



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

OFFICE USE ONLY - Application Number: _____

Applicant Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Owner Information *(if different from above)*

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Land Use Designation: _____

Development Permit Area: _____

Lot Size (m²/ha/acre): _____

Project Information *(attached project description)*

Describe proposed development and use: _____

Type of Permit

☐

Temporary Use Industrial Permit

☐

Temporary Use Commercial Permit

Concurrent/Previous Applications

Permit/Application Number(s) of concurrent or associated application or previous application if this is a renewal:



Temporary Use Permit Application

Property Information *(attach multiple pages if required)*

Is the property serviced by:

Municipal water? : ☐ Yes

☐ No

Sanitary sewer? ☐ Yes

☐ No

Applications for subdivision or rezonings in areas that are not connected to the Sanitary Sewer System are required to pay an applicable Northern Health Authority fee.

Is the property within the Agricultural Land Reserve? ☐ Yes ☐ No

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized Representative Name (Print)

Signature

Date

Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Owner's Name (Print)

Owner's Signature

Date

Note: A Letter of Permission stating the above is also accepted.

Need help completing this application? Contact us!



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Temporary Use Permit application must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	

Documents and Drawings Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	Detail and scale of building and parking layout, adjoining lands/development, site access, landscaping, buffer treatment.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Elevations	2	Detailed elevations showing height and dimensions and overall exterior building design.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Contamination Site Form	1	Screening tool used to help identify potentially contaminated sites.	Attached to this checklist	<input type="checkbox"/>	
Rationale Letter	1	Statement of intent outlining the rationale behind the application and how the City may benefit or be impacted from the amendment.		<input type="checkbox"/>	

Additional Documents - ONLY if the City deems necessary

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Registered Professional Review	1	Reviews or documentation by Registered Professional (i.e. biologists, engineers)	Contact the City for more information.	<input type="checkbox"/>	

Contaminated Site Declaration Form

I, _____, hereby acknowledge that the *Environmental Management Act*, 2003, as amended, is effective as of February 1, 2021.

Legal Description(s):

- ☐ Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a 'site disclosure statement', as outlined in Section 40(1) of the *Act*.
- ☐ I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above.
***Please contact staff to submit a "site disclosure statement".**

I further acknowledge that this declaration does not remove any liability which may otherwise be applicable under the legislation.

Owner / Agent

____ / ____ / ____
dd / mm / yy

Owner / Agent

____ / ____ / ____
dd / mm / yy