



DEVELOPMENT SERVICES APPLICATION PACKAGE

Guide to

TEMPORARY USE PERMITS

for commercial & industrial use

This handout is prepared for your convenience as a general guide to commercial and industrial temporary use permits in the City of Port Coquitlam. Changes to the information may be made where circumstances warrant. Please consult the bylaws and other documents including the *Community Charter; Local Government Act; Land Title Act; Strata Property Act* and the City of Port Coquitlam Official Community Plan, Zoning Bylaw, 2008, No. 3630, Parking and Development Management Bylaw No. 3525, Development Procedures and Fees Bylaw No. 3632, Subdivision Servicing Bylaw No. 2241, Tree Bylaw No. 3474, Soil Removal and Deposit Bylaw No. 3331 and other municipal legislation and policies as may be applicable for specific requirements. You may view municipal documents on the City of Port Coquitlam web site, www.portcoquitlam.ca, at the Terry Fox library or you may obtain copies at City Hall. For further information, please contact the Planning Division at 604-927-5442.

Last updated Dec 2008

INTRODUCTION

This handout describes the specific process for applications to permit temporary commercial and industrial uses of a property. The Official Community Plan permits the City to consider issuance of such permits in accordance with procedures outlined by the *Local Government Act* and the City's Development Procedures & Fees Bylaw. It usually takes 12 to 16 weeks to obtain a decision to permit a temporary use; however, the time varies depending upon the application complexity, comprehensiveness of the application, time to revise plans in response to identified issues, and timing of Committee and Council meetings.

PROCESS FOR A TEMPORARY USE PERMIT APPLICATION

Submit Application

Please submit a complete application including the application fee. A primary contact for all communication regarding the application must be appointed at the time of the application.

TIP: Discuss the proposed temporary use with immediate neighbours and any others who may be affected in order to identify and resolve issues at an early stage.

Staff Review

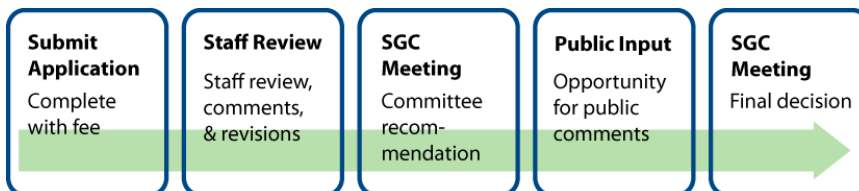
The appointed Planning File Manager will circulate the application to staff in other departments and any other applicable outside agencies. Any requests for information or amendment to the application will be brought to the attention of the primary contact. Enquiries about the status of the application should be directed to the Planning File Manager.

SGC Meeting

A Staff report will be considered by the Smart Growth Committee (SGC), which typically meets twice a month. The SGC will either instruct the Corporate Officer to give notice pertaining to the temporary use in accordance with the *Local Government Act* or refuse the application.

Public Input

At a subsequent meeting, the SGC will hear from anyone who wishes to provide comments. After SGC closes the public input opportunity, it will make a decision on the application.



INFORMATION REQUIRED FOR TEMPORARY USE PERMIT APPLICATION

1. Current **Certificate(s) of Title** for all properties involved in application.
2. **Letter of Authorization** (or valid *Option to Purchase*), if the applicant is different from the registered owner shown on the Certificate of Title.
3. **Written Submission** explaining the proposed development and must include:
 - site context including uses adjoining the property, features such as setbacks or height of adjacent buildings, topography and vegetation
 - rationale for and description of temporary use
4. **Sketch** identifying the following:
 - lot dimensions and area

- location and setbacks of existing or proposed structure to be occupied by the temporary use
 - access and parking, including proposed treatment of parking spaces
 - on-site and boulevard vegetation, including any trees to be retained, proposed retention measures if on-site construction is involved, and proposed landscaping
 - any statutory right-of-ways or easements.
5. A **Site Profile** may be required by the Engineering & Operations Department in accordance with the *Waste Management Act* and *Contaminated Sites Regulation*. A Site Profile package should be obtained from the Engineering & Operations Department or online and the completed Site Profile submitted to the Engineering & Operations Department concurrently with, or prior to, the application.

ADDITIONAL INFORMATION

Fees & Charges

The fee for a Temporary Use Permit is \$1700, of which \$1200 is refundable if the application does not proceed to public consultation. Please refer to Schedule A in Development Procedures and Fees Bylaw, 2008, No. 3632 for more information.

Legal Costs

Restrictive covenants, statutory rights-of-ways or other legal agreements and documents may be required. At the direction of the applicant, the City will provide standard documents or request its solicitor to draft non-standard documents. It is the applicant's responsibility to seek independent legal advice in respect of any document or agreement and to pay any costs incurred by the City for drafting and reviewing any legal documents. The charge will be levied prior to final approval of any authorizing bylaw or issuance of the permit or plans, whichever is applicable.

CONTACT INFORMATION

Planning Division

#200 2564 Shaughnessy Street
604-927-5442
planning@portcoquitlam.ca

Engineering & Operations Department

#200 2564 Shaughnessy Street
604-927-5420
engineering@portcoquitlam.ca

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
APPLICATION FOR TEMPORARY COMMERCIAL or INDUSTRIAL USE PERMIT**

File No: _____

Application Date: _____

TO BE COMPLETED BY APPLICANT - Please print clearly

Applicant's Name: _____ Registered Owner: _____

Applicant's Address: _____ Owner's Address: _____

Postal Code _____

Applicant's e-Mail _____

Applicant's Phone _____

Primary contact:

Contact's Name: _____ Contact's Position _____

Contact's Address: _____

Contact's Phone _____ Contact's e-mail _____

Legal Description of Property (ies) _____

PID _____

Civic Address: _____

Present Use of Property: _____

Present Zoning of Property: _____

Present OCP Land Use Designation: _____

Proposed Temporary Use: _____

Initial	Comment	Submission Requirements
_____	_____	Current Certificate(s) of Title
_____	_____	Letter of Authorization or copy of option to purchase
_____	_____	Sketch of site & written submission

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 or 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.).

TO BE COMPLETED BY OFFICE Application Fees (per Development Procedures and Fees Bylaw, 2008, No. 3632)

Non-refundable fee \$ 500.00

Refundable fee (Document Fee) \$ 1200.00

TOTAL for application _____

DATE: _____ RECEIPT NUMBER _____