



# Temporary Use Permit

## Information Bulletin

Revised: January 2023

### What is a Temporary Use Permit (TUP)?

A Temporary Use Permit (TUP) is a specialized permit issued by Council to allow a use that is usually not permitted in the current zoning regulations for a property.

A TUP may permit one of the following:

- A use not permitted by the Zoning Bylaw
- Specific conditions under which the proposed use(s) may be carried out
- The construction of buildings or structures for which the permit is issued

Any construction, demolition, or land alteration associated with a TUP may not commence until a permit is obtained. A security deposit may be required by the applicant to guarantee the terms of a permit. The security deposit is returned when the project is completed. In addition to obtaining a TUP, you may also need to apply for a Building Permit and/or business licence.

### Can the terms of a TUP be violated?

Violation of the terms of the TUP or failure to meet the conditions of the permit may lead to revocation. TUP conditions are binding on all existing and future owners during the time period specified in the permit.

### What is considered when evaluating a TUP application?

TUPs will be considered by staff and Council in the context of:

- Whether the proposed use is clearly temporary or seasonal in nature
- Whether infrastructure is adequate to support the proposal
- The impact on neighbouring permanent land uses both in terms of quality of life and urban design

A TUP is not an alternative to undertaking a zoning amendment application. These permits are for a limited time and do not allow activity to occur on a site indefinitely.

### For how long can a permit be issued?

The permit timeframe is at the discretion of Council. The owner can use the land in accordance with the terms of the permit until its expiration date or three years after issuance, whichever comes first. Before a permit expires, the applicant can apply for an extension. An extension can only be granted once for a maximum of three years, after which a new application must be made. A TUP applies to a specific property and is not transferable from one site to another.



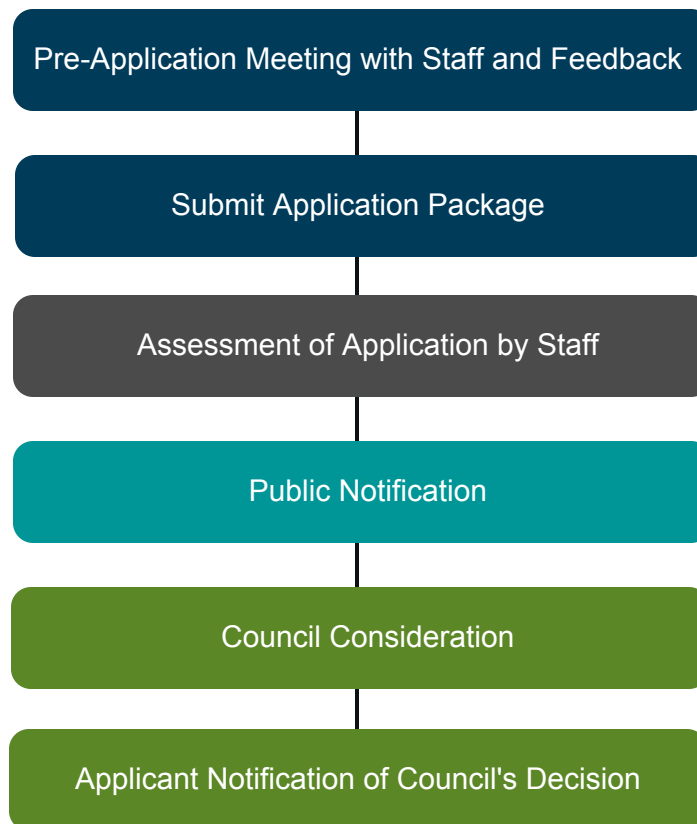
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## How is an application made?

Before an application is submitted, the applicant must meet with Development Services staff to discuss the proposal and determine if there are any additional requirements to be met. The **Development Application Form** can then be filled out and submitted to Development Services at City Hall.

### Application Process



## What is the application cost?

The cost of a TUP varies depending on the complexity of the application. Fees usually consist of:

- Application fee (\$1,050 under the **Fees and Charges Bylaw No. 0028**)
- Required plans and documents (i.e. legal surveys, site plans)
- Professional reports (i.e. planning rationale)
- Off-site requirements (i.e. drainage considerations, road improvements)