



# TEMPORARY USE PERMIT APPLICATIONS

## What is a Temporary Use Permit (TUP)?

The Village of Burns Lake Zoning Bylaw No. 880, 2008 regulates land use, building size and placement, development density, parking, and landscaping.

Property owners, seeking a temporary use not allowed under zoning, can apply for a TUP, valid for up to 3 years and extendable for another 3 years. TUPs are for temporary uses and should not cause significant disruption to the environment or character of the neighbourhood, or create issues with traffic, noise, dust, or smoke.

TUPs are not a substitute for rezoning. Permanent uses or uses requiring notable capital investment on the property must go through the rezoning process. The Official Community Plan (OCP) designates where TUPs may be allowed and provides issuance guidelines. Financial security may be required to ensure site reclamation after the permit expires.

## Application Process

- 1 Speak with RDBN Planning Staff\***

Applicants are encouraged to consult RDBN Planning Department staff before applying to ensure they understand requirements and avoid delays.
- 2 Submit Application**

To start the TUP application process, a complete application with the required supporting documents must be submitted to the RDBN. Fees are paid to the Village of Burns Lake after submission of an application to the RDBN.
- 3 Referral Process**

Once a complete application is received, the Planning Department may seek input from Village of Burns Lake departments.
- 4 Staff Report**

Staff review all application materials, including referral input, and prepare a report for Council with recommendations,
- 5 Public Notification**

Public notice of Council's consideration of the permit includes a newspaper ad and a mailed notice to nearby properties. These notices give the community an opportunity to provide input.
- 6 Village Council Consideration**

The staff report is presented to Village Council.
- 7 Approval and Notice on Title**

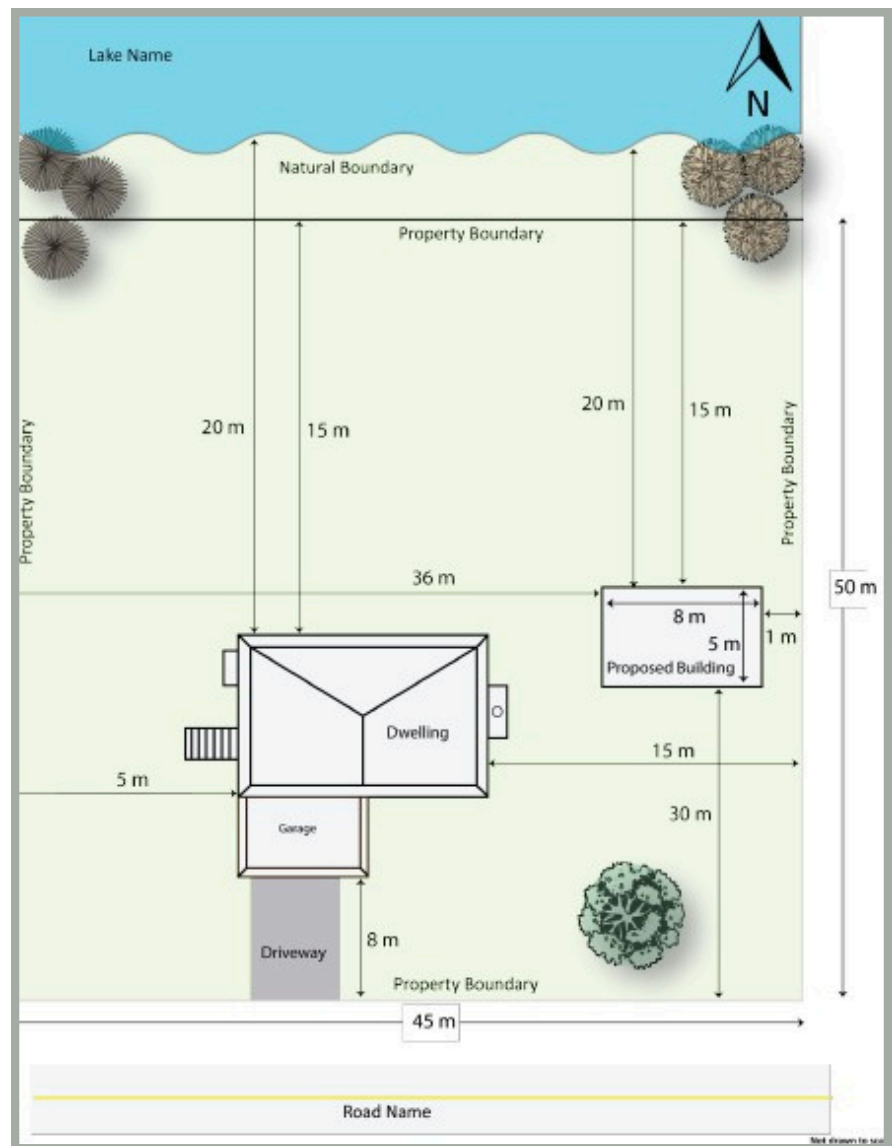
If approved the Temporary Use Permit may be issued and Village of Burns Lake staff will register a Notice of Permit on the title of the subject property.

