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What is a Temporary Use Permit?

In the City of White Rock, a Temporary Use Permit is a land use instrument that can permit a property owner to use their land (including buildings and structures) in a way that is not typically permitted on their property under the White Rock Zoning Bylaw, 2012, No. 2000.

Example: The operation of a temporary sales centre on RS-1 (one-unit residential) zoned land.

To minimize any nuisance or impact to the surrounding neighbourhood, a temporary use permit will typically specify and regulate conditions on the proposed use, including (but not limited to):

- the permissible location of the temporary use on private lands,
- the length of time that the temporary use can occur during the day,
- measures taken to buffer the use from surrounding properties, and
- any other explicit conditions established by the City.

Issued by Council, a temporary use permit is typically valid for up to three (3) years. The permit may also be extended only once for an additional three (3) years, for a total possible maximum of six (6) years. Security deposits and letters of undertaking may also be required to ensure that the conditions are adequately met.

Note: With the exception of cannabis stores, a temporary use permit issued in accordance with the Local Government Act is permitted in any zone. For more information on cannabis stores, please see Section 4.1.3 (b) of the Zoning Bylaw.

Before You Begin ...

Review the White Rock Official Community Plan (OCP)

The [White Rock Official Community Plan](#) is a statement of objectives and policies intended to guide decisions on planning and land use management within our community.

All development proposals submitted to the City are required to comprehensively and credibly identify how the proposal facilitates or inhibits the realization of the vision, principles, and goals of the OCP. This analysis must be comprehensive in its consideration of the OCP in its totality.

Talk To Your Neighbours

We strongly encourage discussing your proposal with neighbouring residents and business owners before submission. Understanding and addressing their concerns early on can save significant time and resources later in the process.

Questions?

Planning

Phone: 604-541-2136

E-mail: planning@whiterockcity.ca

What is the Temporary Use Permit process?

The Temporary Use Permit process is generally summarized below. For more specific information, please see the White Rock Planning Procedures Bylaw, 2017, No. 2234:

Step 1: Pre-Application Meeting	Step 2: Application Submission
<p>It is strongly recommended that you arrange a meeting with Planning staff at City Hall to discuss your proposal prior to application submission.</p> <p>A summary of the proposal, including any applicable plans and proposed site statistics, should be provided to staff prior to the scheduled pre-application meeting.</p> <p>Staff will be able to advise you on various aspects of your proposed development, including commentary on site characteristics and details on relevant City bylaws, policies, and other related plans.</p> <p>You will also be able to confirm your submission requirements with staff after this meeting.</p>	<p>The Land Use Development Application Form, along with the accompanying Submission Requirement Form(s), can be located on the Planning Resources & Documents section of the website. Application fees are summarized in the City's Summary of Development Application Fees.</p> <p>Prior to making application with the City of White Rock, please confirm with staff as to whether there will be any further additional requirements are required prior to formal submission. Staff will only accept a full and complete application at time of submission.</p> <p>If your proposal requires multiple application types, they may be submitted and processed concurrently. Please contact staff for more information.</p>

Step 3: Internal Review and Circulation
<p>Once your application has been received by the Planning Department, it will be assigned to a File Manager who will guide you through the application process.</p> <p>Once the File Manager has reviewed your application for completeness, the application will then be circulated for comment by other City departments and external agencies as required. Planning staff will also provide their own review of the proposal.</p> <p>During this time, staff may request plan revisions, clarification, or additional information for the proposal.</p>

Step 4: Development Proposal Sign	Step 5: Public Information Meeting (PIM)
<p>Shortly after application submission, your file manager will prepare a Development Proposal Sign for installation on the subject property.</p> <p>This sign must be prepared and installed in accordance with Section 36 and Schedule F of the White Rock Planning Procedures Bylaw.</p> <p>This signage must be posted no later than 14 days following application submission, and must be removed within 10 days following either Public Meeting completion, or withdrawal/rejection of the application.</p>	<p>As part of the process, applicants are required to present their proposals to the public in an open house format in order to discuss and respond to any issues, concerns, or questions related to the proposal.</p> <p>The purpose of the PIM is to obtain input from local residents and business owners regarding potential issues or concerns to be addressed early in the approval process.</p> <p>Please check out our Public Information Meeting Guide to learn more.</p>

Step 7: Land Use and Planning Committee	Step 8: Council Consideration
<p>The Land Use and Planning Committee (LUPC) reviews matters related to land use policy and development. Development proposals are typically presented in report form to the LUPC under two circumstances:</p> <ol style="list-style-type: none"> 1. To provide the LUPC with an preliminary information report on the proposal; or 2. To provide the LUPC with recommendations and options on a proposal for consideration by Council once all other steps are complete. <p>An applicant may speak or present on their application at an LUPC meeting. In the second case, the decisions of the LUPC are presented to Council for consideration.</p>	<p>Following discussion of the proposal, Council will typically move forward with one of the following three options:</p> <ol style="list-style-type: none"> 1. Direct staff to schedule a Public Meeting (see: steps 9 and 10); 2. To defer the application back to staff for further revision and modification; or 3. Reject the issuance of the temporary use permit

Step 9: Public Meeting	Step 10: Second Council Consideration
<p>A Public Meeting is a hearing conducted City Council where the applicant and the public are given an opportunity to comment on the proposal prior to second consideration.</p> <p>Comments may be provided to Council either in writing prior to or during the hearing, or verbally during the hearing when the bylaw is presented.</p> <p>No further information can be received from the applicant or the public once the Public Meeting is concluded.</p> <p>Notice will be mailed to all neighbours within 100 metres of the site at least ten days before the Public Meeting.</p>	<p>After the Public Meeting, Council will consider the application for a second time.</p> <p>If the application receives sufficient support from Council, the temporary use permit will be issued. The applicant will need to address all outstanding applicable City requirements (including servicing, outstanding payments, and registration of legal documentation) prior to issuance.</p> <p>Any other required development approvals, including concurrent applications, will need to be prepared and be ready for consideration at this time.</p> <p>If approved, staff will register a Notice of Permit on title with the Land Title Office.</p>

Frequently Asked Questions

Will my temporary use permit application be approved if I apply?

Staff cannot comment on or guarantee the future approval or refusal of any particular project as every development application is subject to the professional review process.

What if I want to apply for a Temporary Use Permit for a cannabis store?

Regarding the operation of a cannabis store, you will need to make concurrent submission for a cannabis retail licence referral resolution application with the City of White Rock and with the Liquor and Cannabis Regulation Branch.

Please contact Planning staff regarding cannabis land use activities in the City of White Rock.