



APPLICATION FOR A TEMPORARY USE PERMIT

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

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|---|---|
| 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, all proposed uses and buildings, etc) | |
| 7. Estimated date when use will cease: | |
| 8. Required Attachments: | <input type="checkbox"/> Site Plan (setbacks, existing & proposed structures, parking, topographic features, relevant detail drawings, etc) <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 |
| Name of applicant | Signature | Date |

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: \$ _____ Title Search Fee: \$ _____ Other: \$ _____ TOTAL: \$ _____ |
| Staff Signature | Print Name: _____ Signature: _____ Date: _____ |

Note: Prior to the issuance of a temporary use permit, the Village may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

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.
7. 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
8. 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.