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## ***Frequently Asked Questions***

### ***How long will it take to process my application?***

Processing times vary. Meeting schedules, Staff workload, complexity of the project and comments from other agencies factor into how quickly the application can be processed. You can expect your application to take at least 10 to 12 weeks.

### ***Are my neighbours going to be notified?***

No. However, advertising in the newspaper of intent to issue the permit is required.

### ***Can I go to the meetings?***

Yes, you can attend the meetings. Please notify Staff of which meetings you would like to attend.

### ***How long is this permit valid for?***

A Temporary Permit is valid for a maximum of two years. It may be renewed only once.

### ***What happens if my application is denied?***

If your application is denied, you can reapply six months after the refusal date.



*City of Revelstoke  
Planning Department*

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*This publication is intended to provide general information only. It is not intended to be used as an official interpretation of the various codes and regulations in effect.*

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*City of Revelstoke  
Planning Department*

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## ***Temporary Use Applications***



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**A Guide to conducting industrial or commercial uses on a temporary basis**

# *A Guide to Temporary Use Permits*

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The purpose of a Temporary Use Permit is to allow for an industrial or commercial use on a property for a limited amount of time only.

## **When to ask for a Temporary Use Permit**

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The Zoning Bylaw uses zoning designations to regulate land use within the City limits. If you would like to conduct a commercial or industrial use on your property for a period of time less than two years but your zoning designation does not allow for the proposed use then you will need to apply for a Temporary Use Permit. Your property will need to be within an area designated for Temporary Use Permits on the Official Community Plan (OCP).

## **What to do before you apply**

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*Step 1: Determine if your property is within the area designated for Temporary Use Permits.*

Only properties within the area designated for Temporary Use Permits can get a permit. You can ask Planning Staff if your property is within this area or reference Schedule E of the Official Community Plan map displayed in the Planning Department. If you are not within the designated area, then ask Staff what other options are available to you.

*Step 2: Know the OCP and Zoning Requirements for your property.*

You will need to know what Official Community Plan and Zoning designation your property has. You can ask Planning Staff or reference the Zoning and Land Use map (Schedule C) displayed in the Planning Department. This is to ensure you are applying for the correct permit.

*Step 3: Consider the appropriateness of your request.*

The City chose the Zoning designation for your property for a reason, including the uses that should be permitted. Zoning designations take into account surrounding land uses and impacts to adjacent properties (views, privacy, health, safety, etc.). Be sure to consider your request in these terms, as not all applications will be considered appropriate.

*Step 5: Begin to prepare your application.*

**What you need to submit an ap-**

## **lication**

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A complete list of what is required for your application is listed in the Submittal Checklist and Site Plan Checklist. Your requirements are the same as Rezoning, except the fee is \$500. The checklists are available at the Planning Front Desk. Your application must be complete before Staff can accept your application.

## **What happens to your application**

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Your complete application will be reviewed by Staff. A technical report will outline the proposal in terms of the appropriateness of the use in relation to adjacent properties. Staff may be required to refer the application to outside agencies. The application will then be reviewed by the Planning Committee at the next available meeting (monthly meetings). The Planning Committee will make recommendations to Council on how to process the application. Council has the option to authorize advertising for intent to issue the permit, or deny it. A notice will be published in the newspaper 3-14 days before the resolution to issue the permit. Council will then give final consideration and either issue the permit, request changes or more information, table it or refuse to issue it. Council can also require security or special conditions.