

Requirement Checklist for Temporary Use Permit (TUP) Applications

Document Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Development Application <input type="checkbox"/> Agent Authorization Form <input type="checkbox"/> Strata Council Approval; <i>if the subject site is strata</i> <input type="checkbox"/> Title Search; A current title search issued not more than 14 days prior to the date of application, and a copy of all non-financial charges from the Land Title Office for each property involved in the proposal <input type="checkbox"/> Application Fees <input type="checkbox"/> A Letter of Intent including the following information: <ul style="list-style-type: none"> ○ the current and the proposed use of the property. ○ reasons for the request for the proposed temporary use, and whether it is considered to be in the public interest. ○ compliance with the applicable City's community plan, bylaws and policies, including a list and justification of non-compliance. ○ the impacts of the proposed temporary use on adjacent land uses and the natural environment, and the proposed mitigating measures. ○ how the proposed temporary use aligns with adjacent land uses regarding the intensity of use, visual considerations, etc.
Drawing Requirements [digital format on standard A1 sheet (24" by 36")]	<ul style="list-style-type: none"> <input type="checkbox"/> Certified Survey Plan showing: <ul style="list-style-type: none"> ○ property lines, lot area, and lot width ○ driveways, roads, and accesses ○ location of fire hydrant, and utilities ○ location of existing easements, rights-of-way, and covenanted areas <input type="checkbox"/> Site Plan, Including the location of existing and new buildings/structures, parking and loading areas, setbacks, landscaping, watercourses and the required setbacks from the top of the bank, finished grades, etc. <input type="checkbox"/> Project Statistics <input type="checkbox"/> Architectural drawings, including elevations, if the requested variance(s) is related to a building <input type="checkbox"/> Photos of the subject site, and adjacent properties and streetscapes
Assessment Report Requirements (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Geotechnical Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas. <input type="checkbox"/> Flood Protection and Hydrological Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas. <input type="checkbox"/> BC Building Code Analysis; if the proposal includes the change of use of an existing building, construction of a new building, or addition to an existing building, to ensure compliance with the BC Building Code and the BC Fire Code.