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North Pender Island Local Trust Committee
Temporary Use Permit Applications
for Short Term Vacation Rentals (STVRs)
Development Approval Information Checklist

The attached checklist is intended to assist land owners and their agents in submitting complete and relevant information to the Local Trust Committee when applying for a Temporary Use Permit (TUP) to operate a Short Term Vacation Rental (STVR) on North Pender Island.

Instructions

A completed checklist and supporting documentation or professional reports must be submitted to the Islands Trust along with the standard [Temporary Use Permit](#) application form.

Where one of the listed items cannot be provided or may not be relevant to the application, provide Islands Trust staff with the reason(s) for not providing the information in the 'Comments' or 'Additional Comments' section at the end of the checklist.

Note

It is at the determination of the Islands Trust planner whether or not specific information is required. Failure to provide complete information without prior consultation with, and the approval of, the Islands Trust may result in delays in processing an application or requirements for additional information.

OFFICE USE ONLY

File No: _____

NORTH PENDER ISLAND STVR TUP CHECKLIST

Issue	Information and Documentation Required	✓	Comments
Site Plan	Depending on the proposal, a site plan <i>may</i> be required.		
	Site Plans must be drawn to scale and based on a legal survey, and contain the following:		
	Existing buildings and structures labeled as to their use and their floor area.		
	Roads and driveways		
	Streams or other water bodies		
	Natural boundary of the sea		
	Well location		
	Septic field location		
	Off-street parking area showing dimensions sufficient to accommodate at least two vehicles, and more as required by the proposed use		
	Any fences or vegetative screening between adjacent lots or the road		
Intensity of Use Proposed	Applicant should provide the following information:		
	No. of bedrooms proposed for STVR use		
	Maximum no. of guests to be permitted at one time. Note: the number is limited to six (6) for properties located within the Magic Lake Estates Water System Area		
	No. of weeks per year unit is proposed to be available. :		
	No. of days from May 1 to September 30 in a calendar year. Note: maximum of thirty (30)		
Potable Water	Where the subject property is serviced by groundwater, the applicant should provide:		
	A written statement concerning the quantity and quality of water available on the subject lot.		
	Any available supporting documentation related to the quantity and quality of potable water on the subject lot.*		
	*Islands Trust staff may ask for further information, including professional reports, related to quantity and quality of available water.		
	Where a subject property has insufficient groundwater to support the proposed use, applicant should provide:		
	Plans for a rainwater catchment, storage, and delivery system.		
Septic Capacity	Where the property is serviced by a septic system, the applicant should provide:		
	A written statement about the septic system on the subject property including: <ul style="list-style-type: none"> • Date of installation • Capacity of the system 		

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Issue	Information and Documentation Required	✓	Comments
	<p>Any available supporting documentation related to the quantity and quality of potable water on the subject lot.*</p> <p>*Islands Trust staff may ask for further information, including professional reports, related to sewage disposal systems.</p>		
Residential Appearance	<p>If building or land alterations are proposed as part of the STVR use, they should not alter the residential appearance of any existing residence and the applicant should provide:</p> <p>Plans showing form, character and floor area of proposed building or land alterations.</p>		
Sensitive Ecosystems	<p>Where a property is located within, or contains, a sensitive ecosystem*, applicant should provide:</p> <p>A copy of the information intended to be provided to guests indicating the location of the sensitive areas, and information on how to avoid impacting these sensitive features.</p> <p>Applicant should state how this information will be conveyed to guests.</p> <p>*Use Islands Trust’s MapIT program or the Development Permit Area map for North Pender Island to identify sensitive ecosystems on your property. Or, contact Islands Trust staff for further information.</p> <p>Please note, where new development or vegetation removal is to be undertaken as a part of the proposed STVR use, a Development Permit for work within a sensitive ecosystem may be required.</p>		
Building Information	<p>Confirmation of an occupancy permit</p> <p>Is there are monitored fire detection system</p>		
On-Island Contact	<p>Applicant should provide contact information for an on-Island owner or manager to address issues that may arise from the proposed use, 24 hours/day, seven days per week.</p>		
Information for Guests	<p>Applicant should provide a copy of information to be provided to guests that:</p> <p>Reminds them they are in a residential area</p> <p>Provides information regarding noise bylaws, water conservation, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets (if pets permitted)</p> <p>Provides emergency service contact information and offers use of a phone for the duration of the stay, if required. Emergency contact information should include the civic address of the property.</p> <p>Application should also demonstrate where above information will be posted in the building</p>		
Signage	<p>If signage is proposed, applicant should provide a rendering of the proposed sign that includes its dimensions.</p>		

NORTH PENDER ISLAND STVR TUP CHECKLIST

Issue	Information and Documentation Required	✓	Comments
	Confirmation that there is clearly marked civic address signage at the driveway		
Accessory Buildings	If the proposed use is to occur in an accessory building, the applicant should provide information demonstrating:		
	That accessory building has an occupancy permit for residential use under the BC Building Code		
	That the total floor area of all buildings on the property does not exceed 185 m ² .		

Additional Comments	
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