

5. 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 mailed to the applicant and another is given to Building Inspection, if construction is involved.
 - One copy of the permit remains on file.
6. The permit is valid for a maximum of three years.
7. Once the term of the Temporary Use Permit has expired, a new temporary permit may be applied for.



Estimated Time Frame

The process will take a minimum of 3 months.

Making an application does not guarantee approval. The Regional Board makes their decision based on input from staff, technical agencies and the public.

Fee

Basic Fee	\$600
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Temporary Use Permits

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 after the permit was issued. 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.)

3. Diagram showing the following:
 - Location of proposed development with dimensions and setbacks from lot lines.
 - Siting of existing buildings.
 - Additional information.
4. Answer as completely as possible, the questions regarding the proposed development or use, the term of the proposed temporary use, and the reason for requesting the permit.
5. Information regarding the size of the proposed operation, number of employees, hours of operation, parking, potential noise or pollution, etc. should be included in the application.



Review Process

1. Staff prepares a draft permit with diagram.
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. Public 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 applicant also receives a copy of the notice.
 - The notice is published in one issue of the local newspaper.
 - The applicant is responsible for erecting a sign on the parcel a minimum of 14 days before the start of the public meeting.
 - The meeting allows people 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.
4. Updated report sent with minutes of the public meeting and technical comments, the Regional Board will make a decision regarding the application.
 - Depending upon the nature of the proposal, the Regional Board may wish to place certain restrictions upon the permit or may request security to guarantee the performance of the terms of the permit.