



**TEMPORARY USE PERMIT APPLICATION**

**APPLICATION NO. TP-\_\_\_\_\_**

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION. PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT** AND WILL BE USED ONLY FOR THE PURPOSE OF PROCESSING YOUR APPLICATION.

This form is to be completed in full and submitted with all requested information to the City of Castlegar, 460 Columbia Avenue, Castlegar, B.C. V1N 1G7 (Phone : 365-7227, Fax: 365-4810)

**Registered Owners' Name(s):** \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

**Owner Authorization of Applicant:**

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.

**Owners' Signatures:** \_\_\_\_\_

\_\_\_\_\_

**NOTE:**

- (1) A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.
- (2) An Application Fee as set out in Schedule 'C' (applicable section of which is attached) shall be made payable to the City of Castlegar and shall accompany the Application.
- (3) Where the applicant is not the sole registered owner of the land described in this application, the authorization clause, noted above, must be completed and signed by the owner(s).
- (4) A dimensioned Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) to be redesignated and the location of existing and proposed buildings, structures, uses, access roads, parking, driveways and any screening, landscaping and fences must accompany this application.

I/We \_\_\_\_\_ hereby make application under the provisions of the Municipal Act to the City of Castlegar for a Temporary Permit to undertake the following temporary commercial or industrial use (provide **full** description of proposed use/development):

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Duration of Permit requested: \_\_\_\_\_  
(Note: Maximum allowable is three years)

**The following information is to be provided:**

1. Current legal description of the land in full:

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2. Location of the Land (Street Address):

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3. Present Zoning of the Land: \_\_\_\_\_

4. Description of the existing use/development of the land:

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5. Do any buildings currently exist on the land?

Yes \_\_\_ No \_\_\_

If yes, please provide a set of scaled drawings including site plans, floor plans, facade (if required), indicating building locations, sizes, heights and other information.



**SCHEDULE “C”**

**DEVELOPMENT APPROVALS  
APPLICATION FEES AND APPLICABLE REFUNDS**

APPLICATION TYPE	APPLICATION FEE
Development Permit	\$400.00
Development Permit (facade only)	\$20.00
Development Variance Permit	\$400.00
Land Use Contract Amendment (only)	\$500.00
Land Use Contract Amendment with OCP Amendment	\$600.00
Official Community Plan Amendment (only)	\$600.00 plus advertising costs
Temporary Use Permit	\$500.00
Zoning Bylaw Amendment (only)	\$600.00 plus advertising costs
Zoning Bylaw Amendment with OCP Amendment	\$815.00 plus advertising costs

**Refunds:**

1. No refund shall be granted for application fees received for development permits, development variance permits or temporary commercial/industrial use permits.
2. One Hundred (\$100.00) Dollars of the application fee for a zoning bylaw amendment, land use contract amendment and/or official community plan amendment shall be withheld by the City if the application is withdrawn or declined by City Council prior to Council passing a resolution that a Public Hearing be held on the application.
3. No refund shall be granted for a zoning bylaw amendment, land use contract amendment or official community plan amendment application after the City Council has authorized by resolution that a Public Hearing be held regarding the application.

**(Bylaw 920)**