

# Temporary Commercial or Industrial Use Permits

## A guide to temporary use permits

Regional  
District of  
Central  
Okanagan

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### This Guide explains:

- The purpose of a Temporary Commercial or Industrial Use Permit
- Applications for a permit
- The permit application process
- Commonly asked questions

### What conditions can a permit contain?

The permit can contain conditions and requirements such as:

- The types of uses permitted,
- The specific area of building or site that can be used,
- The conditions under which those uses can be carried out.

The maximum length of time a permit can be issued is for 2 years. The Regional Board can consider renewing the permit only once, again for a maximum of 2 years.

The permit applies to a specific property and is not transferable from one site to another.

### How is an application made?

The Development & Environmental Services Department has application packages that outline the required information, drawings and fees. It is important to make an appointment with Planning Staff before submitting a formal application. Staff will be pleased to review requirements and provide information. This will ensure a complete application and prevent any unnecessary delays.

### What is a Temporary Commercial or Industrial Use Permit?

The Regional District has adopted Official Community Plans (OCPs) that outline long-term objectives for land use and development. In order to achieve the objectives, some of the OCPs (in certain locations) provide for the opportunity to apply for a Temporary Industrial or Commercial Use Permit.

Once issued for a specific property, the permit allows for industrial or commercial uses to be carried out in accordance with certain conditions and for a limited time.

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What conditions can a permit contain?

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If the Regional Board defeats an application there is a 6 month waiting period before an applicant can re-apply.

## What issues are considered in granting the permit?

In making a decision on granting the permit, the Regional Board considers:

- Whether the proposed use is clearly temporary or seasonal in nature,
- Whether the local infrastructure is adequate to support the proposal,
- The impact upon neighbouring permanent land uses both in terms of quality of life and urban design.

A temporary commercial or industrial use permit is not an alternative to undertaking a zoning amendment application. A temporary permit is for a limited time only and will not allow an activity to occur on a site indefinitely.

## What are the costs?

The cost of a Temporary Commercial or Industrial Use Permit can vary greatly depending upon the complexity of the application. Some of the typical are:

- The application fee. Please refer to the "Application Fee Schedule"
- Any documents/plans necessary to complete the application, such as legal surveys, site plans, etc.
- Any professional reports or information required by the Development & Environmental Services Department or the Regional Board
- Any offsite requirements such as road improvements, drainage issues or fire fighting needs
- Any legal fees including registering the permit on the title of the affected property.

## What is the application process?

The Local Government Act regulates the process for an application. A summary of the process is outlined on the proceeding page.

Included in the process are evaluations by staff, affected government agencies, and relevant advisory groups. Neighbouring property owners are also notified of the application, giving them an opportunity to provide comments.

It is important to remember that submitting an application does not guarantee approval.



## How long does the application process take?

Regional District staff does their best to ensure that applications are dealt with in a timely manner. Most typical Temporary Commercial or Industrial Use Permit applications take approximately 6 to 8 weeks.

Additional information may be requested at any time during the process and the application cannot proceed before that

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information is provided. An applicant can considerably reduce any delays by supplying prompt replies with complete information.

## What advisory groups does the Regional District have?

The Regional District has three (3) advisory groups, which provide comments on the various applications/referrals. These comments are considered in any decision made by the Regional Board.

Members of an advisory group are appointed by the Regional Board based on their background of civic activity, interest or expertise.

Applications may be referred to one or more of the following advisory groups:

- Advisory Planning Commission
  - Central Okanagan East
  - Central Okanagan West
- Agricultural Advisory Committee
- Environmental Advisory Committee

Applicants are informed when their application is being reviewed by an advisory group. Applicants have the right to speak and be heard at these meetings.

## What is the role of the Ministry of Transportation & Infrastructure?

Ministry of Transportation & Infrastructure (MoT) is responsible for all public roads within the Regional District (except on First Nation land or the incorporated areas of Peachland, Kelowna and Lake Country).

This means that MoT has an important role in Temporary Commercial or Industrial Use Permit applications and meeting their requirements is important. The Ministry can be contacted at:

Ministry of Transportation & Infrastructure  
#300 – 1358 St. Paul Street  
Kelowna, B.C. V1Y 2E1  
Phone (250) 712-3660

## The Permit Process

**Discuss the proposal with staff at the Development & Environmental Services Department**

**Submit a complete application**

### Public notification

The applicant is required to place a notification sign(s) on the property. The Regional District notifies adjacent neighbours.

### Application reviewed

Staff, relevant agencies, Advisory Planning Commission and other relevant advisory groups are asked to provide comments. Staff then prepares a report to the Regional Board.

### Consideration of the granting of the permit by the Regional Board

The Regional Board may:

- Not approve the permit,
- Defer consideration and request more information,
- Issue the permit.

### Temporary commercial or industrial use permit is officially granted

The temporary use can occur in accordance with the wording and conditions contained in the permit as approved by the Regional Board. The applicant is notified and the Regional District registers the permit on the title of the affected property.

Ministry of Transportation & Infrastructure  
4791 – 23<sup>rd</sup> Street  
Vernon, BC V1T 2E1  
Phone (250) 503-3664

*(Vernon MoT is responsible for properties in the general vicinity of Caesars Landing and north up to and including Westshore Estates)*

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The Permit Process Flowchart



## For more information...

For more information, please contact Planning Staff at the Development & Environmental Services Department at (250) 469-6227. We will be pleased to help you and answer any questions that you might have.

*This brochure is to be used in conjunction with our other informational brochures and as an aid in discussions with staff. It is general in nature, and is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.*

*This brochure does not apply to incorporated areas within the Regional District of Central Okanagan such as Peachland, Kelowna, or Lake Country, nor does it apply to First Nation land.*

*You should always refer to the official copies of the Official Community Plans, Zoning Bylaw, Subdivision and Development Bylaw and other formal Regional District documents if you are unsure of any procedure or requirement. Staff will be pleased to be of assistance.*

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How to find more information?