



Temporary Use Permit Application & Checklist

Seasonal Worker Recreation Vehicle(RV)/Trailer Site

Please submit a separate application for each civic address. A non-refundable application fee of \$350.00 must be paid when you submit your application. A \$1000.00 security deposit is due at the time of this temporary use permit issuance/pick up.

Description of Property

Civic Address: _____

Number of RV/trailer camping spaces requested _____ *For each space requested, please show on the site plan the proposed location of the RV/trailer and associated parking spot.*

STAFF TO COMPLETE THIS SECTION

Legal Description: Lot: _____ Plan: _____ Block: _____ Section: _____ District Lot: _____

Parcel Identifier (PID): _____ Zoning: _____

Owner Information

Property Owner(s)

Please list all owners on title, if more space is require please submit a second application

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON)

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____ **Cell:** _____

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____ **Cell:** _____

Name: _____
NAME OR BUSINESS NAME, IF APPLICABLE, INCLUDING CONTACT PERSON

Address: _____
HOUSE/STREET CITY PROVINCE POSTAL CODE

Email: _____ **Phone:** _____ **Cell:** _____

Notice of Personal Information Collection: The personal information on this form is being collected for the purpose of processing your application in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. For more information about how this information will be used, please contact the Manager of Corporate Services at 250-726-7744.

The undersigned owner(s) make an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.

Owner(s) Signature _____

Date: _____



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Complete the Authorized Agent Information Section if you have an authorized agent applying on your behalf.

Authorized Agent Information			
<p>This document shall serve to notify the District of Ucluelet that I am/we (as listed in "Owner Information" section above, are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to any of the Permit Application(s) indicated below for the property described above, including the authority to endorse on my/our behalf application documents.</p>			
Name:	_____	Business Name:	_____
Address:	_____	_____	_____
	HOUSE/STREET	CITY	PROVINCE POSTAL CODE
Signature of Authorized Agent:	_____	Date:	_____

Carefully review the entire Application and Checklist before completing and submitting your application to ensure your application is thorough and complete.

All items of the Checklist must be completed in order for your application to be processed.

Application Checklist - By initialing the following I acknowledge that:	
	I have completed and signed the application form.
	I have included a site plan for each of the proposed RV/trailer sites that indicates each RV/trailer and the associated parking spot.
	I have included photos of each of the RV/trailer units.
	I have provided a photo of the current licence plate of each RV/trailer unit.
	I have read and understood pages 3 and 4, "Conditions specific to Residential Properties" and "Conditions Specific to Commercial and Industrial Properties" and
	I have reviewed and understood "Schedule 1 – Required Undertaking" in the attached Sample Temporary Use Permit and if my application is approved will abide by conditions set therein.
	I have read and understood "Schedule 2 – Security" in the attached Sample Temporary Use Permit and if my application is approved, will provide the required security at the time of signing the permit.
	I have read and understood "Schedule 3 – Terms of Temporary Use Permit Conditions" of the attached Sample Temporary Use Permit and agree to abide by the terms set therein.

TEMPORARY USE PERMIT TUP21-XX

General Terms

1. This Temporary Use Permit is issued to:

Permittee Full Name
P.O. Box XXX
City, Province Postal Code

(the “**Permittee**”)

as the registered owner of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

Lot 1, Plan VIP1000, District Lot 282, Clayoquot Land District , (100 Main Drive)

(the “**Lands**”).

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:
One long-term seasonal recreational vehicle (RV)/trailer camping space.
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
8. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is NOT a Building Permit.
10. This Permit is NOT a Development Permit.
11. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

AUTHORIZING RESOLUTION passed by the Municipal Council on the **xxxxx, 2021**.

IN WITNESS WHEREOF this Temporary Use Permit is hereby executed and issued by the Municipality the **xxxxx, 2021**.

THIS PERMIT SHALL EXPIRE on the day of **xxxxx, 2021 (6 months)**.

THE DISTRICT OF UCLUELET

by its authorized signatories:

OWNER

by its authorized signatory

Permittee's Signature

ISSUED the day of , 2021.

Bruce Greig - Manager of Community Planning

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

I (We), **Permittee Full Name(s)**, representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Abide by all conditions of the Temporary Use Permit.
- c) Provide the occupant's contact information to the District of Ucluelet.