\*The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services.

## Application Checklist

- Copy of the Certificate of Title or Title Search, relevant charges and site reclamation plan (if applicable), dated within 30 days of the date of application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee (paid to the Village of Burns Lake after application is submitted to the RDBN)
- Completed and signed application form
- Site plan drawn to scale showing the following as appropriate:

- Boundaries and dimensions of the parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site, including measurements from all proposed and existing structures to the nearest parcel line.
- Location and name of road(s) adjacent to the property
- Existing and proposed parking and driveways
- Topographic features, water bodies and waterways, including measurements from all proposed and existing structures to the natural boundary, stream centre line, or top of bank, whichever is applicable
- North arrow and scale



## Fee Schedule

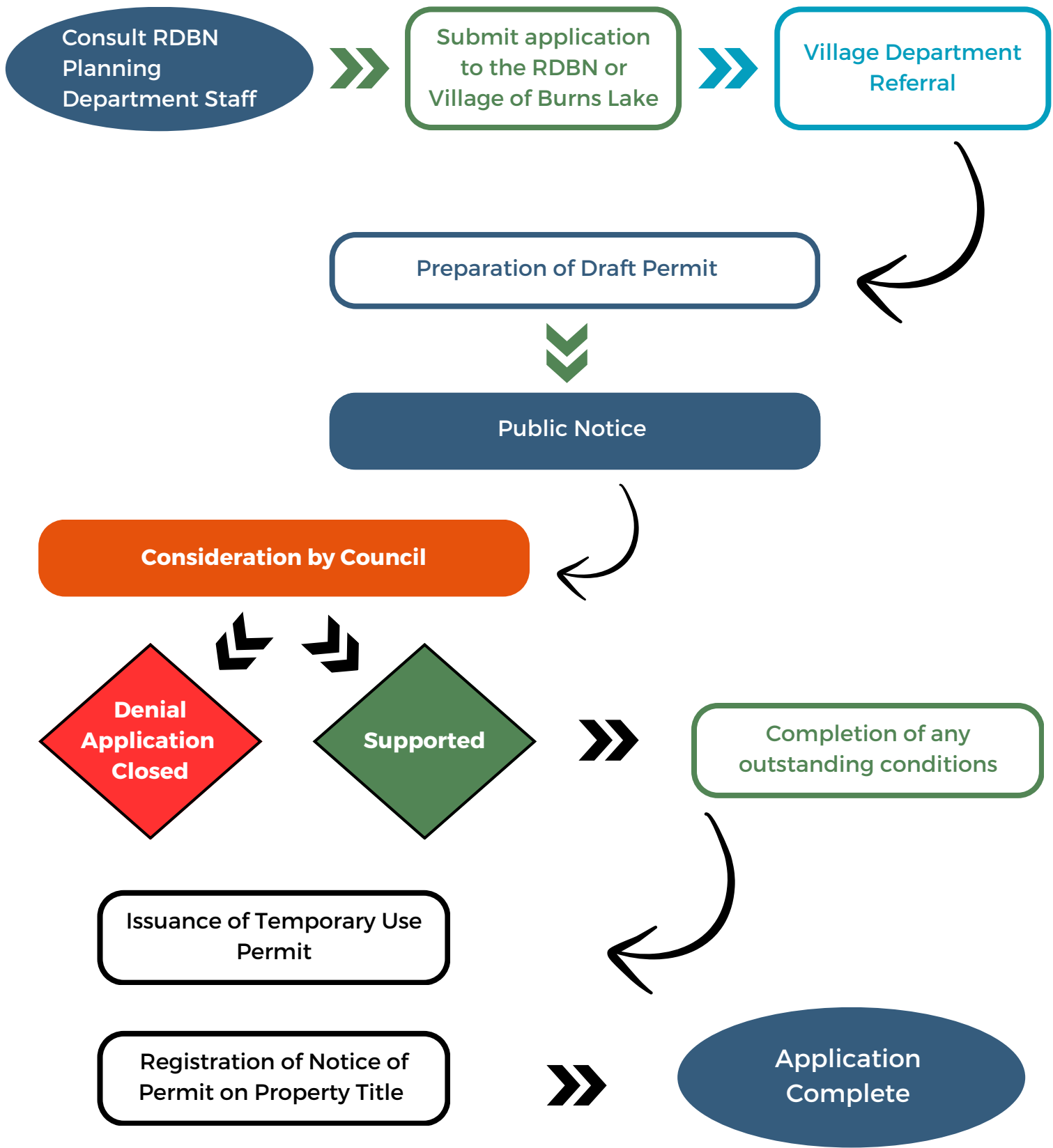
Schedule F of the Fees and Charges for Village Services Bylaw No. 1098, 2025

