



Cariboo Regional District
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Website: cariboord.ca

TEMPORARY USE PERMITS Development Services Guide

An application is a process of evaluation and does not automatically ensure approval of your proposal.

What is a Temporary Use Permit (TUP)?

The purpose of Temporary Use Permits is to allow a response from local government to special temporary needs. The permit takes precedence over uses allowed in a zoning bylaw or a rural land use bylaw and can apply to any temporary use, such as gravel extraction. Conditions can be placed prior to approval or after completion of use. For example, returning the property to the original state. Bonds or Letters of Irrevocable Credit may be held by the CRD to ensure that the conditions agreed upon are completed.

Who can apply for TUP?

A property owner(s) or agent having written authorization from the property owner(s) may submit an application.

A TUP may be considered on most properties within the CRD. However, the issuance of a TUP is restricted in some Official Community Plan Areas, which include:

- Interlakes Area Official Community Plan (OCP): TUPs are only allowed on properties designated as Rural Residential 1, Rural Residential 2, Commercial, Industrial, Agricultural, and Resource Areas.
- Williams Lake Fringe Area OCP: TUPs are only allowed on properties designated as Agriculture, Resource, Rural Residential 1, Rural Residential 2, Commercial and Industrial.
- All other OCPs allow for the issuance of TUP in all land use designations.

You can determine this information by using the online mapping tool or contacting Planning Staff to determine if your property is located within these areas or is within a Rural Land Use Bylaw. Enquiries of this nature can be sent in writing to zoning@cariboord.ca.

Where is an application obtained and submitted?

An application package can be obtained from Planning Services, the CRD website www.cariboord.ca, and must be submitted to the CRD along with all applicable fees and information for processing.

How long will an application take?

An application can take approximately 5 to 8 months to complete; however, processing times may vary. Approval time may be affected by application completeness, accuracy and compliance with other referral agency or regulatory requirements.

How long is a TUP valid?

A TUP can be issued for up to 3 years. You may apply to have the permit renewed for one additional term of up to three years.

What happens to your application?

The processing of a TUP Application varies depending on whether or not the property is located within an Official Community Plan (OCP) or a Rural Land Use Bylaw. Both situations are summarized below:

Application Process:

A) For a Temporary Use Permit (TUP) within an OCP or Rural Land Use Bylaw

1. *Pre-Application Meeting:*

You are encouraged to meet with Planning Services staff in advance of submitting your application to discuss the feasibility of your proposal and to review what applications may be required.

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2. *Submit Application:*

Complete and submit the TUP Application Form including required documents, plans and all applicable fees to the CRD.

3. *Application Review Referral:*

Planning Services will review and refer your TUP application to the Advisory Planning Commission (APC) for your area and applicable government and non-government agencies.

4. *Regional Board resolution:*

Your application along with a report from the planning staff that has evaluated your application against the current policies and bylaws of the CRD will be forwarded to the CRD Board of Directors for consideration of approval in principle (with or without additional conditions).

5. *Notice of Development Sign:*

You will be required to post a notification sign on the property. Planning Services will provide written instruction detailing what information must be included, when the sign must be posted and requirements related to verification of sign posting.

6. *Public notice:*
If authorized, a Notice of TUP will be advertised in the newspaper and sent to property owners/occupiers within 100 metres of the subject property.
7. *Public meeting:*
The board may wish to proceed with a public meeting and post a notice of public meeting. A public meeting is held at the discretion of the regional board to inform the public of the proposed TUP.
8. *Regional board resolution:*
Upon receipt of comments resulting from the public notice and/or the public meeting, the regional board may/may not approve the TUP (with or without additional conditions) for a certain period (not to exceed three years).
9. *TUP Registration:*
If your application is approved, the TUP will be registered against the title on your property in the Land Titles Office. You will receive written notification of the Board of Directors' decision and confirmation of TUP registration. After TUP registration, you may proceed with the next step of your development.

B) TUP by Bylaw (outside an OCP or Rural Land Use Bylaw) – This situation requires a TUP to be issued through the creation of a bylaw and so follows the same process as shown in the Zoning & Official Community Plan Amendments Development Services Guide. Please see planning Staff for details.

Please Note:

Your application will be processed in accordance with Cariboo Regional District Development Procedures, Guidelines & Fees Bylaw which includes a detailed fee and fee refund schedule.