

TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT APPLICATION

OFFICE USE ONLY

Application Fee: _____
Receipt No: _____
File No.: _____

Bowen Island Municipality
P. O. Box 279
Bowen Island BC V0N 1G0
Tel. 604-947-4255
Fax. 604-947-0193
Email: bim@bimbc.ca

(Please Check ✓ One Item Below)

- INITIAL PERMIT (*maximum two years*)
 AMENDMENT TO PERMIT
 PERMIT RENEWAL (*can only be renewed only once*)

PROPERTY OWNER (PLEASE PRINT)

(Please list all owners as indicated on Certificate of Title)

Property Owner(s) _____
Address _____ City _____
Postal Code _____ Phone _____ Fax _____ Other _____

APPLICANT (IF DIFFERENT FROM OWNER)

Applicant(s) _____
Address _____ City _____
Postal Code _____ Phone _____ Fax _____ Other _____

DESCRIPTION OF PROPERTY (AS INDICATED ON CERTIFICATE OF TITLE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____
Range _____ Other Description _____
Street Address or General Location _____
Jurisdiction and Folio Number _____ (From Property Assessment/Tax Notice)
Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title)

(1) Applicant Submission Checklist. (Please see attached form which must be completed)

(2) Describe the current uses of the land and buildings on the property.

(3) Describe the proposed temporary uses of the land and buildings and submit 2 (two) sets of plans showing the location of all existing and proposed land uses, buildings and structures, showing accurate dimensions of their size and floor areas. These plans should also indicate the setbacks of all existing and proposed buildings and structures from all property lines and natural features, including lakes, watercourses, the sea and any cliffs.

(4) State the time period required for the temporary use:

If the property is subject of a lease, provide details of the lease:

(5) Describe the reasons for the proposed temporary use.

(6) Additional information may be requested during the review of this application. Security may be requested as a guarantee of performance of the terms of the permit.

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF APPLICANT

DATE

AUTHORIZATION

REQUIRED IF THE APPLICANT IS NOT THE REGISTERED OWNER (PLEASE LIST ALL OWNERS INDICATED ON CERTIFICATE OF TITLE. STRATA TITLED DEVELOPMENTS REQUIRE A WRITTEN ENDORSEMENT FROM STRATA COUNCILS)
I HEREBY CONSENT TO THE APPLICATION CONTAINED HEREIN

SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

DATE

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form is available to the public upon request under freedom of information legislation. Please contact the Chief Administrative Officer, Bowen Island Municipality, PO Box 279, Bowen Island, B.C. V0R 1G0, if you have any questions regarding the collection of personal information on this form.

APPLICATION CHECKLIST TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT

Please ensure that all of the information below is included in your application. Some of the information below identified as "where applicable" is required only for certain types of temporary commercial and industrial use applications. Should you have any questions regarding submission requirements, please contact the Planning Department. **Staff will not begin processing your application until all required information has been provided.**

Land Title

- recent **certificate of title** (within 90 days of receipt of application) for the subject property
- all **covenants, building schemes or easements** registered on title

Application Form

- completed application form
- proposed duration of temporary use (**maximum 2 years, can only be renewed once**)
- written authorization of **all** owners on certificate of title

Site Plan, (2 copies) showing:

- all uses**, existing and proposed, on the property, including buildings and structures
- dimensions and floor areas** of existing and proposed buildings and structures
- height** of existing and proposed buildings, additions, structures
- setbacks** for all existing and proposed buildings to property lines, natural boundary of sea, lakes, watercourses and wetlands
- setback** of existing or proposed septic field to natural boundary of the sea, lakes and watercourses
- location** of wells, drainage areas, ponds and topographic features
- location and dimension** of parking areas including stalls, maneuvering aisles, entrances and exits
- locations and dimensions** of all legal easements, covenant areas and utility corridors
- north arrow, street names**

Landscaping Plan (2 copies)

- landscaping plan** showing existing and proposed landscaping. Also, include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of security if required for the development.

Other Requirements (where applicable)

- signage plan** including existing and proposed signs, dimensions and design
- report and studies**
- security** to guarantee performance