### Temporary Use Permit

**\$330\***

\*For application to legalize an existing bylaw contravention the fee is increased by an additional 50% (see Section 5.8 of the Village of Burns Lake Development Procedures Bylaw No. 994, 2019)

# The Approval Process





# Application Form

## Temporary Use Permit

The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services. Applicants are advised to consult with RDBN Planning Staff before submitting an application. Applications can be submitted in person at the RDBN office (37 3<sup>rd</sup> Ave, Burns Lake) or emailed to [planning@burnslake.ca](mailto:planning@burnslake.ca).

### 1 APPLICANT

**Property Owner(s):** \_\_\_\_\_  
**Name(s):** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone (Home):** \_\_\_\_\_  
**Phone (Cell):** \_\_\_\_\_  
**Email:** \_\_\_\_\_

### 2 PROPERTY OWNER

Applicant/Agent (if you are an agent acting on behalf of a property owner please fill out this section and have the property owner complete section 3.)

**Name:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone(Home):** \_\_\_\_\_  
**Phone(Cell):** \_\_\_\_\_  
**Email:** \_\_\_\_\_





# Temporary Use Permit

## 3 AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property. ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as the agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) \_\_\_\_\_ to act as Applicant, and as our \_\_\_\_\_ to act as Applicant, and as our agent in regard to this application.

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

## 4 PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property): \_\_\_\_\_

Civic Address(House #. Street Name): \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Property Size(s): \_\_\_\_\_

*(Hectares/Acres)*



# Temporary Use Permit

## Existing Land Use:

(Describe all current uses that occur on the land under application, including a list of buildings and the use of each building.)

---

---

---

---

---

---

---

---

---

---

---

---

## 5 PROPOSED TEMPORARY USE

### Reason for Application:

Describe the proposed temporary use in detail, including the following:

- The length of time the use is expected to occur.
- The activities proposed to occur on the property.
- Any buildings or structures proposed on the property.

Please also discuss why you consider the proposed development to be appropriate for the land under application.

Attach separate pages to the application, or a letter as necessary.

---

---

---

---

---

---

---

---

---

---

---

## 6 APPLICATION FEES

Applications are reviewed by the RDBN. After review the RDBN will provide applicates for a payment form showing amount to be paid to the Village of Burns Lake.

When payment form is provided by the RDBN fees can be paid in the following ways:

- Cheques payable to the Village of Burns Lake
- Debit card or cash payments can be made at the Village office, 15-3<sup>rd</sup> Ave Burns Lake
- Online banking bill payment at RBC , CIBC or BVCU
- Credit card through option pay

The following fees are required:

Temporary Use Permit	\$330*
----------------------	--------

An application is not considered complete until the required application fee is received.

\*Please note that the fee for application to legalize an existing bylaw contravention is increased by an additional 50%

## 7 SIGN NOTIFICATION REQUIREMENTS

Certain applications require that a sign be posted on the property to advise the community of the application. The sign can be picked up at the Village of Burns Lake office (15-3rd Ave, Burns Lake).



# Temporary Use Permit

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information relating to the use and development of the land provided to the Village of Burns Lake for consideration in relation to the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the Village of Burns Lake Information and Privacy Coordinator.

## DECLARATION

I, the undersigned, hereby declare that the attached information, provided with respect to this application is a true statement of facts, and authorize Village of Burns Lake and RDBN staff to conduct site inspections of the subject property for the purpose of confirming information submitted as part of this application, and for the purpose of processing this application.

_____	_____
<b>Owner(s) Agent Signature</b>	<b>Date</b>
_____	_____
<b>Owner(s)</b>	<b>Date</b>
_____	_____
<b>Owner(s)</b>	<b>Date</b>

*\*To ensure your application is complete and that all items have been included with your application, see page 3 of the Temporary Use Permit brochure for the application checklist.*