



## APPLICATION FOR A TEMPORARY USE PERMIT - TEMPORARY RESIDENCE

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

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

**FOR OFFICE USE ONLY**

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