



CITY OF WILLIAMS LAKE

TEMPORARY USE PERMIT GUIDE

What is a Temporary Use Permit?

A municipality may choose to identify Temporary Use Permit areas within their Official Community Plan or Zoning Bylaw. A Temporary Use Permit allows a municipality to designate areas where a temporary use may occur and specify general conditions regarding issuance of permits in these areas.

Before You Apply

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g. legal description, title documents, drawings, and surveys) and meet with City staff to discuss their proposal. City staff will offer advice on the proposal given the OCP policies. Staff will also advise the applicant which application(s) will be required and give the applicant the most current application package.

Submitting Your Application

The completed application forms and any other necessary documents should be submitted to the City's Development Services Department along with the appropriate fee(s). An application can only be considered complete, and start to be processed, once we have received all the required information outlined in the application form. Incomplete applications may be returned.

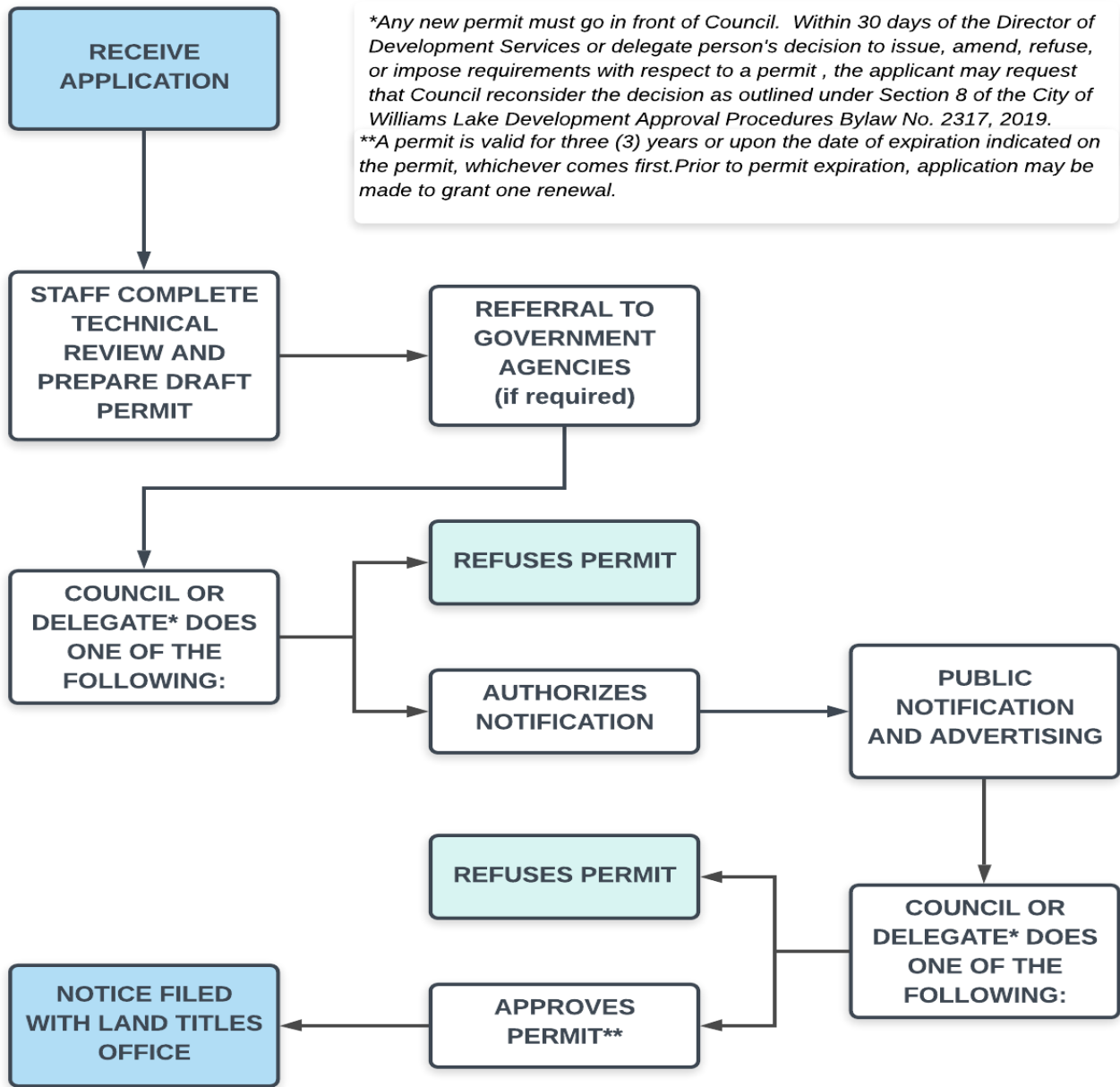
What is the Cost?

The applicant must submit an application fee of \$500 made payable to the City of Williams Lake.

Who Approves a Temporary Use Permit?

Council has delegated the power to approve or refuse renewal of a Temporary Use Permit to the Director of Development Services or a designate; however, a new permit application will have to go in front of Council.

What is the Process?



Note: The permit process as described in this guide denotes only the basic application procedure. This form is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the *Local Government Act* and its regulations, the *City of Williams Lake Development Approval Procedures Bylaw*, and the Development Services Department for definitive requirements and procedures.