Office use only
File No.:
Received:
Fee:

Town of Osoyoos
8707 Main Street, Box 3010, Osoyoos, B.C. V0H 1V0
Telephone: (250) 495-6515 Fax: (250) 495-2400
Email: info@osoyoos.ca Website: www.osoyoos.ca

Temporary Use Permit Application

It is recommended that applicants consult Development Services staff prior to submitting an application.
This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		***OWNER(S):***	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Day Phone: Fax: Cell Phone:		Day Phone: Fax: Cell Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
Personal information on this form is collected for the purpose of processing this application, administration and enforcement. The personal information is collected under the authority of the Local Government Act and the bylaws of the Town of Osoyoos. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the Freedom of Information and Protection of Privacy Act. Contact the Corporate Officer at the Town of Osoyoos for further information.

PROPERTY DESCRIPTION:

Civic address:

Legal Description

Lot: Plan: Block: District Lot: Section: Township:

OCP Designation: Zoning:

Surrounding land uses:

Current method of sewerage disposal:	☐ Community Sewer	☐ Septic Tank	☐ Other	
Current method of water supply:	☐ Community Water	☐ Well	☐ Other	
Any restrictive covenants registered on the subject property:		☐ Yes	☐ No (if yes, provide details)	
Any registered easements or rights-of-ways over the subject property:		☐ Yes	☐ No (if yes, provide details)	
Does the subject property possess a legal road access:		☐ Yes	☐ No (if no, provide details)	
Agricultural Land Reserve:	☐ Yes ☐ No	Riparian Area:	☐ Yes ☐ No	
Environmentally Sensitive:	☐ Yes ☐ No			

CURRENT USE:

Provide a description of the current uses of the land and buildings found on the property (please attach as a separate sheet, as required):

***PROPOSED TEMPORARY USE** (attach as a separate sheet):*

Describe the proposed temporary uses of the land and buildings.

Describe the time period required for the temporary use.

If the property is the subject of a lease, provide details of the lease.

Describe the reasons for the proposed temporary use.

Clearly describe any conditions that the proposed use will be limited to (such as floor area, affected land area, buildings to be used, parking, hours of operation, etc ...).

CESSATION OF TEMPORARY USE:

A Temporary Use Permit is not a substitute for an application to rezone a property. A Temporary Use Permit is only intended to allow for an activity over a limited period of time. At the conclusion of the Permit, it is intended that the temporary use will:

☐ Cease.

☐ Be moved to another site that is zoned (or designated) for that use.

☐ During the time that the temporary permit is in effect, a rezoning application will be applied for in order to change the zone on the property, and therefore the site will be zoned (designated) to allow the use. If that application is unsuccessful and the temporary permit expires, the temporary use will be removed.

☐ Other :

REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

☐ **Certificate of Title** – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent's Office, a notary, lawyer or search company.

☐ **Location Map** – showing the area in which the subject property is situated.

☐ **Site Plan** – drawn to scale and showing dimensions, shall include the following (as applicable):

- ☐ North arrow and scale;
- ☐ Dimensions and boundaries of property lines, rights-of-way, and easements;
- ☐ Location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
- ☐ Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
- ☐ Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data);
- ☐ Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc…);
- ☐ Location of all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; and
- ☐ Existing covenant areas (if applicable).

☐ **Development Plan** - shall be drawn to scale and indicate the following:

- ☐ detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;
- ☐ a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and
- ☐ location & width of proposed access to the property, driveways, manoeuvring aisles & parking layout.

☐ **Site Survey** - If the proposed development involves a variance to the siting or building envelope of a structure a current BC Land Surveyor's survey certificate (in metric) shall be required. This may be combined with the requirements for a **Site Plan**, where appropriate.

☐ **Landscape Plan** – where applicable, the Landscape Plan shall be drawn to scale and shall show existing and proposed landscaping and to include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine a security.

☐ **Health and Safety Inspection** – where applicable, confirmation from a Building Inspector, or other qualified individual that the proposed use of a building or structure meets minimum standards for health and safety.

☐ **Site Notification** – to be prepared in accordance with the specifications contained in the Land Use Procedures Bylaw, and proof of the sign on the subject property included at the time of making application (i.e. photos).

Additional material or more detailed information may be requested by the Town of Osoyoos upon reviewing the application.

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

_____ _____

Signature of Owner or Authorized Agent Date

_____

Print name of Owner or Authorized Agent