

Temporary use permits (TUP) allow a use to be carried out on land that is not zoned for that purpose for a maximum of 3 years. An applicant may also apply for a onetime only renewal for an additional 3-year period. A TUP is issued by the Regional District of East Kootenay Board by resolution or by bylaw. The Board may identify conditions under which the temporary use may be carried out. All other required approvals, e.g., ALR non-farm use approval or highway access permit, must be acquired by the applicant prior to commencing the new use.

Please note that this application package for is not for a Short-term Rental Temporary Use Permit. A separate package is available for these types of application.

We recommend that you make an appointment to discuss your proposals with Development Services staff.

How and where to apply:

Complete a temporary use permit application. These are available from the RDEK offices at:

- **19 - 24 Avenue South, Cranbrook BC**
- **1164 Windermere Loop Road, Invermere BC**

The application form is also available online at www.rdek.bc.ca.

Include the following:

1. Non-refundable fee payable to the Regional District of East Kootenay

Application Fees:

- \$1,600 – issued by Board Resolution no public hearing required
 - \$2,000 – issued by Bylaw and a public hearing required
 - Renewal – ½ Original Fee
2. All required supporting information including: architectural plans, site plan, access, location of wells and septic systems, physical features, proposed landscaping or screening, as appropriate.
 3. A detailed explanation of your proposal, information about the parcel(s) under application and any other information, such as photographs in support of your application.
 4. A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at www.ltsa.ca. If requested, a Title Search can be obtained by the RDEK for a document fee of \$17.50.

What happens to your application:

In areas covered by official community plans (OCPs) or land use bylaws (LUBs), locations where TUPs will be considered and criteria under which applications will be reviewed are identified. Following receipt of a completed application form, appropriate supporting information and fees the proposal will be referred to the appropriate Advisory Planning Commission and then to the Board of Directors. Consideration of the application is a two month process which includes a mail out Notice to neighbours and advertising in the local newspaper. If approved, the Board will pass a resolution permitting the temporary use.

If the temporary use is proposed for an area that is not identified as an area in which a TUP will be considered, the Board must approve the TUP by bylaw. This follows the same process as consideration of a rezoning bylaw and may take up to five months. Following receipt of a completed application form, appropriate supporting information and fees the proposal will be referred to the appropriate Advisory Planning Commission and then to the Board of Directors. The Board may authorize a public hearing as part of this process which includes a mail out Notice to neighbours and advertising in the local newspaper. Following the public hearing the bylaw will be considered by the Board for third reading and adoption. If the property is located within 800 m of a controlled access highway approval from the Ministry of Transportation and Infrastructure will be required before the bylaw can be adopted by the Board.

Temporary Use Permit Application

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Agent: _____
Address: _____	Address: _____
Phone: _____ Email: _____	Phone: _____ Email: _____

SECTION 2 – DECLARATION AND AUTHORIZATION

I / we declare that the information in this application is, to the best of my / our knowledge, true and correct.

Signature of Applicant(s): _____ Date: _____

If the application is submitted by an Agent, the owner(s) must sign the following statement or provide separate written authorization:

I / we consent to this application filed by the person or company whose name appears as the agent above.

Signature of Owner(s): _____ Date: _____

Personal Information requested on this form is collected under the authority of section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used by the RDEK for the purpose of processing the application. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information in the RDEK, contact the Corporate Officer of the RDEK at 19 – 24th Ave S., Cranbrook BC, V1C 3H8 or 250-489-2791.

SECTION 3 – LAND UNDER APPLICATION

Legal description of all land proposed for development:

Lot _____ Block _____ Plan _____ District Lot _____

Extended legal description: _____

Street Address: _____ Parcel Identifier Number (PID): _____

Size of property: _____ Zoning Designation: _____

SECTION 4 – PURPOSE OF APPLICATION

- Describe the temporary use proposed and reason(s) for making application: _____

SECTION 5 – DEVELOPMENT & LAND USE INFORMATION

- Describe the existing use of the land: _____

Attach a map or sketch showing:

- North arrow & scale
- Lot lines with dimensions
- All buildings & structures (existing & proposed)
- Physical features (creeks, ponds, hills, gullies, etc.)
- Access (roads, driveways)
- Well or water intake
- Septic tank & field
- Proposed setbacks

[photographs are optional]

▪ **Describe water source and sewer method [*✓* check appropriate box(s)]:**

Present source of potable water:

- ☐ None
☐ Well
☐ Water Licence No. _____
Source _____
☐ Community Water System
Name _____

Proposed source of potable water:

- ☐ Well(s)
☐ Water Licence No. _____
Source _____
☐ Community Water System
Name _____

Present sewage disposal system:

- ☐ None
☐ Septic tank & field
☐ Community Sewer System
Name _____

Proposed sewage disposal system:

- ☐ Septic tank & field
☐ Community Sewer System
Name _____

▪ **Describe the use of surrounding land and buildings:**

North: _____

South: _____

East: _____

West: _____

SECTION 6 - AGRICULTURAL LAND RESERVE INFORMATION [*✓* check appropriate box(es)]

- ☐ No part of this property is in the Agricultural Land Reserve
☐ Part or all of the property is in the Agricultural Land Reserve
☐ Provincial Agricultural Land Commission approval is not required
☐ Provincial Agricultural Land Commission approval has been granted and a copy of the approval is attached.

SECTION 7 – OTHER APPROVALS INFORMATION [*✓* check appropriate box]

- ☐ No part of this property is subject to approved permits from the Ministry of Energy, Mines and Low Carbon Innovation including, but not limited to, placer mines, pits, quarries, mineral exploration, construction or operation; **OR**
☐ Part or all of this property is subject to approved permits from the Ministry of Energy, Mines and Low Carbon Innovation including, but not limited to, placer mines, pits, quarries, mineral exploration, construction or operation.

SECTION 8 – ENSURE THE FOLLOWING ARE ENCLOSED WITH YOUR APPLICATION:

- ☐ Application fee payable to the Regional District of East Kootenay
- ☐ A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at www.ltsa.ca; **OR**
- ☐ Consent to the RDEK to conduct a Land Title Search on your behalf for a fee of \$17.50.