

Temporary Use Permit application guide

Application procedure and 2024 schedule



Temporary Use Permit process overview

Temporary Use Permit (TUP) applications require Council review and approval. Once a complete TUP application is made, it will take approximately two to three months to be presented to Council for review and consideration of approval. This allows sufficient time for staff review and required public notification. Applicants are encouraged to meet with City staff approximately 4-6 weeks before applying to better understand the requirements for a complete application and if the proposal is generally in line relevant City regulations and policies. If granted, time period for TUPs is three years with the potential for three additional years, subject to Council approval.

**Pre-application
review**

**Application
intake**

**Public
notices**

**Council considers
approval**

**Permit registered
(subject to
Council approval)**

Pre-application stage

During the pre-application stage, proposals are reviewed by City staff to determine if the proposal is eligible for a TUP. This involves reviewing the application TUP guidelines that were adopted by Council on Sept 28, 2021. In line with this Council adopted direction, TUPs must meet the following criteria:

- » be compatible with adjacent land uses in terms of intensity of its activity, operational considerations, and visual/design aspects
- » be consistent with Burnaby's Official Community Plan (OCP), local community plans, and all relevant City bylaws, plans, and policies
- » not compromise the property's future use or development, as outlined in the OCP or local community plans
- » not significantly impact the natural environment and surrounding areas

Temporary Use Permits are permitted on properties designated "Industrial" or "Petro Chemical" in the OCP or other community plans, but the proposed uses are limited to permitted uses as outlined in the M Districts. The following M District uses are **not** permitted as a temporary use on industrial properties:

- » business and professional offices
- » cafes or restaurants
- » indoor athletic recreation uses
- » indoor go-cart tracks
- » indoor pistol and rifle ranges

TUPs are not generally supported on properties with the following designations, zoning and land uses:

- » Land within the Agricultural Land Reserve
- » Property within Residential and Multiple Family Residential Districts (R zones), their subdistricts, purpose-built rental housing, multiple-family dwellings, or multi-family flex-units, and the Comprehensive Development Districts (CD) based on the R Districts.
- » Property is a liquor license establishment, liquor store, licensee retail store, government cannabis store, or cannabis production facility.

Once it is determined that the TUP proposal is supportable, City staff will help guide the applicant to make a complete application. Project-specific conditions may be added to the permit, including security for proposed works in the form of a letter of credit or certified cheque.

Application submission requirements

An initial application package must include all the items below. In order to ensure completeness, applicants are encouraged to meet with staff before the suggested submission date. Incomplete applications will not be accepted.

- A. Application form** – Available in the Planning and Development Department or at **Burnaby.ca/TUP**. This form is completed by the applicant. If the owner is the applicant and if the site has more than one owner, all other owners must sign an authorization form. If the property is strata titled, the applicant is required to submit Strata Council meeting minutes showing that the Strata Corporation has agreed to the Temporary Use Permit application.
- B. *(If applicant is not the owner)* Agent authorization form** – Available in the Planning and Development Department or at **Burnaby.ca/TUP**. This form is only required when the owner wishes to have another person act on their behalf during the application process. The form must be completed by the applicant and signed by the owner(s) of the property. Approval from strata council must be obtained, if applicable.
- C. Title search** – A copy of the title search and copies of all documents and/or legal plans related to easements, covenants and statutory rights-of-way for the City of Burnaby and all other governmental agencies.
- D. Letter of intent** – This letter is prepared by the applicant and outlines existing land uses and any improvements to be retained or demolished on the site, the existing and proposed zoning districts, and the proposed density and land uses associated with the temporary use. The letter also provides the purpose and rationale for the temporary use, and how the use meets the Council adopted criteria for TUP applications, see Pre-Application Stage.

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E. Proposal for new temporary use

1. Title sheet with:

- project title
- property address(es) of the site
- names and contact information for the applicant, architect, landscape architect, land surveyor, and any other consultants

2. Concept site and landscaping plan to a standard metric scale (1:100 or 1:200) with:

- existing and proposed property lines
- topographic elevations
- existing and proposed (if applicable) building footprint(s) with setbacks and building height(s)
- outdoor landscaping and hardscaping areas indicating any existing trees or significant vegetation.
- location of any streams, setbacks, or other environmental constraints
- vehicle access(es), Fire Truck Access Plan, pedestrian routes and building entrances
- surface parking, loading, and waste and recycling area and access plan (if applicable)
- identification of any City-owned land or right-of-way proposed to be part of the site

3. If the proposal includes development of the site, including but not limited to the construction of a new building, addition to an existing building, or paving of the site: Concept building elevations or renderings which include:

- Certified Survey Plan
- Building sections, elevations, heights (in metres and storeys, drawn from a standard metric scale), if the proposal includes the construction of a new building, or addition to an existing building
- Building materials and the location of windows, entrances, balconies
- Site grading plan
- 3D rendering
- Proposed underground parkade depth in metres and levels (if applicable)

- Storm Water Management Plan; if the proposal includes development of the site, including but not limited to the construction of a new building, addition to an existing building, or paving of the site
- Solid Waste and Recycling (SW&R) Access Plan; if the proposal includes development of the site, or any change to the existing SW&R Plan. The file manager will provide the applicant with SW&R requirements for land development applications.

4. Other items, if applicable, which may include:

- Site Disclosure Statement and release request
- list of areas on or adjacent to the site that are City-designated Environmentally Sensitive Areas, part of Metro Vancouver's Sensitive Ecosystem Inventory (SEI) or that contain streams
- list of any resources on the City of Burnaby's Heritage Inventory or Community Heritage Register about the site
- any additional information that may better assist staff in reviewing the proposed project

F. Temporary Use Permit application fee –

Applicants should confirm the applicable fee with the Planning and Development Department **prior** to submitting the TUP application.

Standard TUP application fee

Application fee	\$2,764.50
Renewal fee	\$1,698.50
Amendment fee	\$1,698.50
On construction value or minimum fee if less than amount	\$3.00 per \$1,000.00

Other fees

Public notice sign removal fee	\$311.00 Minimum
Administration fee (processing and reviewing compliance security for required works)	1% of estimated compliance security