
[developmentservices@fortstjohn.ca](mailto:developmentservices@fortstjohn.ca)



### APPLICATION FOR TEMPORARY USE PERMIT

**Temporary Use Permit Application Fee = \$1500.00 plus Advertising & Security Deposit**

- PRE-APPLICATION MEETING IS REQUIRED.** Date Completed: \_\_\_\_\_
- Temporary Use Permit CHECKLIST** submitted with this application.

**PLEASE PRINT**

Registered Owner(s): \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT IF DIFFERENT THAN OWNER:**

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**DEVELOPMENT INFORMATION:** \*Attach a separate page if more space is needed to provide information below.

Civic Address: \_\_\_\_\_ Parcel Identifier (PID): \_\_\_\_\_

Lot/Unit \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W6M Plan \_\_\_\_\_

Existing Use of Land &/or Building: \_\_\_\_\_

Description of Proposed Use/Development: \_\_\_\_\_

Has Development Started?  YES  NO

Lot Size (m<sup>2</sup>): \_\_\_\_\_ Size of Proposed Development (m<sup>2</sup>): \_\_\_\_\_

Zoning: \_\_\_\_\_

*Only complete applications will be accepted for processing, as verified by Development Services Staff.*

*Submission of a duly signed Temporary Use Permit Application authorizes the City of Fort St. John staff to enter the property to carry out required inspections during the construction of this development.*

*No Development shall commence, and no Building Permit shall be issued, without a valid Temporary Use Permit. Any work started without proper permits may be subject to fines as outlined in City of Fort St. John Bylaws.*

**Registered Owner/Agent:**

I, (print Owner name) \_\_\_\_\_ hereby certify that I am the registered owner of the land described above.

**And further that, I have designated** (print Agent name) \_\_\_\_\_ as an agent to act on my behalf of this application with signed consent.

\_\_\_\_\_  
**OWNER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**AGENT SIGNATURE**

\_\_\_\_\_  
**DATE**

**FOR OFFICE USE ONLY:**

Pre-Development Meeting Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

TUP File #: \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt # / Invoice #: \_\_\_\_\_

Checklist Complete?      Y/N      Staff initial & Date: \_\_\_\_\_

## TEMPORARY USE PERMIT APPLICATION CHECKLIST

This checklist of submission requirements shall be attached to all Temporary Use Permit applications. All of the following information is necessary to facilitate the review and evaluation of your application. All items submitted must be clear and legible.

The City of Fort St. John will accept complete applications only for review. Thank you for your cooperation.

### All Boxes Shall be “Checked” And Items Attached to the Application

#### COPY OF CURRENT CERTIFICATE OF TITLE(S):

- No more than 30 days old at time of application.** May be obtained from BC Online or a British Columbia Land Title Office. If applicant is not the registered owner, a letter of authorization from the registered owner must accompany the Certificate of Title.
- Copies of any restrictive covenants, easements or caveats registered on title(s).

#### APPLICABLE FEES / DEPOSITS:

Development fees must be made payable to the City of Fort St. John and are payable at time of application submission. Temporary Use Permit Review Process will not commence until after the Temporary Use Permit fee is paid in full.

Permits will not be issued prior to payment of deposits. Deposits requirements may vary. A list and calculation of required deposits will be provided to the applicant based on the Temporary Use Permit application submitted.

#### DEVELOPMENT SPECIFIC INFORMATION:

- Detailed Studies (upon request) – Studies showing the potential impact of the proposed development on traffic patterns, shadowing, utilities, drainage in the area etc.
- Geotechnical reports covering environmental contamination concerns and other aspects such as slope stability, soils etc.
- Submission of Detailed Description of the proposed use and/or development.
- Site Profile.
- Lighting Plan for parking lots greater than 20 stalls; stamped and sealed for approval consideration.
- Any other information as deemed necessary by the Development Services Department to properly evaluate the application.



