



CITY OF COURTENAY
Development Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-334-4441 Fax: 250-334-4241
Email: planning@courtenay.ca

TEMPORARY USE PERMIT APPLICATION FORM

BEFORE SUBMITTING YOUR APPLICATION IT IS IMPORTANT TO NOTE THE FOLLOWING:

1. Incomplete applications will be returned to the applicant;
2. It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted;
3. The coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the coordinating professional with no further review;
4. Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY
Business Name:		Civic Address:
Contact Name:		
Address:		
City:	Postal:	Legal Description:
Tel:	Fax:	
Email:		

IF APPLICANT IS NOT THE OWNER OF THE PROPERTY

Owner's Name(s):	Tel:
Address:	Email:

CURRENT ZONING DESIGNATION:

PROPOSED USE:

BRIEF PROJECT DESCRIPTION

Empty space for project description.

SITE & BUILDING INFORMATION

CURRENT OCP DESIGNATION:	CURRENT ZONING:
PROPOSED USE:	LOT COVERAGE (INCLUDING BUILDING COVERAGE):

SITE INFORMATION

FRONT SETBACK		PARKING SPACES	
REAR SETBACK		LOADING SPACES	
SIDE SETBACK		LANDSCAPED AREA	
SIDE FLANKING STREET		USABLE OPEN SPACE	
BUILDING HEIGHT		FENCE HEIGHT	
LANDSCAPE SETBACKS			

APPLICANT/AGENT AUTHORIZATION

Complete ONE of the following:

IF THE OWNER IS APPLYING PERSONALLY:

- a. I am the owner of the real property, legally described as: _____ - _____ and that I am registered as such in the Land Registry Office in Victoria, BC; and that
- b. I hereby agree to indemnify and save harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application.

Signature of Registered Owner:

Date:

Signature of Registered Owner:

Date:

IF AN AGENT IS APPLYING ON BEHALF OF THE OWNER:

- a. I am the authorized agent of _____ who is the registered owner of the real property, legally described as:

- b. I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application;

It is understood that until the City of Courtenay is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City of Courtenay shall deal exclusively with me with respect to all matters pertaining to the proposed application;

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Agent:

Date:

Signature of Registered Owner:

Date:

Signature of Registered Owner:

Date:

ADDITIONAL STUDIES

The following studies may be required to support your application. Please contact Development Services staff prior to submission. See *Part 6 of Development Application Procedure Bylaw No. 2790, 2014* for detailed information.

<input type="checkbox"/> Archaeological Impact Assessment	<input type="checkbox"/> Acoustical Impact Study
<input type="checkbox"/> Environmental Impact Assessment of Environmentally Sensitive Areas	<input type="checkbox"/> Visual Impact, View Corridors, Solar Orientation, and Shadow Impacts Studies
<input type="checkbox"/> Urban Forest and/or Tree Assessments including Wind Study	<input type="checkbox"/> Housing Affordability Assessment
<input type="checkbox"/> Geotechnical Study including Slope Stability and/or Flooding	<input type="checkbox"/> Soil Agrology Study
<input type="checkbox"/> Traffic Impact and Transportation Demand Management Studies	<input type="checkbox"/> Greenhouse Gas emission profile and/or electricity demand study
<input type="checkbox"/> Hydrological Study including Groundwater Management Assessment	<input type="checkbox"/> Wildfire Hazard Assessment
<input type="checkbox"/> Demand for Local Community Service Study	<input type="checkbox"/> Construction and Environmental Management Plan
<input type="checkbox"/> Universal Accessibility Study	<input type="checkbox"/> Other Studies as Deemed Necessary