

TEMPORARY USE PERMIT (DELEGATED)

Applications for a temporary use permit (TUP) will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver [Development Procedures Bylaw](#).

Refer to the [Fees and Charges Bylaw](#) for applicable application costs.

Refer to our [Submitting a Development Application](#) webpage for the Planning Submission Checklist and Development Application form which includes the submission requirements.

About temporary use permits

Temporary use permits allow the District to consider applications for a proposed use for land that is not permitted under the zoning bylaw. A TUP may be issued for a period of up to three years, with the opportunity to renew the permit once for up to an additional three years.

The *Local Government Act* allows a municipality to apply conditions to a TUP which may include:

- the types of uses permitted
- the specific areas of a building or site that can be used
- the conditions under which those uses may be carried out
- a requirement to return the site to the predevelopment condition

Temporary Use Permits

Section 19.2 of the *Development Procedures Bylaw* enables delegated approval authority for a Temporary Use Permit to the Director of Planning and Development Services provided that the application complies with certain conditions set out in section 19.17 specifically, if the proposed use will comply with all of the following:

- operates at an intensity of use suitable to the surrounding area;
- be compatible with regard to the use, design, and operation of surrounding land uses; and
- operates on a temporary basis only and includes plans, or a letter of undertaking, to terminate the use prior to the expiry date of the permit

Processing steps for a temporary use permit

1. Initial inquiry

Prior to preparing a temporary use permit application, applicants are advised to discuss the proposal with Planning department staff. Staff provide an overview of the process and application requirements.

2. Formal application submission

Applicant submits a formal application. District staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.

3. Referral process

District staff prepare internal and external referrals by distributing information and referral memo to all applicable District departments and government ministries.

4. Post-referral review

The applicant receives feedback from the review process. It is the responsibility of the applicant to respond to the feedback from the review process and resolve any conditions and/or requirements identified and submit any necessary reports or studies.

5. Public information meeting

The applicant notifies surrounding property owners within 50 metres regarding a public information meeting. At the public information meeting, input is provided to the applicant and District staff are in attendance to observe and answer questions regarding relevant policies and the review process.

6. Application notification

The applicant is required to post a notice of application site sign. Staff advise on the placement, size, and content of the signage. The District publishes a notice in the newspaper and issues neighbourhood notification to property owners and residents within 50 metres from the site of the subject property advising people of when the Director of Planning and Development Services will be considering the temporary use permit application and opportunities to provide input.

7. Director TUP consideration

The application is referred to the Director of Planning and Development Services for consideration.

The Director may:

- a) authorize the issuance of the TUP or authorize the issuance of the TUP with conditions;
- b) refer it back to staff for further information;
- c) reject the application; or
- d) refer the application directly to Council

If neighbourhood comments and public input cannot be resolved, the Director will refer the application to Council. However, the Director can, at their discretion, can refer applications directly to Council.



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8. Issuance of temporary use permit

Once permit conditions are met, the District issues the TUP to the applicant.