

Overview

This handout provides information on the requirements and processes for obtaining a Temporary Use Permit. It is intended for general guidance only.

What is a Temporary Use Permit?

Subject to Council approval, Temporary Use Permits may be permitted in the City on all properties outside of the Agricultural Land Reserve. A Temporary Use Permit allows a use of land, on a temporary basis, not otherwise permitted in the City's Zoning Bylaw. Temporary Use Permits may be issued for a period up to three years from the date the permit was approved by Council. Temporary Use Permits may be renewed once, subject to Council approval.

The permit establishes conditions under which a temporary use may be allowed, including the site design and layout, and length of time the temporary use can occur. Security deposits and letters of undertaking may also be required to ensure conditions are met.

Temporary Use Permit Applications are reviewed against criteria as outlined in the City's Zoning Bylaw, which include whether the temporary use will:

- operate at an intensity of use suitable to the surrounding area;
- be compatible with other surrounding land uses in regards to use, design, and operation; and,
- operate on a temporary basis only (includes plans, or a letter of undertaking, to terminate the use and restore the site by the expiry date of the permit).

Prior to Application

Temporary Use Permit Applications should be well planned before submitting to the City; the following should be considered before submitting an application:

1. **Zoning Maps and Zoning Bylaw:** Check the City's Zoning Maps and Zoning Bylaw to find the zoning designation and zoning requirements for your property, such as building setbacks and building height. A temporary use must still meet these requirements, and the requirements of other bylaws.
2. **Development Servicing:** All developments, including Temporary Use Permits, must provide utility and transportation services to meet the requirements of the Subdivision and Development Servicing Bylaw, at the developer's costs. The servicing of roads, lanes and sidewalks next to the land being developed will also be reviewed to ensure appropriate pedestrian and vehicle access is provided for the temporary use.
3. **Contact the Planning and Development Department:** Development Planning staff are available to meet with potential applicants and their consultants before applying to: discuss the proposed development, provide advice on application requirements and the review procedure, and to assist in the efficient and timely processing of the application.

Making an Application

Complete a Combined Development Application form and provide the information outlined on the checklist for a Temporary Use Permit. All information on the checklist must be provided at the time of application. This ensures that your application will be referred to the appropriate City and external departments and responded to in a timely manner.

Temporary Use Permit Review Process

File Manager Assigned: The application will be assigned a file manager in the Development Planning section. The file manager will send an acknowledgment letter or email to the applicant confirming receipt of the application and providing contact information.

1. **Referrals:** The file manager refers the application to appropriate City departments, including but not limited to: Development Servicing Section; Transportation Planning Section; Parks, Recreation, Culture and Facilities Department; Building Permits Section; Environmental Services Section; Engineering and Public Works Department; and, Fire and Rescue. The file manager may also refer the application to external agencies including: Metro Vancouver, TransLink, adjacent municipalities, the School District, and the Provincial Ministry of Transportation and Infrastructure,.
2. **Review Letter:** After the file manager receives referral comments, they are forwarded to the applicant in a Review Letter. The letter identifies the changes recommended to the application plans before proceeding with consideration for authorization of the Temporary Use Permit.
3. **Resubmission:** Upon receipt of revisions from the applicant, the file manager will refer the application back to the appropriate referral groups for confirmation that the revisions address the issues identified in the Review Letter.
4. **Public Notification:** Once the Temporary Use Permit Application review is complete and ready for Council's consideration, the file manager will initiate the required public notification process. The City Clerk's office will send out letters notifying residents and business operators within 100 meters of the subject site at least fourteen (14) days prior to the Council meeting date in which it will be considered. The public will have an opportunity to respond to the application either in writing or at the Council meeting when the application is scheduled for consideration. A notice of the proposed Temporary Use Permit will also be placed in a local newspaper at least three (3) days and not more than fourteen (14) days prior to the Council meeting date.
5. **Temporary Use Permit Preparation:** Once the plans meet staff recommendations, the file manager prepares the Temporary Use Permit document. The file manager will send a Temporary Use Permit package letter containing: copies of the Temporary Use Permit to be signed by the property owner, a sample Letter of Undertaking to be completed by the applicant and property owner, and a sample Letter of Credit (for security).

6. **Temporary Use Permit Authorization:** The file manager prepares a Report to Council with staff's recommendations and will include any comments received from the public. At the Council meeting, Council will consider the application and may do one of the following:
- (a) issue the permit;
 - (b) Decline the application;
 - (c) Defer the application; or,
 - (d) Refer the Application back to staff, with direction.

Time Frame

The time required to review and receive a decision on a Temporary Use Permit application depends on a number of factors including:

- completeness of the application;
- time required to revise plans to address the issues identified in the Review Letter; and,
- timing of Council meetings.

Security

A financial security, based on a percentage of the estimated construction value, is required before a Temporary Use Permit authorization. This security ensures that the temporary use is removed and the site is appropriately restored, according to the terms and conditions of the Temporary Use Permit. When the site is restored, the applicant must notify the file manager to request an inspection before obtaining a refund on the security. Site restoration must occur before the Temporary Use Permit expires.

Building Permit

Following the approval of a Temporary Use Permit, a Building Permit, if required, may be obtained from the Building Permits Division. The Building Permit Application plans must be in accordance with the approved Temporary Use Permit plans.

Legal Costs

Restrictive Covenants, Statutory Rights-of-Way or other legal agreements and documents may be required as part of the conditions of approval for the Temporary Use Permit. It is the applicant's responsibility to have these documents prepared for the City's review.

Development Application Proposal Signs

All applicants pursuing Development Permit Applications are required to install a development proposal sign on the development site. Once an application is submitted, the assigned file manager will provide written instruction to the applicant or developer indicating when and where the sign needs to be posted, as well as the content. The applicant or developer is responsible for preparing, posting and removing the signs in accordance with the specifications set out by the City of Coquitlam.

More Questions?

If you have questions, contact:

- Development Planning by phone: 604-927-3430 or email: devinfo@coquitlam.ca or visit: www.coquitlam.ca/development

This document has been prepared to provide information only. It is not a legal document. If any contradiction exists between this document and relevant City Bylaws, Codes, or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.