

## 1. APPLICATION REQUIREMENTS

1.1. The following information listed in page 1 of this guide may be required to accompany an application for a Temporary Use Permit:

(a) Application Form	(f) Photographs
(b) State of Title Certificate	(g) Site Plan (with setbacks)
(c) Owner's Authorization form (if applicable)	(h) Floor Plans (if applicable)
(d) Site Profile or Site Profile Waiver	(i) Elevation Drawings (conceptual)
(e) Project Rationale	(j) Landscape Plan (if applicable)

1.2. Any additional information may be required by the Director to evaluate adequately and to make a recommendation to Council concerning a Temporary Use Permit.

## 2.0 PROCESSING PROCEDURE

A Temporary Use Permit application submitted in accordance with this guide will be processed as follows:

- (a) Upon receipt of an application package submitted to the District, staff will issue a fee receipt to the applicant;
- (b) Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- (c) The applicant will install a Development Notice Sign.
- (d) Staff will refer the application to any applicable District departments, and government and external agencies. The proposal will also be referred to an adjacent local government if the application could affect that local government.
- (e) Council and the Director may request that an applicant advertise and host a Public Information Meeting or open house at their own expense.
- (f) Staff will prepare a staff report and refer the application to the relevant Council Committee(s).
- (g) The applicant is encouraged to attend the meeting of the relevant Council Committee(s) at which the application is being considered.
- (h) Upon receipt of the recommendation of the Council Committee(s), staff will prepare a staff report, including technical agency comments for consideration by Council.
- (i) The recommendation of the appropriate Council Committee(s) will be incorporated into a staff report for Council consideration and will be accompanied by a draft of the Permit.
- (j) The applicant is encouraged to attend the Council meeting at which the application will be considered.
- (k) Council will consider the staff report and may grant the requested permit, or may refer, table, direct back to the appropriate Council Committee(s), or deny the application.
- (l) District staff will notify the applicant in writing of the decision of Council.
- (m) If a Permit is granted by Council, a Notice of Permit will be signed and sealed by the Director and registered against the title of the property(s) at the Land Title Office.