

# A Guide through the Process: Temporary Use Permits

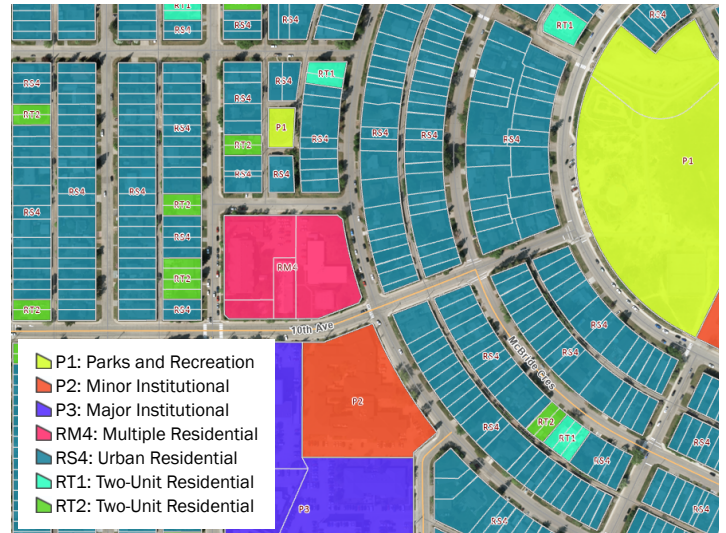
## What is zoning?

Zoning bylaws may divide the whole or part of an area into zones, name each zone and establish the boundaries of those zones.

Each zone has specific regulations for:

- Use and density of land, buildings and other structures.
- Siting, size and dimensions of buildings and other structures and permitted uses.
- Location of uses on the land and within buildings and other structures.
- Shape, dimensions and area of all parcels of land created by subdivision (this can include establishing minimum and maximum parcel sizes).

If you are proposing a use that is not permitted by the zone of the property, either a Zoning Bylaw amendment (rezoning) or Temporary Use Permit (TUP) is required. You can find the zoning of a property by using [PGMap](#), as shown on the image to the right.



## What is the difference between a TUP and a rezoning?

You may apply for either a TUP or a rezoning to allow your desired use. The charts below demonstrate examples of when either a TUP or rezoning is more appropriate. Please note that not all of the listed examples need to be true to determine which application type will be more appropriate.

### When to Apply for a TUP

- The use will be temporary (up to 6 years)
- You want to test the suitability of the use in the area prior to rezoning
- You want to move to a larger/different space within the near future

### When to Apply for a Rezoning

- The use will be long term (more than 6 years)
- You want the use to continue on the property indefinitely
- You are interested in changing the property type (e.g. commercial to residential)
- You want to increase the residential density
- Permanent structural changes are required for the use
- A new build is required for the use

## How does a TUP work?

All TUPs are subject to Council approval. Council will consider many factors when ruling on the application, including public opinion, recommendation from Administration, and rationale provided by the applicant. While there is no public hearing or opportunity for members of the public or the applicant to directly address Council, letters may be submitted through the public notice process.

A TUP can approve a use on a specific property, or several linked properties, for a maximum term of three years. Once the permit has expired, you may renew once for up to an additional 3 years, rezone, relocate, or cease the use. If a renewal is granted, after its expiration the applicant must rezone, relocate, or cease the use.

For some uses, Administration may recommend a shorter permit length, ranging anywhere from a week to the full three years. Similarly, Council may choose to reduce the term prior to approving the permit.

## Who is involved in the TUP process?

Interested parties will be called upon to offer comment or make decisions about the TUP application. These parties will be involved at different stages throughout the application process.

### Planning Division

The Planning Division oversees the TUP processes. This division is responsible for reviewing the proposal with consideration to existing land use management policies, identifying and contacting relevant City departments for comment, and providing a recommendation to Council based on this review. Additionally, the Planning Division will be the point of contact throughout the application process to ensure all conditions or requirements are satisfied.

### Other Departments (Internal and External)

Depending on the scope of the proposed use, the Planning Division will contact external agencies for comment. External agencies may include Northern Health, RCMP, the Ministry of Environment, the Ministry of Agriculture, or the Ministry of Transportation and Transit. Internal divisions such as Land Use Planning, Infrastructure and Subdivision Services, Building Inspection and Transportation Services may also provide feedback.

### Council

TUP applications can only be approved by City Council. After relevant information is presented, it is ultimately Council's decision to approve or deny the permit.

### Public

Members of the public wanting to provide comment on a TUP application may submit written correspondence to Council. As per the requirements set out in the Local Government Act and "City of Prince George Development Procedures Bylaw No. 9423, 2023", the City of Prince George will mail or otherwise deliver a public notice to property owners and tenants whose interests may be affected by this application. Written submissions received in response to the public notice for this application will be provided to Council for their consideration at the time the application is being considered.

## How much does it cost?

<b>Pre-Application Meeting</b> (as requested by applicant, to be paid prior to meeting)	\$250/hour
<b>Processing Fee</b> (applies to all applications)	\$150
<b>New Permit</b>	\$1,100 +Notification
<b>Renewal of Existing Permit</b> (Required 3 months prior to Permit expiration)	\$800 +Notification
<b>Notification</b>	\$900

Please note that all fees are due prior to work commencing on your applications. Should Administration be unable to support the application, the applicant may choose to withdraw the application for a partial refund (usually equal to notification cost) or to proceed to Council with a recommendation of denial.

