



Islands Trust

Preserving *Island* communities, culture and environment

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Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**

Temporary Use Permit Application Form

Office Use Only

Fee Paid: _____ Receipt No.: _____ File No.: _____

Initial Permit (maximum three years) **Amendment** (to an existing permit) **Renewal** (maximum three years and can only be renewed once)

SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____
Range _____ Other Description _____
Street Address or General Location _____
Jurisdiction and Folio Number _____ (From Property Assessment/Tax Notice)
Parcel Identifier (PID) _____ (From State of Title Certificate)

SECTION 2: OWNER INFORMATION

(ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

First Owner Information

Second Owner Information

Name _____

Street Address _____
City _____ Region _____
Postal/Zip Code _____
Telephone _____
Fax _____
E-mail _____

Name _____

Street Address _____
City _____ Region _____
Postal/Zip Code _____
Telephone _____
Fax _____
E-mail _____

SECTION 3: APPLICANT INFORMATION

(IF DIFFERENT FROM OWNER)

Name _____ Street Address _____
City _____ Region _____ Postal/Zip Code _____
Telephone _____ Fax _____ E-mail _____

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices if you have any questions

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

SECTION 4: Provide one full-scale, and three (3) reduced (11 x 17) copies of a detailed site plan and other drawings that must include the following:

- location of all wetlands, sewage disposal field(s), septic tanks, wells, drainage areas, ponds and topography
- existing and proposed uses on parcel
- uses of existing and proposed buildings
- dimensions and/or floor areas of existing and any proposed buildings
- height of existing and proposed buildings/additions
- setback of all existing and proposed buildings, septic tanks and fields and wells to property lines, natural boundary of sea and cliffs
- parking areas including numbered parking stalls, aisle widths, stall dimensions (where applicable)
- existing uses and locations of buildings on immediately adjacent lots
- landscaping plan showing existing and proposed landscaping. Also, include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required for the development. (Alternatively, the above can be included in the site plan)
- elevation plan
- proposed building materials to be used
- existing and proposed signs including dimensions and proposed building materials
- proposed alterations to building elevations

If the space provided below for each section is not sufficient, please attach additional information using a Microsoft Word, Excel, Text or a separate PDF Document.

SECTION 5: Describe the current uses of the land and buildings on the property.

SECTION 6: Describe the proposed temporary uses of the land and buildings.

SECTION 7: Describe the time period required for the temporary use.

SECTION 8: If the property is subject of a lease, provide details of the lease.

SECTION 9: Describe the reasons for the proposed temporary use.

SECTION 10: Describe the steps that will be taken to restore the land or buildings after completion of the temporary use. Additional information may be requested during the review of this application. Security may be requested as a guarantee of performance of the terms of the permit.

SECTION 11: APPLICATION COMPLETION CHECKLIST

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 4 of this application form
- I have included recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against this title
- All owners listed on the title have signed the application
- I have included the correct fee (Contact Islands Trust staff for current fees)

IMPORTANT: Your application will not be considered complete unless it contains all of the information above.

A Note about Obtaining State of Title Certificate and Covenants: State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

SECTION 12: OWNER'S CONSENT AND AUTHORIZATION

(Signature of all registered owners is required. For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Islands Trust Planners in the review and evaluation of my application, by signing below, I authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

First Consent and Authorization

Consent and Authorization Signature

Date

Second Consent and Authorization

Consent and Authorization Signature

Date

SECTION 13: SUPPLEMENTAL INFORMATION REQUIREMENT (IF APPLICABLE)

If you are applying for a Temporary Use Permit for either "Vacation Rentals" or "Bulk Water Sales", please complete a Temporary Commercial and Industrial Use **Supplemental Application Form**, which must be submitted along with the Application Form and which forms part of this application.

Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, site profile is not required and will not be accepted by the Islands Trust. If you have any questions, please contact the Islands Trust office.