



REGIONAL DISTRICT
of Fraser-Fort George

Development Services



TEMPORARY USE PERMIT

Notwithstanding local Government bylaws, a **Temporary Use Permit** allows a temporary specific use. The holder of such a permit has a right to put the land to the use described in the permit until the date that the permit expires, to a maximum of three (3) years. If the subject property lies within the Agricultural Land Reserve, other approvals may be required first.

REQUIREMENTS FOR A TEMPORARY USE PERMIT

1. A completed application form, with Contaminated Sites waiver form, signed by all owners of the property. If the application is not signed by the owner, a completed Agent Authorization form or a letter from the owner authorizing someone to act on their behalf is required, or if owned by a registered company, by all listed authorizing signing directors.
2. Proof of ownership document (i.e. Tax Notice, Certificate of Title, etc.)
 - a. If the owner is registered as a corporation, a copy of corporate registry search or certificate of incorporation, including a list of current directors, dated no more than seven days prior to the date of the application, and the application form must be signed by the authorized representative(s) of the corporation.
3. Diagram showing the following:
 - Location of proposed development with building dimensions and setbacks, including roads.
 - Siting of existing buildings and physical features of the property.
4. Information regarding the proposed development or use, including the size of the proposed operation, number of employees, hours of operation, parking, potential noise or pollution, reason for the application, etc. should be included in the application. This information can be attached in the form of a letter.
5. Application Fee.

REVIEW PROCESS

1. Staff prepares a draft permit.
2. A report is written based on applicant's information and forwarded with the draft permit to various government and technical agencies (such as Ministry of Transportation and Infrastructure, Ministry of Agriculture, etc.) for comment.
3. Hold a Public Consultation Meeting.
 - A notice stating the purpose of the proposed permit is delivered to landowners within a minimum of 200 m (656 ft) of the subject parcel.
 - The notice is published in one issue of the local newspaper.
 - The applicant may be responsible for erecting a sign on the parcel a minimum of 14 days before the start of the public consultation meeting.
4. The public consultation meeting allows all public who believe they have an interest in the application an opportunity to express their comments by letter or by addressing the public meeting in person.
5. Updated report forwarded to the Regional District Board with minutes of the public consultation meeting and technical comments for consideration.
 - Depending upon the nature of the proposal, the Regional District Board may wish to place certain restrictions upon the permit or may request security to guarantee the performance of the terms of the permit.
6. Should the application be approved, the temporary use permit is signed, dated, and registered on the title of the parcel at the Land Title and Survey Authority of BC. The permit will go into effect immediately.
 - One copy of the permit is provided to the applicant and another is given to Building Inspection, if construction is involved.
 - One copy of the permit remains on file.
7. The permit is valid for a maximum of three years.

Regional District of Fraser-Fort George

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ESTIMATED TIME FRAME

The process will take a minimum of 3 months.

FEE

Application Fee	\$600
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Making an application does not guarantee approval. The decision rests with the Regional District Board.

This information has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this information and the relevant bylaws and/or applicable codes arises, such bylaws and/or codes shall be the legal authority.