

Requirement Checklist for Temporary Use Permit (TUP) Applications

<p>Document Requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Development Application <input type="checkbox"/> Agent Authorization Form <input type="checkbox"/> Strata Council Approval; if the subject site is strata. <input type="checkbox"/> Title Search; A current title search issued not more than 14 days prior to the date of application, and a copy of all non-financial charges from the Land Title Office, for each property involved in the proposal. <input type="checkbox"/> Application Fees <input type="checkbox"/> A Letter of Intent including the following information: <ul style="list-style-type: none"> o the current and the proposed use of the property. o reasons for the request for the proposed temporary use, and whether it is considered to be in the public interest. o compliance with the applicable City's community plan, bylaws and policies, including a list and justification of non-compliance. o the impacts of the proposed temporary use on adjacent land uses and the natural environment, and the proposed mitigating measures. o how the proposed temporary use aligns with adjacent land uses regarding the intensity of use, visual considerations, etc. <input type="checkbox"/> Site Disclosure Statement; if the proposal includes development of the property which has been used for commercial or industrial activities as defined under Schedule 2 of the <i>Contaminated Sites Regulation</i>.
<p>Assessment Report Requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Geotechnical Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas. <input type="checkbox"/> Flood Protection and Hydrological Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas. <input type="checkbox"/> BC Building Code Analysis; if the proposal includes the change of use of an existing building, construction of a new building, or addition to an existing building, to ensure compliance with the BC Building Code and the BC Fire Code.

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Drawing Requirements
[digital format on standard A1 sheet (24" by 36")]

- Certified Survey Plan if the proposal includes development of the site, including but not limited to the construction of a new building, addition to an existing building, or paving the site. The Survey Plan should include:
 - property lines, lot area, and lot width.
 - any required road closure or road dedications.
 - location of existing sidewalks, graveled shoulder area, or road pavement adjacent the property.
 - location of fire hydrant, street light pole, and hydro poles adjacent the property.
 - location of existing easements, rights-of-way, and covenanted areas.
- Site Plan, Including the location of existing and new buildings/structures, parking and loading areas, setbacks, pedestrian and vehicular access and circulation, landscaping, watercourses and the required setbacks from the top of the bank, location of existing easements, rights-of-way, and covenanted areas, garbage and recycling area, etc.
- Project Statistics
- Floor Plan.
- Photos of the subject site, and adjacent properties and streetscapes.
- Building Sections; if the proposal includes the construction of a new building, or addition to an existing building.
- Building Elevations; if the proposal includes the construction of a new building, or addition to an existing building.
- 3D Rendering; if the proposal includes the construction of a new building, or addition to an existing building.
- Landscape Plan Including Tree Planting and Tree Removal Plan; if the proposal includes any change to the existing landscaping, or where landscaping is a condition of the TUP.
- Tree Survey; if the proposal includes removal of the trees larger than 20 cm in diameter.
- Site Grading Plan; if the proposal includes development of the site, including but not limited to the construction of a new building, addition to an existing building, or paving the site.
- Fire Truck Access Plan.
- Storm Water Management Plan; if the proposal includes development of the site, including but not limited to the construction of a new building, addition to an existing building, or paving the site.
- Solid Waste and Recycling Access Plan; if the proposal includes development of the site, including but not limited to the construction of a new building, addition to an existing building, or any change to the existing Solid Waste and Recycling Plan.