I(We) understand that should we not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon *the Lands* and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the property into compliance with the District of Ucluelet bylaws, and that any securities submitted to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of *the Lands* as herein set out.

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit, we shall forfeit the securities submitted to the District of Ucluelet.

This undertaking is attached hereto and forms part of the Temporary Use Permit.

Contact Information for the Owner/Manager

Cell: _____

Email: _____

DATE: _____

OWNERS: _____

WITNESS: _____

Schedule 2 Security

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out and operated in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to use the land as authorized according to the terms and conditions of the Permit and within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$1000. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of recreational vehicle units and associated structures or services.

Schedule 3 Terms of Temporary Use Permit Conditions

- a) The permitted temporary use shall be limited to the following uses;
- One long-term seasonal recreational vehicle(RV)/trailer camping space.***
- b) No other temporary uses other than the above-mentioned uses shall be permitted.
- c) The recreational vehicle/trailer camping space is to be located as indicated on the site plan **(Schedule 4)**
- d) The Permittee will abide by the following conditions specific to Residential properties if the site is zoned as a Residential property;
- i. RV/trailer units must respect all property setbacks with the exception of the front yard setback which may be reduced to 3m,
 - ii. It is preferred that the RV/trailer unit is located to the rear of the Single-Family Dwelling but may be located to the front if deemed appropriate by Council,
 - iii. No more than one RV/trailer unit per property, and
 - iv. An on-site parking space shall be provided for the unit, in addition to the required parking for all other uses on site.
- e) The Permittee will abide by the following conditions specific to Commercial/Industrial Properties if the site is zoned as a commercial or industrial property;
- i. RV/trailer units must be located to the rear of any existing building such that the RV is not a prominent feature when viewed from the public street,
 - ii. If there are multiple RV/trailer units on site, the units must be connected to the municipal sewer system with the connection completed by a register plumber,
 - iii. RV/trailer units are not to be occupied until the access drive aisles, parking spaces, trailer pads and/or fire lanes are delineated to the satisfaction of the District. Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access, and
 - iv. An on-site parking space shall be provided for each seasonal RV/trailer unit, in addition to the required parking for all other uses on site. Exceptions may be considered by Council but the applicant should be prepared to justify how the parking will work.
- f) The Permittee or a manager/caretaker must oversee the use of the Lands and their telephone and email contact shall be provided to the District and updated as required.
- g) The RV/trailer unit must be licensed and in good condition.
- h) The proposed seasonal trailer space is for staff accommodation to be inhabited by a maximum of two people, with a minimum of one person being a seasonal worker employed in the community. For clarity, this permit does not authorize short-term commercial tourist accommodation use of the proposed trailer space. The minimum length of stay is 30 consecutive days. The maximum length of stay is 6 months.
- i) At the end of each seasonal stay, or within 6 months (whichever is less), the Permittee shall notify the Bylaw Enforcement Officer in writing that the RV/trailer unit has been vacated.
- j) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere within the seasonal camping area which may disturb the peace, quiet, rest,

enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.

- k) The Permittee shall provide for collection and pickup of garbage and recycling in appropriate wildlife-proof containers.
- l) Areas around the RV/trailer unit will be kept clean and tidy at all times.
- m) The Permittee will provide a potable water connection to the RV/trailer unit that is approved by a registered plumber.
- n) The RV/trailer unit is to be full serviced or on-site washroom facilities are to be provided by the Permittee for use of the seasonal camping space, to the satisfaction of the District.
- o) The Permittee shall provide hydro electricity to the RV/trailer unit in a safe manner inspected by a registered electrician.
- p) Prior to anyone occupying the unit, contact the Fire Department to arrange an inspection by emailing rgeddes@ucluelet.ca or calling (250) 726-7744. The permittee is responsible for maintaining the following for each unit;
 - i. A working multipurpose fire extinguisher,
 - ii. A working smoke alarm,
 - iii. A working carbon monoxide alarm,
 - iv. Two means of egress in case of emergency,
 - v. A label on the inside of the door that displays the property address.
 - vi. The unit number (i.e. A, B, C, D etc) must be prominently displayed on the exterior of the unit facing the access.
 - vii. No portable heating or cooking appliances within the unit.
- q) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- r) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposit.

Schedule 4 Site Plan

Example Site Plan

Please “Screen Grab” / “Snip and Sketch” a google maps image of your property and generally locate the unit (U) and onsite parking (P) similar to the following example:

