

# TEMPORARY USE PERMIT APPLICATION

**FEE**

\$850.00 initial  
\$350.00 amendment  
\$350.000 renewal

**APPLICATION TYPE**

Initial  
 Amendment  
 Renewal

Planning & Development  
981 Artisan Lane  
Bowen Island BC V0N 1G2  
Tel. 604-947-4255  
Fax. 604-947-0193  
Email: [planning@bimbc.ca](mailto:planning@bimbc.ca)

**BASIC INFORMATION**

**PROPERTY OWNER** (PLEASE PRINT)  
(Please list all owners as indicated on Certificate of Title)

Property Owner(s) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**APPLICANT** (IF DIFFERENT FROM OWNER)

Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**DESCRIPTION OF PROPERTY** (AS INDICATED ON CERTIFICATE OF TITLE)

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot/Section \_\_\_\_\_  
Range \_\_\_\_\_ Other Description \_\_\_\_\_  
Street Address or General Location \_\_\_\_\_  
Jurisdiction and Folio Number \_\_\_\_\_ (From Property Assessment/Tax Notice)  
Parcel Identifier (PID) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (From Certificate of Title)

## APPLICATION DESCRIPTION

1. Describe the current uses of the land and buildings on the property.

2. Describe the proposed uses of the land and buildings.

3. State the time period required for the temporary use.

4. If the property is subject to a lease, provide details of the lease.

5. Describe the reasons for the proposed temporary use.

**CONTAMINATED SITES REGULATION**

Pursuant to the Environmental Management Act, an applicant is required to submit a completed "Site Profile" for the properties that are or were used for purposes indicated in Schedule 2 of the Contaminated Sites Regulation. Please indicate if the property has been used for commercial or industrial purposes:

yes     no

If you responded "yes", you may be required to submit a Site Profile, please contact BIM's Planning Department or Ministry of Environment for further information.

**CERTIFICATION**

I hereby certify that the above information is true, to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Date

**AUTHORIZATION**

*Required if the applicant is not the registered owner (please list all owners indicated on Certificate of Title.  
Strata developments require a written endorsement from strata council)*

I hereby consent to the application contained herein.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Personal information contained on this form is collected under the *Municipal Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form is available to the public upon request under freedom of information legislation. Please contact the Chief Administrative Officer, Bowen Island Municipality, 981 Artisan Lane, Bowen Island, B.C. V0N 1G2, if you have any questions regarding the collection of personal information on this form.

## APPLICATION CHECKLIST

Please ensure that all the information below is included in your application. Should you have any questions regarding submission requirements, please contact the Planning Department. **Staff will not begin processing your application until all required information has been provided.**

### 1. LAND TITLE

- recent certificate of title (within 30 days of receipt of application) for the subject property
- all covenants, building schemes, and easements registered on title

### 2. APPLICATION FORM

- completed application form
- written authorization of all owners on certificate of title
- non-refundable application fee, payable to Bowen Island Municipality

### 3. SITE PLAN (No larger than 11"x17")

- all uses, existing and proposed, on the property, including all buildings and structures
- dimensions of property
- dimensions of existing and proposed buildings and structures
- location and dimension of parking areas including stalls, aisle widths, entrances and exits
- location of all wells, drainage areas, septic fields
- location of natural and topographic features including watercourses, wetlands, the sea, and any cliffs
- locations and dimensions of all legal easements, covenant areas, rights-of-way, setbacks, etc.
- date, scale, north arrow, street names

### 4. INFORMATION FROM STRATA COUNCIL/LANDLORD/NEIGHBOURS

- copy of resolution of strata council when proposal reviewed (if applicable)
- copy of any letters received from neighbours about proposed use (optional)

Please note that during the Temporary Use approval process, additional information may be required of the applicant. Security may be requested as a guarantee of performance of the terms of the permit.

**Submit completed form and all attachments via email to [planning@bimbc.ca](mailto:planning@bimbc.ca)**

Note that attachments are limited to 10 MB or less.

For payment options, go to <https://www.bowenislandmunicipality.ca/property-development>