

Application for Temporary Use Permit

A temporary use permit is an approval from Council to allow temporary commercial and industrial uses on a property. A Temporary Use Permit can be renewed only once for a period of up to three years. For more information about development requirements, visit www.portcoquitlam.ca/business.

TO BE COMPLETED BY APPLICANT

I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.

Application Date: _____

Property Owner: _____

Owner Address (incl. postal code): _____

Owner Email: _____ Owner Phone: _____

Applicant (Primary Contact) Owner (info above)

Applicant Name: _____

Applicant Address (incl. postal code): _____

Applicant Email: _____ Applicant Phone: _____

TEMPORARY USE DETAILS

Legal Description of Property: _____

PID: _____

Civic Address: _____

Current Use of Property: _____

Current Zoning of the Property: _____

Current OCP Designation: _____

Proposed Temporary Use: _____

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TEMPORARY USE PERMIT APPLICATION CHECKLIST

The following materials are required as part of the Temporary Use Permit Application. All requirements must be submitted in order to process a Temporary Use Permit Application.

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Certificate(s) of Title	Current Certificate(s) of Title: <ul style="list-style-type: none"> <input type="checkbox"/> Dated within 6 months of application date. <input type="checkbox"/> Include description of any restrictions on title. 		
Letter of Authorization	If the registered owner is not the applicant, include the following authorization documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u> <input type="checkbox"/> Copy of an Option to Purchase <u>OR</u> <input type="checkbox"/> Copy of Purchase under Registered Agreement. 		
Written Submission	The submission shall include: <ul style="list-style-type: none"> <input type="checkbox"/> Site context including: <ul style="list-style-type: none"> • Uses adjoining the property. • Setbacks. • Height of adjacent buildings. • Topography and; • Vegetation. <input type="checkbox"/> Rationale for and description of temporary use. <input type="checkbox"/> Mitigation for possible negative impacts. 		
Site Survey	Site Survey of property(ies) prepared by a BC Land Surveyor identifying: <ul style="list-style-type: none"> <input type="checkbox"/> Lot dimensions, including total area of lot(s) <input type="checkbox"/> Location and setbacks of existing structure(s) <input type="checkbox"/> Existing Statutory right-of-way(s), restrictive covenant(s) and/or easements. 		
Site Identification	In accordance with the provincial <i>Environmental Management Act</i> and <i>Contaminated Sites Regulation</i> Site Identification may be required. <ul style="list-style-type: none"> <input type="checkbox"/> If a site has been used for commercial or industrial activities a Site Identification Questionnaire is required. A Site Identification Questionnaire may be obtained at the Development Services Department counter or online on the City Site Identification information webpage. <input type="checkbox"/> If a site has been used exclusively for a residential or agricultural use, a Site Identification Questionnaire may not be required. 		

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Plans & Drawings	<p>Where applicable the plans must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set of reduced plans at 11" x 17" <input type="checkbox"/> Other sizes may be requested by Planning staff. <input type="checkbox"/> Perspectives, renderings and elevations in colour for presentation purposes (min. size - 11" x 17") <input type="checkbox"/> Electronic (PDF) files of all plans and drawings. <p>Plans and drawings to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale. <input type="checkbox"/> Site plan including: <ul style="list-style-type: none"> • Lot dimensions. • Siting of buildings and yard setbacks. <input type="checkbox"/> All drawings must be legible and clearly show: <ul style="list-style-type: none"> • Dimensions, notes and details. • All measurements in metric. <input type="checkbox"/> Architectural drawings for any buildings proposed for the temporary use including Identification of all building cladding materials on the elevation drawings and a colour schedule. <input type="checkbox"/> Landscape drawings identifying any proposed landscaping. 			
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APPLICANT ACKNOWLEDGEMENT

The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements, and agree to pay any additional costs incurred by the City for services in processing the application.

Authorized Signature: _____ Date: _____

Print Name: _____

Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)

OFFICE USE ONLY			
Permit #'s: _____	Fee Paid _____	Receipt #: _____	
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Visa <input type="checkbox"/> MC	<input type="checkbox"/> AMX <input type="checkbox"/> Interac	CSR Initials: _____