



WHAT IS A TEMPORARY USE PERMIT?

A Temporary Use Permit is an approval from Council for a temporary land use to occur that does not conform to one of the permitted uses in the City's [Zoning Bylaw](#). The Temporary Use Permit can contain very detailed requirements such as indicating the buildings that can be used, the time frame of the permit, and other conditions. The objective of Temporary Use Permits are to:

- Avoid conflicts between different types of uses (i.e., residential, commercial, institutional, and industrial);
- Provide temporary approval of transition uses or uses where uncertainty exists;
- Respect appropriateness or viability of the use where it is premature to decide upon rezoning and long-term land use rights; and
- Ensure that Temporary Use Permits are not considered a substitute for a rezoning application.

WHEN IS A TEMPORARY USE PERMIT NEEDED?

The [Official Community Plan \(OCP\)](#) allows for the application of Temporary Use Permits in all properties within the limits of the City boundaries in accordance with conditions of use and supplementary regulations set out in the OCP. However, Temporary Use Permits are considered in unique circumstances for uses that are temporary in nature, and where a Temporary Use Permit is deemed by the City to be the most suitable planning tool available to accommodate a desired use.





HOW LONG IS A TEMPORARY USE PERMIT VALID FOR?

A Temporary Use Permit is valid for a maximum of three (3) years. Temporary Use Permits may be renewed by Council once for up to an additional three (3) years. Council may wish to issue a Temporary Use Permit for less than the maximum three (3) years.

PRIOR TO SUBMITTING AN APPLICATION

Applicants should be well informed of the City of Revelstoke's policies and procedures before preparing a Temporary Use Permit application. Prior to submitting an application, the applicant should consider:

- **[Official Community Plan](#)** – Check the [City's Interactive Map](#) to identify the land use designation of the property and review the types of land uses allowed within that corresponding land use designation as well the policies applicable to Temporary Use Permits in Part 6, Section 6.4.
- **Zoning Maps and [Zoning Bylaw](#)** – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine the specific uses and activities permitted on the property and which zoning regulations apply to the application.
- **[Subdivision, Development & Servicing Bylaw](#)** – Review the water, sanitary sewer, storm sewer requirements. This will help the applicant determine where additional servicing requirements are necessary for the temporary use.
- **[Development Approval Procedures Bylaw](#)** – Review the Development Application Procedures Bylaw to review the procedures for development in the City including information on Temporary Use Permit application process, permit extensions, and the referral process.
- **Contact the Development Services Department** – Contact the Development Service Department to set up a [pre-application meeting](#) to discuss the proposed Temporary Use Permit application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.



TEMPORARY USE PERMIT APPLICATION COSTS

The cost of a Temporary Use Permit application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with Temporary Use Permit application may include:

- Actual cost of any third-party professional review of applications.
- Any plans needed to meet the application requirements (i.e. site plan, landscape plans, elevations)
- Professional reports (i.e. engineering reports, landscape plans, planning rationale)
- Public notification fees (i.e. signage, advertising)
- Bonding requirements for landscaping and servicing agreements
- Legal fees (i.e. Land Title registry, covenants)

TEMPORARY USE PERMIT PROCESSING TIMELINE

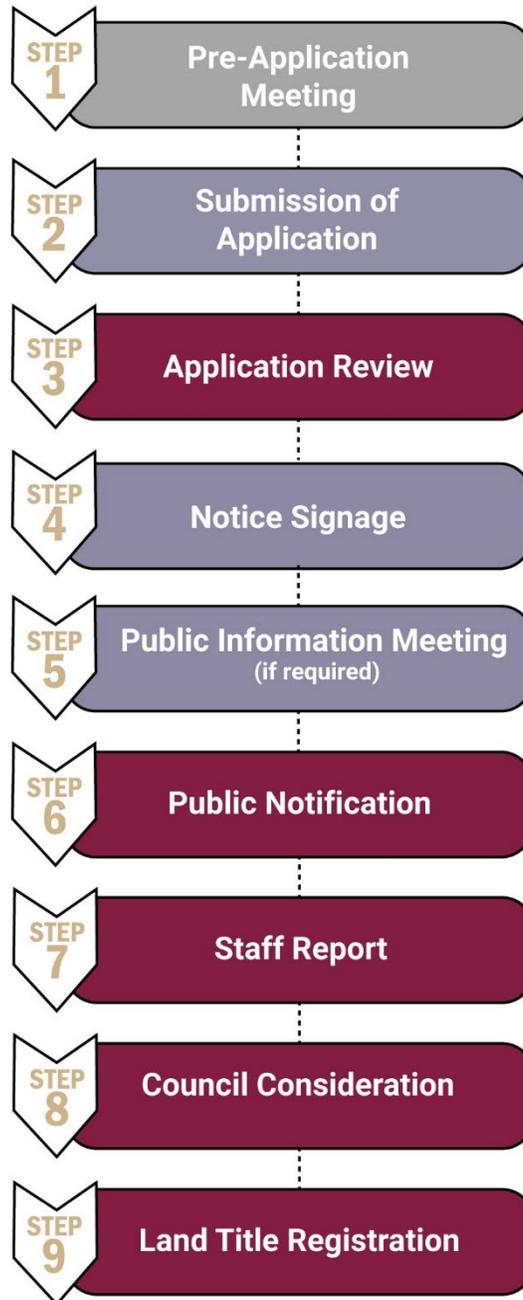
The following processing timelines are established from the date of receipt for a complete application. While this is a target, it is understood that difference circumstances (i.e. revisions, new plans, complexity of application, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

