	<p>POLICY NUMBER: 83</p> <p>POLICY TITLE: TEMPORARY RESIDENTIAL STRUCTURES</p> <p>APPROVAL: JULY 27, 2021</p> <p>AMENDED: SEPTEMBER 28, 2021</p> <p>AMENDED: NOVEMBER 23, 2021</p>
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1. PURPOSE AND SCOPE

- 1.1 The purpose of this policy is to establish the criteria for Council to consider Temporary Use Permits to allow Temporary Structures used as short-term residences on residential lots within the Village.
- 1.2 This Policy is to ensure that Temporary Structures being used as residences on private lots have a standard for the provision of water, sewer, solid waste, and electricity.
- 1.3 This Policy is to ensure that Temporary Structures being used as residences are located in a manner as to not disturb neighbouring residents.

2. DEFINITIONS

- 2.1 In this policy:
 - (a) **“Policy”** means this Temporary Residential Structures Policy;
 - (b) **“Recreational Vehicle”** means an approved bumper pull, truck camper, fifth wheel trailer, or motorhome bearing a CSA Z240RV certification label
 - (c) **“Temporary Structure”** means a Recreational Vehicle or portable building intended to be used as a temporary residence that can be connected to water, sewer, and electricity services.
 - (d) **“Village”** means the Village of Valemount.

3. APPROVAL OF TEMPORARY RESIDENCE

- 3.1 A Temporary Residence application as per schedule ‘A’ of this Policy must be submitted and approved by Council.
- 3.2 Any Temporary Structure must be approved by the Village Building Inspector.

4. LOCATION OF TEMPORARY RESIDENCE

- 4.1 No more than one (1) Temporary Structure will be permitted per lot.
- 4.2 Temporary Structures will not be permitted on vacant lots unless a valid building permit to construct a permanent residence has been obtained for that lot.
- 4.3 Temporary Structures will only be considered in the following zones:

- (a) RR1
- (b) R1
- (c) R2

4.4 The Temporary Structure will meet the following minimum setbacks from the property lines:

- (a) Front – 1m
- (b) Rear – 3m
- (c) Interior Side Lot line – 1m
- (d) Exterior side lot line – 3m

4.5 Temporary Structures will not be placed to obstruct traffic sightlines.

4.6 If the Temporary Structure is placed in the front yard or driveway, the applicant must provide a parking plan.

4.7 Temporary Structures will not be permitted on Village easements.

4.8 A site plan must be provided showing the following:

- (a) location of the Temporary Structure, including setbacks from property lines.
- (b) Measurements from the Temporary Structure to any other structures on the property.
- (c) Location of the entrances of the Temporary Structure.

4.9 The entrance to the Temporary Structure will be oriented to face the dwelling on the lot in which it is located.

5. PROVISION OF SERVICES

5.1 Water

- (a) The Temporary Structure must provide a plan for water services in one of the following ways:
 - (i) Via hose connection to the permanent residence on the property using a backflow protector; or
 - (ii) Via connection to municipal water services. Utility fees may apply.
 - (iii) Via the Temporary Structures holding tanks filled at an approved location.
- (b) If the Temporary Structure will be present during the winter, a plan to winterize the water connection must be approved by the Village Building Inspector.

5.2 Wastewater

- (a) The applicant must provide a plan for wastewater disposal which may include:
 - (i) Collecting wastewater in the Temporary Structures holding tanks and dumping at a sani-dump location; or
 - (ii) Via a connection to municipal wastewater. Utility fees may apply.

5.3 Solid Waste

(a) Solid waste must be disposed of in one of the following ways:

- (i) Delivered to the Valemount Regional Transfer Station by the resident of the Temporary Structure; or
- (ii) Placed in the Village collection container for that property with permission of the property owner.

(b) Solid waste must be stored in a secure location so that it does not become an attractant to wildlife.

