

South 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 South 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.

File No: _____

SOUTH PENDER ISLAND STVR TUP CHECKLIST			
Item	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:		
	<ul style="list-style-type: none"> • All existing buildings and structures labeled as to their use and their floor area in accordance with the maximum total floor area of all buildings and the maximum floor area of a dwelling for the Rural Residential Zones as shown in Section 5.1 of the Land Use Bylaw. 		
	<ul style="list-style-type: none"> • Roads and driveways 		
	<ul style="list-style-type: none"> • Streams or other water bodies (where applicable) 		
	<ul style="list-style-type: none"> • Natural boundary of the sea (where applicable) 		
	<ul style="list-style-type: none"> • Well location 		
	<ul style="list-style-type: none"> • Septic field location (general location) 		
Intensity of Use Proposed	Applicant should provide the following information:		
	<ul style="list-style-type: none"> • No. of bedrooms proposed for STVR use. 		
	<ul style="list-style-type: none"> • Maximum no. of guests to be permitted at one time (maximum of four (4) over eighteen (18) years of age). 		
	<ul style="list-style-type: none"> • No. of weeks per year unit is proposed to be available particularly from May 1 to September 30 each year. 		
	<ul style="list-style-type: none"> • Confirm that no camping or occupancy of RV's is permitted on the property. 		
Potable Water	Where the subject property is serviced by groundwater, the applicant should provide:		
	<ul style="list-style-type: none"> • A written statement concerning the quantity and quality of water available on the subject lot. 		
	<ul style="list-style-type: none"> • Any available supporting documentation related to the quantity and quality of potable water on the subject lot.* <p>*Islands Trust staff may ask for further information, including professional reports, related to quantity and quality of available water.</p>		
	Where a subject property has insufficient groundwater to support the proposed use, applicant should provide:		
	<ul style="list-style-type: none"> • Plans for a rainwater catchment, storage, and delivery system. 		

SOUTH PENDER ISLAND STVR TUP CHECKLIST

Item	Information and Documentation Required	✓	Comments
Septic Capacity	Where the property is serviced by a septic system, the applicant should provide:		
	<ul style="list-style-type: none"> • 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 		
	* Islands Trust staff may ask for further information, including professional reports, related to sewage disposal systems.		
Residential Appearance	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:		
	<ul style="list-style-type: none"> • Plans showing form, character and floor area of proposed building or land alterations. • Recent photographs of the exterior of the dwelling (or cottage) and parking areas. 		
Sensitive Ecosystems	Where a property is located within, or contains, a sensitive ecosystem*, applicant should provide:		
	<ul style="list-style-type: none"> • 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. • Applicant should state how this information will be conveyed to guests. <p>*Use Islands Trust's MapIT program 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 for properties located within Development Permit Area Two – Wetland, Stream and Lake Areas as shown on Schedule C of the Official Community Plan.</p>		
On-Island Contact	Applicant should provide contact information for at least one, on-Island owner or manager to address issues that may arise from the proposed use, 24 hours/day, seven days per week.		
Information for Guests	Applicant should provide a copy of information to be provided to guests that:		
	<ul style="list-style-type: none"> • Reminds them they are in a residential area. 		
	<ul style="list-style-type: none"> • Provides information regarding water conservation, including posting water conservation signs at each interior and exterior water outlet. 		
	<ul style="list-style-type: none"> • Provides information regarding noise bylaws, fire safety, storage and disposal of garbage and recycling, septic care, and control of pets (if pets permitted). 		
	<ul style="list-style-type: none"> • Provides emergency service contact information and the use of a phone for the duration of the stay, if there is limited or no cellular service. 		
Application should also demonstrate where above information will be posted in the building			
Signage	If signage is proposed, applicant should provide a rendering of the proposed sign that includes its dimensions (max. 1.0 m ²).		

SOUTH PENDER ISLAND STVR TUP CHECKLIST

Item	Information and Documentation Required	✓	Comments
Building Permit Status	The applicant should provide written information demonstrating that the dwelling or cottage proposed for the use has been issued an occupancy permit for residential use under the BC Building Code.		
Rationale	The applicant should provide a rationale for the proposed STVR use (i.e. to comply with bylaw regulation, assist with costs, etc.)		
Additional Comments			