

## Temporary Use Permit Application Fees

- \$600 + \$500 for advertising and notice
- No fee for Agri-tourism, Agri-tourism Accommodations, and Gathering for an event; applicable only to properties with Farm Status that are within the Agricultural Land Reserve (ALR).

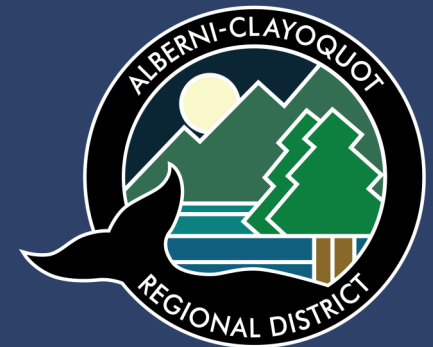


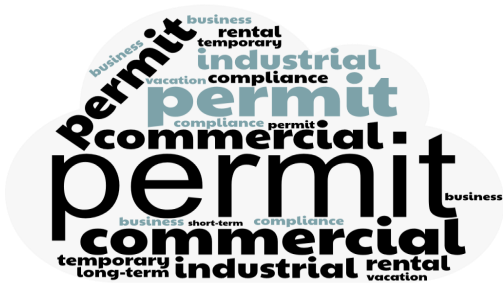
## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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# TEMPORARY USE PERMIT PROCEDURE





## What is a Temporary Use Permit?

A temporary use permit (TUP) can be issued to a property owner to allow a specific use that is not permitted under the property's current zoning. If supported, the permit can be issued for up to three (3) years with the option for one renewal. TUP's give property owners the opportunity to legally "try out" a new business or land use without having to go through the rezoning process. If the business does not work out, or the property owner chooses a different direction, the property is not permanently rezoned.

The application process includes an advertisement and neighbourhood notification to provide an opportunity for community members to forward their comments and/or concerns, and to ask questions prior to potential issuance of the permit.

TUP's can contain site specific conditions and restrictions which can be enforced if necessary. A TUP can be revoked at any time if the property owner operates in non-compliance with the terms of the permit.

The following procedure outlines the basic steps of the temporary use permit (TUP) process. Each application is unique and has the potential for various requirements to be satisfied prior to the issuance of the permit. It is recommended that all property owners who are considering development of property consult with the ACRD Planning Department prior to application in order to identify any additional steps or submissions that may be required.

### PROCEDURE:

1. Make an application. An **Application for Development** form can be found on the ACRD website or picked up from the ACRD office. Payment of the application fee will be required when a complete application has been received by the ACRD.
2. Once the fee has been paid, the proposal will be reviewed by Planning staff. A report is prepared and will include recommendations, requirements to ensure compliance with relevant regulations, and appropriate conditions that are unique to each application.
3. A documentation package (including report, application documents, and maps) will be submitted to the electoral area Advisory Planning Commission (APC) and Director for their review. The APC meeting is an informal public meeting of local volunteers who provide their recommendations to the area Director. It is recommended that the applicant attend this meeting.
4. The documentation package is then forwarded to the ACRD Board of Directors for **first consideration** at a Board Meeting. Applicant attendance to this meeting is not required.
5. If the TUP is supported by the Board, a **notice** including application details is mailed, and sometimes hand delivered, to **all property owners and residents within 100 m of the subject property**. The notice is also placed in one issue of a local newspaper. This is the public's opportunity to provide feedback, positive or negative, to ACRD Planning staff and Board members.
6. If the TUP is not supported by the Board, the applicant is notified and given the opportunity to present their case at a subsequent Board meeting. If the Board continues to oppose the TUP, it is denied at this meeting. If the Board chooses to support the TUP at this time, notification as outlined in step 5 is completed.
7. Following notification, the TUP along with a memorandum and any input received from the public, is forwarded to the Board for their **second (and sometimes third) consideration**. The Board considers issuance of the TUP following review of the public input received.
8. If/when the TUP is issued, Planning staff registers a notice of permit to the subject property's certificate of title through the Victoria Land Title Office.

**IMPORTANT! Please Note: If at any stage, the proposal is not supported , the applicant would be notified and given the opportunity to amend the proposal and/or provide justification for the proposal as submitted.**