5.4 Electricity

(a) Power to the Temporary Structure may be provided in the following ways:

- (i) Via connection to the permanent residence on the property.
- (ii) Inverter generator
- (iii) Solar panels
- (iv) Via connection to the electrical grid if located on a vacant lot

(b) The use of conventional gas/diesel powered generators for electricity is prohibited.

6. TIMELINE

6.1 Applications for Temporary Use Permits on lots with an existing dwelling to reside in a Temporary Structure will be approved for a maximum of two (2) years.

6.2 Applications for Temporary Use Permits on vacant lots to reside in a Temporary Structure during the construction of the permanent dwelling will be approved for a maximum of one (1) year.

6.3 Applicants may apply to renew a Temporary Use Permit one (1) time.

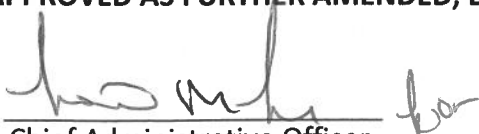
7. REVOKING TEMPORARY USE PERMITS

7.1 If at any time a person is found to not be adhering to the terms of the TUP, the TUP may be revoked and further enforcement actions may be taken by the Village.

This policy replaces Policy #83 adopted by council resolution # 223/21 on July 27, 2021.

As amended by council resolution #263/21 on September 28, 2021.

APPROVED AS FURTHER AMENDED, BY COUNCIL RESOLUTION NO. 353/21 ON November 23, 2021


Chief Administrative Officer

SCHEDULE 'A'



APPLICATION FOR A TEMPORARY USE PERMIT - TEMPORARY RESIDENCE

I/We hereby make an application for a Temporary Use Permit.

1. Name of Applicant(s):	
2. Property Owner Name & Contact Information: (If different from applicant)	
3. Mailing Address of Applicant:	
4. Physical Address of Subject Property:	
5. Contact Details:	Phone: Email:
6. Detailed Description of Permit: (Include as much detail as possible, including location, water, sewer, garbage, and power information)	
7. Estimated date when use will cease:	
8. Required Attachments:	<input type="checkbox"/> Site Plan (setbacks, existing & proposed structures, parking, etc.) <input type="checkbox"/> Services Plan (water, sewer, power, garbage disposal etc.) <input type="checkbox"/> Photos of RV/Temporary Structure and certification label <input type="checkbox"/> State of Title Certificate (Retrieved within the last 30 days) <input type="checkbox"/> Application Fee (\$650) <input type="checkbox"/> Letter of Authorization from the Owner (if applicable)

I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

Name of applicant	Signature	Date
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FOR OFFICE USE ONLY

Generate File Number:	
Legal Description of Subject Property:	
Existing Use of Subject Property:	
OCP Map Designation & Present Zoning:	
Existing Uses & Zones of Adjacent Properties:	North: _____ East: _____ South: _____ West: _____
Impact on Village Services & Utilities:	Proposed Water Supply: _____. Proposed Sewage Disposal: _____. Proposed Solid Waste Disposal: _____. Proposed Access and Parking: _____.
Applicable Fees	Application Fee: \$650.00 Title Search Fee: \$ _____ Other: \$ _____ TOTAL: \$ _____
Staff Signature	Print Name: _____ Signature: _____ Date: _____

General Application Information:

1. A complete application must be submitted, with all required components, before staff review will occur.
2. State of Title Certificates/Title Searches for subject properties must be retrieved within 30 days of the application date.
 - a. The Village of Valemount can produce a State of Title Certificate/Title Search document for \$15.00, payable at the time the application is submitted.
3. Copies of any covenants, easements and rights-of-way registered on title must be provided.
4. The property owner's name and contact information is required. If someone is applying on behalf of the property owner, a Letter of Authorization must be signed by *all* property owners and submitted with the application. You must also indicate to whom all correspondence shall be sent.
5. If the property owner is a company or society, a BC Company Summary, together with a letter on company letterhead to confirm the signatory's authority to sign on the company's behalf
6. If the Detailed Description field is too small, and/or if the project is complex, a letter of intent outlining all aspects of the proposal will be required.
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