

# Guide to Temporary Use Permits

## What is a Temporary Use Permit?

A temporary Use Permit (TUP) is an approval from Development Services for a temporary land use that does not conform to the uses prescribed in the Zoning Bylaw or OCP.

TUPs may be issued, amended or extended by the Development Approving Officer.

TUP may be issued for up to 18 months and may be extended up to a maximum of 1 time, for a maximum period of an additional 18 months.

However, a TUP lapses if relevant construction related to the temporary use has not substantially commenced within one year of its date of issue.

*TUPs for industrial uses are not permitted to be located on residential parcels.*

## A TUP May Do One or More of the Following

- Allow use not permitted by the Zoning Bylaw
- Specify conditions under which the temporary use may be carried on
- Allow and regulate the construction of buildings or the structures in respect of the use for which the permit is issued.

A TUP will not allow an activity to occur on a site indefinitely. A rezoning application and if applicable, an Official Community Plan amendment application, is required if the applicant wishes to continue the use.

## How is an Application Made?

Development Services has application packages that outline required information, drawings and fees. It is essential to schedule an appointment with staff before submitting a formal application to review the submission requirements. Applying does not guarantee approval.

## Application Costs

- Application Fee
  - Documents/Plans necessary to complete application requirements
  - Sign requirements
- Other costs may include:
- Servicing requirements
  - Professional reports
  - Legal Fees

## Application Considerations

- Whether the proposed use is a temporary or seasonal in nature
- Rational for the application

- Proposed servicing
- Provisions in the Zoning Bylaw
- Whether the local infrastructure is adequate to support the proposal
- The impact on neighboring permanent land uses
- Applications are referred to various departments for review and comment. These comments are considered by the Planning Department when making a decision.

## How Long Does the Application Process Take?

Temporary Use Permit applications typically take one to three months. More complex applications may take longer. Additional information may be requested during the process, which may increase the application processing time.



# Approvals Process

## Pre-Application

Review the Zoning Bylaw and Official Community Plan (OCP) Regulations and discuss your temporary use proposal with staff.

## Submit Application

Submit your complete application package including application form, site plan, landscape plan, architectural drawings, temporary use rationale letter, and any other required documents electronically to [planning@merritt.ca](mailto:planning@merritt.ca).

Development Services staff will review the application for completeness and may ask for additional information.

Staff then generate an invoice for the application fee.

## Application Review

Development Services staff will initiate the application review process once the application fees are paid. Your proposal will be referred to relevant City departments and external agencies for comments.

## Revisions

After the referral process, Development Services staff will compile referral comments and provide you with a feedback memo. If your development proposal does not meet the zoning regulations or servicing requirements, you will need to amend your development proposal and submit a revised application package with a written response to the comments contained in the feedback memo.

## Decision

When all comments from the review process are addressed to the satisfaction of the City, the application will be approved, and Temporary Use Permit will be issued.

After the permit has been issued, you begin the application process for the applicable Building Permit, Earthworks Permit, or other permits required for construction.

## Registration

Development Services staff will file a Notice of Permit with the Land Title and Survey Authority of BC for registration on title.