

A Guide to Temporary Use Permits

What is a Temporary Use Permit?

A Temporary Use Permit is an approval from the SLRD Board of Directors for a temporary land use that does not conform to the applicable zoning bylaw. A TUP may be issued for up to 3 years and can be renewed once by the SLRD Board of Directors for an additional 3 years. Your application should indicate the term that you are applying for.

When is a Temporary Use Permit Required?

Despite uses permitted in the applicable zoning bylaw, a TUP may do one or more of the following:

- Specify conditions under which the temporary use may be carried out;
- Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.



Who can apply for a Temporary Use Permit?

Temporary Use Permits are issued under Sections 492 to 497 of the Local Government Act.

- The property owner(s) or an authorized agent
- Where a property is owned by a company or society, the application must be signed by a person with signing authority.

What must I include with my application?

- Temporary Use Permit Application form and fee.
- Letter of authorization from the registered property owner (if applicable).
- Site profile as per the Contaminated Sites Regulation.
- Site plan illustrating existing and proposed buildings, setbacks to all property lines, parking, loading, access, landscaping, water features, topographical features, north arrow • Building footprints and elevations.
- Description of how the development will be serviced including roads, sanitary and storm sewers, waterlines, and other utilities.
- Rationale for the application.
- Comments, plans and photos (if requested) in support of the application

What is the application process?

Before you make a formal application, you should discuss your project with Planning Department staff. For more information, call 1-800-298-7753 or 604-894-6371.

Step 1: Submission of Application

To apply for a TUP, submit a completed application form, with all the required attachments and fees, to the Regional District Planning Department at the SLRD office. The application will be accepted only if it contains all required information.



Step 2: Application Review

Your TUP will be assigned to a member of the SLRD staff who will serve as the file manager. The file manager will then analyze the application in accordance with the applicable SLRD bylaws and regulations. The DVP application may be referred to various SLRD departments for input.



Step 3: Communication with the Applicant

Throughout the process, your file manager may request further information or clarification from the applicant, engineer or other coordinating professional. The timing of the review of the application will depend on how quickly the necessary information is submitted to your file manager for review.



Step 4: Public Notification

Once SLRD staff are generally satisfied with the application, they will prepare a notice describing the proposed TUP. The notice will be mailed to property owners and tenants within a 150 metre radius of the subject property.

Step 5: Staff Report

Once staff have completed their review of the application, your file manager will prepare a report for consideration by the Electoral Area Directors and Regional Board.



Step 6: Committee Review

The staff report and recommendations, along with the draft permit, will then be forwarded to the Electoral Area Directors Committee. The EAD Committee will review the application and make a recommendation to the Regional Board. The report will then be forwarded to the Regional Board for final consideration. Conditions of approval may require the owner of the land to demolish or remove a building or structure or restore land described in the permit to a specified condition. Other conditions may also be stipulated in the terms of the permit.



Step 7: Issuance of Permit

If the Regional Board authorizes issuance of the TUP, the TUP will be registered with the Land Titles Office on the Title of the property.

How long does it take to get a Temporary Use Permit?

The time required to review and obtain a decision on a Temporary Use Permit application depends on a number of factors including: completeness of the application, complexity of the development project, the time required to revise plans to address the issues identified by SLRD staff, and the timing of the EAD and Regional Board meetings.

TUP applications generally take approximately 6 to 8 weeks to process if all application information has been submitted, however, more complex applications can take longer.

What is the cost of a TUP?

The cost of a TUP is regulated by Bylaw 1301, as amended. Where an application has been withdrawn, relevant fees are applicable to any new application.

Legal Costs

Restrictive covenants, rights-of-way or other legal agreements and documents may be required as part of the conditions of approval for the TUP. It is the applicant's responsibility to have these documents prepared for the SLRD's review.

Electoral Area Directors (EAD) Committee:

The EAD Committee is composed of the Directors of the 4 Electoral Areas of the SLRD and usually meets on the second Monday of each month. The EAD will review the application and staff report, and make recommendations to the Regional Board. The applicant may be asked, or may wish to, make a presentation to the EAD Committee.

Regional Board:

The Regional Board is made up of 5 councillors and mayors from the SLRD municipalities and the 4 Electoral Area Directors, and usually meets on the fourth Monday of each month. The Regional Board considers all public input on the proposed TUP and either authorizes issuance or refuses the permit.



The applicant for a TUP will be required to post a sign on their property as per Schedule C of “Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014”.

More Questions?

If you have more questions regarding the TUP process, please review the SLRD website at www.slrd.bc.ca or contact the Planning and Development Services Department at planning@slrd.bc.ca.

This is a summary of the development variance permit process intended to assist you in your application. While every care has been taken in preparation of this brochure, the Squamish-Lillooet Regional District assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document.

You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for your proposal will be determined at the time of application.