



## 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
-------------------	-----------	------

**NOTE:** The personal information on this form is collected under the authority of the Community Charter, solely for the purposes of processing this application, and is subject to disclosure in accordance with the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to corporate@valemount.ca, or Village of Valemount Corporate Services, 250-566-4435.

**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.

**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: _____