Temporary Use Permit Applications: 4-6 Months



TEMPORARY USE PERMIT APPLICATION PROCESS



Legend

-  Applicant & City Responsibility
-  Applicant Responsibility
-  City Responsibility



DETAILED APPLICATION PROCESS

STEP 1: PRE-APPLICATION MEETING

Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will endeavour to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

STEP 2: SUBMISSION OF APPLICATION

Applicants can submit a [Temporary Use Permit application form](#) and application fee in-person or electronically to the Development Services Department by emailing development@revelstoke.ca. It is essential that a complete application is submitted to ensure that it is processed in a timely manner. Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

STEP 3: APPLICATION REVIEW

The Temporary Use Permit application is reviewed by the Development Services Department, other City departments, advisory committees, and external agencies to provide the applicant with comprehensive feedback on the application. Staff may conduct a site visit(s) as part of the evaluation process. As part of an initial review of the application, Staff will also advise the applicant whether or not a public information meeting is required.

Staff may request further information or clarification from the applicant or the applicant's architect, engineer or other coordinating professional. The timing of the review of the application will depend on how quickly the applicant can provide additional information to staff as requested.

STEP 4: NOTICE SIGNAGE

The applicant is required to post a [notice of application sign](#) on the property to notify other property owners and residents in the area of the application. Signs must be posted within 10 days from the file manager approving the sign mock-up.

STEP 5: PUBLIC INFORMATION MEETING (IF REQUIRED)

Applicants may be required to hold a [public information meeting](#) for rezoning applications. It is the responsibility of the applicant to arrange and conduct the meeting at their expense. The public information meeting is an opportunity for the applicant to get an understanding of the public's position on the application and address any issues early in the process.



STEP 6: PUBLIC NOTIFICATION

Staff will prepare a notice describing the proposed Temporary Use Permit, with an information package that will be available online and in the office for the public to review. The notice will be advertised in the local paper and mailed to property owners and tenants within a 100m radius of the subject property. Notices will be mailed prior to the consideration of the application and any public comments will be added to the staff report. Notification must be mailed or otherwise delivered at least 15 days prior to the Council meeting.

STEP 7: STAFF REPORT

Once staff have received all feedback from internal and external agencies and completed their review of the application, staff will prepare a technical report for consideration by Council. The staff report takes into consideration any input received from other staff departments, referral agencies, and applicable policies and regulations in the Official Community Plan, Zoning Bylaw, Subdivision, and Development & Servicing Bylaw. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.

STEP 8: COUNCIL CONSIDERATION

Council will consider the application and make a decision on the Temporary Use Permit. The outcome may be approval to issuance, conditions to issuance, amendments / revisions to the permit, or denial. If the outcome is amendments / revision to the permit, the permit will need to be revised before being presented a second time for consideration. The applicant will be notified of the Council decision.

STEP 9: LAND TITLE REGISTRATION

If the Council decides to approve the Temporary Use Permit for issuance, staff will prepare the Temporary Use Permit and related schedules for signature and obtain a security deposit, if required. A Notice of Permit will be registered on the title of the property at the Land Titles Office by staff. The applicant will receive a copy of the signed permit once registration on title has been confirmed.

The building design must be in strict accordance with the approved design of the Temporary Use Permit, any request to change the approved design may require a new Temporary Use Permit application.

CITY OF REVELSTOKE
TEMPORARY USE PERMIT GUIDE



QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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216 Mackenzie Ave (Second St Entrance)
PO Box 170, V0E 2S0

250-837-3637

development@revelstoke.ca

www.revelstoke.ca

This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.

Photos provided by [Tourism Revelstoke](#).