



## TEMPORARY COMMERCIAL/INDUSTRIAL USE PERMIT

**\*\* Applicants are advised to consult with Planning Staff before submitting an application.**

This application is submitted for the following:

- Temporary Commercial Use Permit       Temporary Industrial Use Permit

### DESCRIPTION OF PROPERTY

|   |
|---|
| Street Address: _____   |
| Legal Description: Lot ____ Block ____ Section ____ Plan _____ Except _____ |
| Property Size: _____  |

### APPLICANT'S CONTACT INFORMATION - Please print clearly

|   |            |                |                   |
|---|------------|----------------|-------------------|
| <input type="checkbox"/> Check if APPLICANT is the sole OWNER, if not complete <i>Owner's Authorization Form</i> - attached |            |                |                   |
| Name _____  |            |                |                   |
| Address _____   | City _____ | Province _____ | Postal Code _____ |
| Email _____   | Tel _____  | Cell _____     | Fax _____         |

### DESCRIPTION OF PROPOSED USE: (Attach a separate page if necessary)

\_\_\_\_\_  
\_\_\_\_\_

## PROPERTY DETAILS

|  |                                |         |         |
|--|--------------------------------|---------|---------|
| Current Zoning: _____  | Current OCP Designation: _____ |         |         |
| Adjacent Land Uses: N _____  | S _____                        | E _____ | W _____ |
| Proposed Timing of Use? _____  |                                |         |         |
| Within 800m of an intersection on Sooke Road or West Coast Road? _____ |                                |         |         |
| Adjacent to the ALR? _____   |                                |         |         |

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.

## FEES

|  | Application Fee                      | Fee per Public Hearing |
|--|--------------------------------------|------------------------|
| Temporary Use Permit   | \$500                                | +\$1,200               |
| Preparation of covenant or other legal document required under bylaw | +actual cost plus \$100 per document |                        |
| Covenant or legal document amendment                                 | \$200 per document                   |                        |

## INFORMATION REQUIREMENTS

| Required  | May be Required by District Staff  |
|---|--|
| <p><b>A. STATE OF TITLE CERTIFICATE</b> – Dated within 30 days of the application and include copies of all non-financial charges on title (ie. covenants, easements, right-of-ways, etc.).</p> <p><b>B. SITE PLAN</b> – Three copies drawn to scale (metric), and one reduced 8.5” x 11” Site Plan, showing:</p> <ul style="list-style-type: none"> <li>• Civic address and legal description</li> <li>• Lot area</li> <li>• Existing roads and access locations &amp; dimensions</li> <li>• Existing and proposed buildings &amp; dimensions</li> <li>• Proposed building elevations (if applicable)</li> <li>• Location of temporary use</li> <li>• Existing and proposed parking, landscaping, signage and lighting</li> <li>• Location of watercourses, steep slopes and statutory right-of-ways</li> <li>• Scale bar and north arrow</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Archaeology Study</li> <li><input type="checkbox"/> Traffic Study</li> <li><input type="checkbox"/> Ecological Study</li> <li><input type="checkbox"/> Contour Plan</li> <li><input type="checkbox"/> Stormwater management plan</li> <li><input type="checkbox"/> QEP report</li> <li><input type="checkbox"/> Geotechnical Assessment</li> <li><input type="checkbox"/> Other (description below)</li> </ul> |

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.

## OWNER'S AUTHORIZATION FORM

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to act on their behalf.

\_\_\_\_\_, is hereby authorized to act as my agent for the purpose of \_\_\_\_\_, located at:

Street Address: \_\_\_\_\_  
Legal Description: Lot \_\_\_ Block \_\_\_ Section \_\_\_ Plan \_\_\_\_\_ Except \_\_\_\_\_

### REGISTERED OWNER 1

Name of Registered Owner: \_\_\_\_\_  
Signature of Registered Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

### REGISTERED OWNER 2

Name of Registered Owner: \_\_\_\_\_  
Signature of Registered Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

### REGISTERED OWNER 3

Name of Registered Owner: \_\_\_\_\_  
Signature of Registered Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

### REGISTERED OWNER 4

Name of Registered Owner: \_\_\_\_\_  
Signature of Registered Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.