

What should I submit?

You should submit the completed application package – including the Official Community Plan and/or Zoning Bylaw amendment application form and any additional documents. **Below are a few typically required additional documents:**

- **Letter of Intent**

A letter outlining the proposed temporary use including information such as its duration, as well as outlining why it does not make sense to pursue a Zoning Bylaw amendment and why Council should consider approving the proposed temporary use.

- **Site Plan**

A scaled visual representation (not imagery) of the property with dimensioned lot lines, dimensioned structures and areas of use (existing and proposed), as well as distances between lot lines and any structures and areas of use.

- **Supporting Documentation**

Documentation demonstrating compliance with Provincial or other jurisdictional regulations may be required. For example, this may be the case in environmentally sensitive areas or higher risk uses.

Documents will form part of permit and be used to prepare a Report to Council. The application form and examples of additional documents can be found at princerupert.ca or at City Hall.

Our Vision

Prince Rupert,
a world-class port city that is:

**VIBRANT
RESILIENT
SUSTAINABLE
PROSPEROUS
ACTIVE AND VITAL
SAFE AND BEAUTIFUL
HEALTHY AND ACTIVE
PROUD OF ITS HERITAGE
INCLUSIVE AND EQUITABLE
PROUD OF ITS COMMUNITY
NESTLED CAREFULLY IN NATURE
A PLACE THAT PEOPLE WANT TO BE**

Contact

For more information or to setup a pre-application meeting, contact the City's Planning Department:

Phone: (250) 627 0946

Email: planning@princerupert.ca

THE CITY OF
PRINCE RUPERT

Temporary Use Permit Application Guide



princerupert.ca

What is a Temporary Use Permit (TUP)?

A Temporary Use Permit (TUP) is a tool the City uses to allow for a temporary commercial and/or industrial use of land not otherwise permitted in the Zoning Bylaw. Temporary Use Permits can be for uses up to 3 years, with the possibility of one renewal.

Some general conditions:

1. No Impact to Existing Businesses or Surrounding Properties

Temporary uses must not negatively affect existing businesses or surrounding properties in terms of noise, lighting, parking, traffic, nuisance, or other impacts

2. Main Considerations

- demonstration that use is temporary
- surrounding land uses
- conflict with residential land uses
- impact on environment
- adequate servicing
- duration of the temporary use
- Official Community Plan policies

3. Potential Permit Conditions

- buildings/structures to be used
- period of applicability of the permit
- area, duration, or timing of use
- required site rehabilitation
- prohibition of hazardous materials
- cash bond to ensure compliance

4. Strong Rationale

There must be a strong rationale, including the matters set out in points 1-3 for a temporary permit as opposed to an application for a Zoning Bylaw amendment

What is the process?

Application steps:

1. Pre-application

- Meeting (in-person, online, phone) to discuss the proposal, relevant TUP conditions, and required additional documents
- Follow-up meeting or email exchange to ensure application package is satisfactory and ready for property owner authorization

2. Submit Application Package

- Provide the completed application package to the City's clerks (in-person or email) and pay the relevant fees (in-person or phone)



What happens after submission:

- Internal/External Review
- Planner Prepares and Delivers Report to Council
- Council Resolution to Proceed with the Notification Process
- Notification to Affected Property Owners and Tenants and Publication of Notice in a Local Newspaper
- 10-day Period for Public Inspection of the Draft TUP
- Council Resolution to Approve, Approve w/ Amendments, or Reject TUP
- If Successful, Permit Issuance and Registration of Notice of Permit on Title

When is a Temporary Use Permit needed?

When it does not make sense to pursue a Zoning Bylaw amendment since the desired commercial and/or industrial use of land that is not currently permitted within the City's Zoning Bylaw is intended to be temporary and not permanent.

Are there any fees?

Temporary Use Permit Application

- Fees are required for Temporary Use Permit applications, inquire at the front counter for details

Title Search

- A fee for each PID (Parcel Identifier) linked with the property
- If provided by applicant, it needs to be dated to within 30 days of the application intake date