

<b>Subject:</b> Temporary use permit	
<b>Branch:</b> Planning and Development Services Branch	
<b>Department:</b> Planning Services	<b>Policy Reference:</b> 3120-00

### **Purpose**

To provide a framework for administering and monitoring applications for temporary use permits.

### **Scope**

The *Local Government Act* (RSBC, 2015, c. 1) (LGA) enables a regional district to issue temporary use permits to; (a) allow a use not permitted by a zoning bylaw; (b) specify conditions under which the temporary use may be carried on; and (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

The official community plan designates areas where temporary use permits may be issued.

### **Guiding principle**

Where enabled by the official community plan, temporary uses will be considered in light of public input, anticipated impacts, and the temporary nature of the proposal.

### **Policy statement**

1. The applicant of a temporary use permit must provide a written statement explaining the temporary nature of the proposal, a rationale for the requested duration, any expected phases that will involve a change in the intensity or scale of the use, anticipated alterations to land, buildings or structures, and the condition of land expected following the expiration of the proposed permit.
2. During consideration of an application for a temporary use permit, the board will consider factors that may form part of periodic monitoring reports and/or a post-activity report. A condition for reporting must specify the required content of the report, the required reporting dates, financial securities relating to conditions within the permit and reporting requirements, and the means for determining the release or forfeit of financial securities.
3. If approved by the board, the property owner or an authorized agent of the property owner will sign an acknowledgement of the permit conditions prior to the permit's registration on title.
4. A request to modify the terms of a temporary use permit will only be considered if the request involves no new land being subject to the permit. A request to extend the duration of the permit will be considered a renewal of the temporary use permit.

5. An application to renew a temporary use permit will involve public notification via mailed notices to owners and tenants, as specified in the Comox Valley Regional District planning procedures and fees bylaw.

**Approval history**

Policy adopted:	May 31, 2016
Policy amended:	