

BOWEN ISLAND Municipality

Planning Department - Bowen Island Municipality
981 Artisan Lane, Bowen Island, BC, V0N 1G2
Phone: 604-947-4255 ext. 6 Fax: 604-947-0193
Email: planning@bimbc.ca

TEMPORARY USE PERMIT APPLICATION

Please review the Temporary Use Permit (TUP) Guide before filling out and submitting this application form. Email or deliver copies of this application form, plans and supporting documentation to the Planning Department and make your fee payable to Bowen Island Municipality.

SECTION 1: APPLICATION TYPE		FEE
☐	Temporary Use Permit	\$850.00
☐	Temporary Use Permit Renewal	\$350.00

SECTION 1: PROPERTY OWNER(S) INFORMATION		List all owners on Certificate of Title - attach additional page(s) if more than 2 owners	
Name	_____	Name	_____
Address	_____	Address	_____
City	_____	City	_____
Province	_____	Province	_____
Postal Code	_____	Postal Code	_____
Phone	_____	Phone	_____
Email	_____	Email	_____

SECTION 3: APPLICANT CONTACT INFORMATION to act as agent (if different than property owner)	
Name	_____
Address	_____
City	_____ Postal Code _____
Phone	_____
Email	_____

Freedom of Information and Protection of Privacy

Personal information contained in this form is collected under the *Municipal Act* for the purposes of processing this application, or for purposes directly connected with this application. Information on your application form is available to the public on request under the Freedom of Information legislation. Please contact the Administration Department and the Deputy Corporate Officer at Bowen Island Municipality if you have questions regarding the collection of personal information included on this form.

SECTION 4: DESCRIPTION OF PROPERTY

Lot/Parcel _____ Plan _____ Block _____

District Lot/ Section _____ Range _____

Other Description _____

Civic Address _____

Jurisdiction & Folio Number _____ (From property tax assessment/ Tax Notice)

Parcel Identifier (PID) _____ (From Certificate of Title)

SECTION 5: TEMPORARY USE TIMELINE

1. State the time period requested: _____
2. Cessation of the Temporary Use - Once the TUP expires, it is intended that the temporary use will:
 - ☐ Cease
 - ☐ Move to another property that is zoned & designated for that use
 - ☐ A rezoning will be applied for to permit the use to continue
3. If the temporary use ceases after the TUP expires, describe the steps that will be taken to restore the land and/ or property to its previous state.

Security may be requested as a guarantee of performance of the terms of the permit.

SECTION 6: APPLICATION CHECKLIST

Applicants are responsible for ensuring that all the required information listed below is included or addressed in their application. Staff will not begin processing incomplete applications

☐	Completed Application Form	Signed by all registered owners of the property & if applicable, the agent acting on the owner's behalf
☐	Current Property Information	Includes: - Certificate of Title dated within the last 90 days prior to application submission - Copy of all building schemes, easements & covenants registered on Title <i>*BIM can obtain copies for a fee</i>
☐	Payment	Payment of the appropriate application fee
☐	Site Plan	See below for site plan requirements
☐	Information from Strata Council/ Landlord/ Neighbours	Includes: - Copy of strata council review of proposed use - Copy of letters from neighbours about proposed use

SECTION 6 CONTINUED: SITE PLAN REQUIREMENTS

A site plan should include the following (where applicable):

- All uses, existing and proposed, on the property, including all buildings and structures
- Dimensions of the property
- Dimensions of existing and proposed buildings and structures
- Location and dimension of parking areas including stalls, aisle widths, entrances and exits
- Location of wells, drainage areas. Septic fields
- Location of natural features including watercourses, wetlands and the sea
- Locations and dimensions of easements, covenanted areas, rights-of-way, setbacks, etc.
- Date, scale, north arrow and street names

Additional information may be required during the review of the application.

SECTION 7: 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. Describe the reasons for the proposed use.

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

SECTION 7: OWNER CONSENT & AUTHORIZATION

In order to process this application, the signature of all registered owners is required.
For additional owners, including Strata Corporations or Companies, please attach a separate sheet.

As the registered owner of the property, I/we hereby authorize this application.
I/ We hereby certify that the above information is true, to the best of my/ our knowledge.

Property Owner (Full Name, Please Print)

Property Owner (Full Name, Please Print)

Date

Date

Authorization Signature

Authorization Signature

SECTION 8: AGENT AUTHORIZATION & SIGNATURE

By signing the above, I/ We as the registered owners authorize the applicant listed in Section 3 to act as the agent to represent this application on the owners' behalf.

I/ We also agree to notify the Planning Department in the event the agent acting on behalf of the owner(s) changes at any time during the application process.

Agent Name (Full Name, Please Print)

Date

Agent Signature