**THE FOLLOWING MUST BE PROVIDED:      ONE (1) HARD COPY SET OF ALL PLANS (TO SCALE) AND;  
ONE (1) SET OF DIGITAL DRAWINGS (DWF/DWG/PDF)**

**PLANNING REVIEW REQUIREMENTS**

**SITE PHOTOS:**

- Colour photographs of the site in its current state.

**SITE PLAN:**

- Standard Information: legal description of the land, civic address, north arrow, plan scale.
- All dimensions to be in **METRIC** – meters and decimals thereof.
- Location and dimensions of property lines. Please note adjacent uses.
- Location of any encroachments on the property.
- Location of any existing and/or proposed buildings dimensioned to property lines and/or structures including all appurtenances (street lights, utility pedestal, etc.) retaining walls, fences, sidewalks, playgrounds and all other physical features.
- Existing utility right of ways and easements.
- Proposed front, rear and side yard setbacks (dimensioned to the property lines).
- Proposed parking areas (fully dimensioned in metric), location of drive-thru queuing lanes, etc. For 20 parking stalls and over, parking, landscaping and lighting plans are required.
- Existing and proposed accesses.
- Location of screened garbage collection facilities.
- Written information provided on this plan shall include parking stall requirement calculations, information on the level of illumination, where lighting may affect adjacent residential properties.

**DETAILED LANDSCAPE PLAN:**

**Landscape plan(s) may be required. Landscape Plan(s) must be drawn at a scale of 1:500 or larger, be submitted IN COLOUR, and must clearly identify the following:**

- North Arrow.
- Property lines.
- Adjacent land uses.
- All on-site structures and buildings.
- All storage areas (for snow, garbage, recycling, goods).
- Pedestrian pathways and connections to off-site routes.
- Surface treatments of all areas, hard and soft (ire: mulch, stone, concrete, sod).
- Existing plant material drawn and labeled.
- Proposed plant material drawn to scale based on mature canopy size.
- Location of any bike racks.
- Location of any bus stops.
- Buffering and screening as applicable to the development.
- Proposed plants labeled with a key, cross referenced to a plant list.

- Plant list includes botanical and common name, size, condition and quantity columns.
- Plans match City of Fort St. John's current Subdivision and Development Servicing Bylaw.
- Detailed installation notes to the Landscape Contractor based on the instructions within the current Subdivision and Development Servicing Bylaw.
- Itemized areas of on-site pavement, landscaping – existing lighting, trees, and any other pertinent features.

### **ENGINEERING REVIEW REQUIREMENTS (IF REQUESTED)**

**Note: Site Plan(s) already approved by Planning must be updated, reviewed and re-approved if site layout changes due to site engineering requirements.**

#### **SERVICING PLANS (must be stamped and sealed):**

- Location of all existing services on site and on adjacent lands that may be affected by the proposed development.
- Proposed location of all deep services, including water, storm and sanitary services. Include information on service sizes, pipe length, and slopes, rim and invert elevations on all manholes/catch basins/hydrants.
- Proposed location of all shallow utilities including power, telephone, cable and gas services, including proposed locations of all transformers and other appurtenances.
- Existing or proposed driveway accesses.

#### **GRADING PLANS (must be stamped and sealed):**

- Designed on-site storm water management plan and design calculations as per the current Subdivision and Development Servicing Bylaw design Standards.
- Proposed elevations at the corners of all proposed structures.
- Proposed slopes/grades (indicated as a percent).
- Spot elevations throughout the site on both paved and soft landscape surfaces demonstrating positive and effective drainage. Show existing elevations along property lines and 1.0 m off-site along the perimeter.
- The location of manholes/catch basins onsite with rim and invert elevations.
- Location and heights of existing and proposed retaining walls.

The Zoning Bylaw, Subdivision and Development Servicing Bylaw and any other statutory documents can be located on the City of Fort St. John website: [www.fortstjohn.ca](http://www.fortstjohn.ca).

***Additional information may be required during the processing of any Temporary Use Permit Application.***