



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
 Phone: (250) 720-2700 Fax: (250) 723-1327

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TEMPORARY USE PERMIT APPLICATION (SHORT TERM VACATION RENTAL)

Applicant/Property Owner Information	Agent Information (if applicable)
Name:	Name:
Mailing address:	Mailing address:
Phone:	Phone:
Cell:	Cell:
Fax:	Fax:
Email:	Email:

Agent Authorization (if applicable)	
<p>If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed.</p>	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this Temporary Use Permit application.	
Signature of owner:	Date:
Signature of owner:	Date:

Property Description	
Civic address:	
Legal description:	
Zoning:	OCP designation:
Describe the existing land use of lands adjacent to the subject property:	
North:	South:
East:	West:
Within the Agricultural Land Reserve (ALR): <input type="checkbox"/> No <input type="checkbox"/> Yes	
Within a Development Permit Area (DPA): <input type="checkbox"/> No <input type="checkbox"/> Yes (more information: www.acrd.bc.ca/development-permits)	
Method of sewage disposal: <input type="checkbox"/> Community system <input type="checkbox"/> On-site septic system <input type="checkbox"/> Other	
Method of water supply: <input type="checkbox"/> Community system <input type="checkbox"/> On-site water system <input type="checkbox"/> Other	

Current Use (attach as a separate sheet, as required)
Describe the current use of the land and building(s) on the subject property:

Proposed Temporary Use (attach as a separate sheet, as required)

Describe the proposed temporary use of the land and building(s). Describe the time period required for the temporary use. Describe the reason(s) for the proposed temporary use. Clearly describe any conditions that the proposed use will be limited to (ie. floor area, bedroom(s), affected land area, building(s) to be used, parking, hours of operation, sewage, water, caretaker, etc.):

Required Documentation

- Site plan** showing the following:
 - Legal boundaries and dimensions of the subject property.
 - Location of permanent building(s) and structure(s) on the subject property with distances to property lines.
 - Location of any existing sewage disposal systems and/or property water source.
 - Landscaping, access roads, driveways, vehicle parking spaces, pathways, screening/fencing, etc.
 - Current floorplan showing the number of bedrooms that will be used for the short term vacation rental.
- Health and safety inspection:** Where applicable, confirmation from a Building Inspector, or other qualified individual that the proposed use of a building or structure meets minimum standards for health and safety.
- Septic inspection:** A copy of the most recent septic inspection/servicing showing to be in good working order and, if applicable, confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for the number of rooms/guests.

Additional or more detailed information may be requested by the Regional District following review of your application.

- If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a registered BC Land Surveyor may be required.
- I accept responsibility for delays in processing caused by incorrect or insufficient submission. Personal information contained on this form is collected under the *Local Government Act*. Contact the Planning Department if you have any further questions.
- I hereby grant Regional District staff full right of access to the subject property, during the hours of 8:00 am until 4:30 pm, Monday to Friday, except statutory holidays, while this application is in effect; and
- I/we hereby declare that the information provided in this application is, to the best of my/our knowledge, true and correct in all respects, and I/we enclose the required fee with this application.
- NOTE: All items submitted as part of the application will not be returned to the applicant and are subject to the *Freedom of Information and Privacy Act*. All relevant correspondence will be provided to both the applicant and the agent when applicable.

Applicant/Owner Signature: _____ **Date:** _____

Applicant/Owner Signature: _____ **Date:** _____