

Temporary Use Permit Application Guide

Overview

This handout provides information on the requirements and processes for obtaining a Temporary Use Permit. It is intended for general guidance only. Applicants should also refer to:

- The Zoning Bylaw and Zoning Maps for applicable regulations and designations
- The Subdivision and Development Servicing Bylaw
- Citywide Official Community Plan and Zoning Bylaw Overview Brochure
- Sign Permit Applications Guide
- Fee Schedule, Application Form and Checklist

These can be obtained on the City's website (www.coquitlam.ca) or at the City's Planning and Development Department.

What is a Temporary Use Permit?

Subject to Council approval, Temporary Use Permits are permitted in the City on properties within a agricultural and resource zone (A-3 zone) outside of the Agricultural Land Reserve, any commercial zone (C) zone, service commercial (CS) zone, service station (SS) zone, industrial (M) zone, or comprehensive development (CD) zone. A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted in the City's Zoning Bylaw. Temporary use permits may be issued for a period up to three years from the date the permit was approved by Council. Temporary use permits may be renewed once, subject to Council approval.

Conditions under which a temporary use may be allowed are established in the permit, including the site design and layout, and length of time the temporary use can occur. Security deposits and letters of undertaking may also be required to ensure conditions are met. Temporary Use Permit applications are reviewed relative to certain criteria as outlined in the City's Zoning Bylaw, these include:

1. if the temporary use will operate at an intensity of use suitable to the surrounding area;
2. if the temporary use will be compatible with regard to use, design, and operation with other surrounding land uses; and
3. that the temporary use will operate on a temporary basis only and includes plans, or a letter of undertaking to terminate the use and restore the site by the expiry date of the permit.

Prior to Application

Temporary Use Permit applications should be well planned before submittal. The following should be considered prior to submitting an application:

1. **Zoning Maps and Zoning Bylaw:** All land in the City is assigned a zone as shown on the City's Zoning Bylaw Maps and is subject to specific regulations. Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property such as building setbacks and building height. A temporary use must still meet these requirements, as well as the requirements of other bylaws. Zoning is available on the City's website (www.coquitlam.ca) at "Online Services, Interactive Map."
2. **Development Servicing:** All development must provide water, sanitary sewer, storm sewer systems, and other services at the developer's cost. The servicing of roads, lanes and sidewalks adjacent to the land

being developed will also be reviewed to ensure appropriate pedestrian and vehicle access is provided for the temporary use.

3. **Contact the Planning and Development Department:** Development Planning staff are available to meet with prospective applicants and their consultants to discuss the proposed development, and provide advice on submission requirements and the review procedure, to assist in the efficient and timely processing of the application prior to submittal.

Application Submission

To proceed with a Temporary Use Permit application, complete a Temporary Use Permit Application Form and Checklist available on the City's website or at the Planning and Development Department. All information requested in the Checklist must be provided at time of submittal. This ensures that your application will be referred to the appropriate City departments and responded to in a timely manner.

Temporary Use Permit Review Process

- **Step 1 - File Manager Assigned:** The application will be assigned a File Manager in the Development Planning section.
- **Step 2- Acknowledgement Letter:** The File Manager will send an acknowledgment letter to the applicant acknowledging receipt of the application and providing contact information.
- **Step 3 - Referrals:** The File Manager refers the application to appropriate City departments, including but not limited to Development Servicing, Transportation Services, Parks, Recreation and Culture, Building Permits, Environmental Services, Engineering and Public Works, Fire Services and RCMP. The File Manager may in some circumstances refer the application to an external agency including the Provincial Ministry of Transportation, the Provincial Ministry of Environment, and/or the Federal Department of Fisheries and Oceans.
- **Step 4 - Requirements Letter:** After the File Manager receives referral comments, they are forwarded to the applicant in a requirements letter. The requirements letter identifies the changes and/or revisions necessary to the submitted application plans prior to proceeding with consideration for authorization of the Temporary Use Permit.
- **Step 5 - Resubmission:** Upon receipt of revisions from the applicant, the application will be referred back to the appropriate referral group for confirmation that the revisions address the issues identified in the requirements letter.
- **Step 6 - Public Notification:** Once the Temporary Use Permit application review is complete and ready for Council's consideration, the File Manager will initiate the required public notification process. The City Clerk's office will send out letters notifying residents and business operators within 100 meters of the subject site at least fourteen (14) days prior to the Council meeting date in which it will be considered. The public will have an opportunity to respond to the application either in writing or at the Council meeting when the application is scheduled for consideration. A notice of the proposed Temporary Use permit will also be placed in a local newspaper at least three (3) days and not more than fourteen (14) days prior to the Council meeting date.
- **Step 7- Temporary Use Permit Preparation:** Once the plans meet the requirements as outlined, the File Manager prepares the Temporary Use Permit document. The File Manager will forward a Temporary Use Permit package letter containing copies of the Temporary Use Permit to be signed by the property owner, with a sample Letter of Undertaking to be completed by the applicant and property owner, and a sample Letter of Credit (for security).

- **Step 8 – Temporary Use Permit Authorization:** The File Manager prepares a Council report with staff’s recommendations and will include any comments received from the public. At the Council meeting, Council will consider the application and may do one of the following: 1., issue the permit, 2., request additional information (defer), or 3., decline the permit.

Time Frame

The time required to review, and obtain a decision on a Temporary Use Permit application depends on a number of factors including: completeness of the application, time required to revise plans to address the identified issues in the “requirements letter”, and timing of Council meetings.

Security

A financial security, based on a percentage of the estimated construction value, is required prior to Temporary Use Permit authorization. This security ensures the temporary use is removed and the site is appropriately restored in accordance with the terms and conditions of the Temporary Use Permit. When the site is restored, the applicant must notify temporary use permit file manager to request an inspection prior to obtaining a refund on the security. Site restoration must occur prior to expiration of the temporary use permit.

Building Permit

Following the approval of a temporary use permit, a building permit, if required, may be obtained from the Building Permits Division. **The building permit application must be in accordance with the Temporary Use Permit plans.**

Legal Costs

Restrictive covenants, statutory rights-of-way or other legal agreements and documents may be required as part of the conditions of approval for the Temporary Use Permit. It is the applicant’s responsibility to have these documents prepared for the City’s review.

Signage

Anyone intending to place a sign on the exterior of any building or structure or on any property in the City must make an application and obtain approval from the Planning and Development Department for a Sign Permit prior to installation. This requirement applies to both permanent and time limited signs. Applications for sign permits are reviewed for compliance with the City's Sign Bylaw.

More Questions?

If you have questions contact Development Planning at 604-927-3430.

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The City disclaims any liability arising from the use of this guide, since the information is provided only as a guide for public use and convenience. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.