



**CITY OF COURTENAY
Planning Services**

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250-703-4839 Fax: 250-334-4241
Email: planning@courtenay.ca

COMPLIANCE CHECKLIST
TEMPORARY USE PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

Project Address:	Date:
Current Zoning:	
Proposed Use:	
Applicant:	Signature:
Agent:	Signature:

Temporary use permits are identified under the BC Local Government Act to permit land uses for the maximum three (3) year period, which are not permitted by existing zoning. The City of Courtenay bylaw gives Council the authority to consider the issuance of Temporary Use Permits within all Zones.

CHECKLIST	Yes	Not Applicable	No
1. DOES THIS REQUIRE DEVELOPMENT PERMIT APPLICATION.			
2. COPY OF CURRENT CERTIFICATE OF TITLE(S): No more than 30 days old at time of application.			
3. Copies of any restrictive covenants, easements or caveats registered on title(s).			
4. OWNERS AUTHORIZATION			
5. Detailed description of the proposed use and/or development.			
6. Detailed Studies (upon request) – Studies showing the potential impact of the proposed development on traffic patterns, utilities, drainage in the area etc.			
7. Site profile			
8. Any other information as deemed necessary by the Development Services Department to properly evaluate the application.			
9. Site Plans			
10. Site Photos – colour photographs of the site in its current state.			

WRITTEN SUBMISSION

Please include a written submission that describes how the application meets the overall intention of the guidelines. Where a guideline is required, and is not being met (a 'no' box), the written submission must include a justification stating the divergence and the reason. You may also use separate sheets to describe your application.