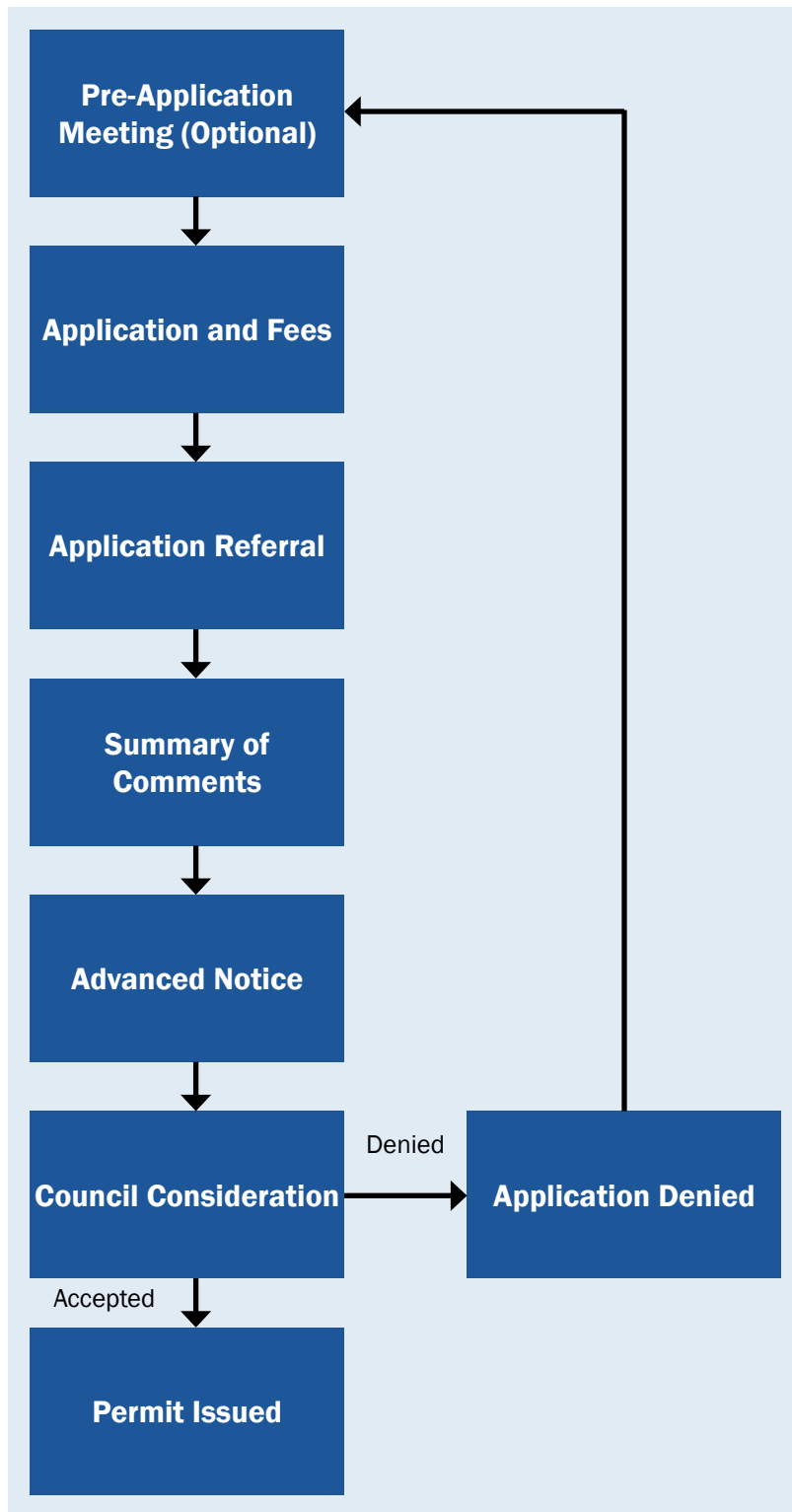
## How long will it take?

Depending on the complexity of the application and other legislative requirements, a TUP application may take 2-4 months. Where qualified professional reporting is required as a condition, timelines may be extended.

## What do I need to submit?

- ☐ Application Form
- ☐ Site Disclosure Statement
- ☐ Title
- ☐ Corporate Registry (for all named/numbered companies)
- ☐ Signed Appointment of Agent Form (if applicable)
- ☐ Maps, plans and documents in support of application (if applicable)

## What are the steps in the TUP process?



### Applicant Steps

#### Pre-Application Meeting (optional)

A pre-application meeting is not required but may be helpful for an applicant to understand the application process and requirements. At the pre-application meeting, the applicant will meet with a planner and other internal departments to discuss application options and requirements. To make the most out of a pre-application meeting, be prepared with the parcel information, proposal description, and any preliminary drawings.

#### Application and Fees

The applicant will work with a Planner to submit a completed application.

### City Steps

#### Application Referral

The application is referred to relevant internal departments and external agencies for review and comment.

#### Summary of Comments

A Planner will provide the applicant with a summary of the referral comments, indication of support or non-support, and any additionally required information or conditions associated with the application.

#### Advanced Notice

Property owners that may be impacted will receive a mailed notice of application and be invited to submit their support or opposition of the proposal. A notice and invitation to comment will also be posted publicly on various City channels.

#### Council Consideration

A Staff report with recommendations and a drafted permit is prepared for Council's consideration. Council receives the application at the next available Council meeting and, if approved, the issuance of the permit is initiated.

#### Permit Issued

Once the application is approved by Council, the permit will be issued and registered to the legal title of the subject property or properties. If there were conditions of issuance, they may need to be satisfied prior commencing the use.

## Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner in the Development Services Division at: 250.561.7611 or [devserv@princegeorge.ca](mailto:devserv@princegeorge.ca)

**Please note that administration support of the application cannot be determined at a pre-application meeting.**