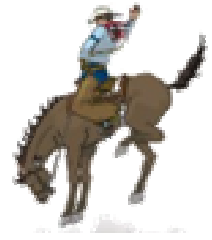




CITY OF WILLIAMS LAKE



A guide to ...

TEMPORARY COMMERCIAL OR INDUSTRIAL PERMITS

What Is A Temporary Commercial Or Industrial Permit?

An Official Community Plan may designate areas in which temporary commercial and industrial uses may occur by means of a Temporary Commercial or Temporary Industrial Permit, despite what is indicated in the City of Williams Lake Zoning Bylaw. The Temporary Use Permit allows for specified use on a property, for a specified period. The City of Williams Lake can designate areas where temporary commercial and industrial uses may be allowed and may specify general conditions regarding the issue of temporary commercial and industrial use permits in those areas.

Before You Apply ...

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g.. legal description, drawings and surveys) and meet with City staff to discuss their proposal. City staff will offer advice as to the appropriateness of the proposal given the OCP policies. Staff will advise the applicant as to which application/s will be required, necessary information that will be required and give the property owner the most current application package.

Submitting Your Application.

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the City's Development Services Division for processing and referral.

What Is The Cost?

The applicant must submit the application fee of \$500 for the Temporary Commercial or Industrial Permit made payable to the City of Williams Lake.

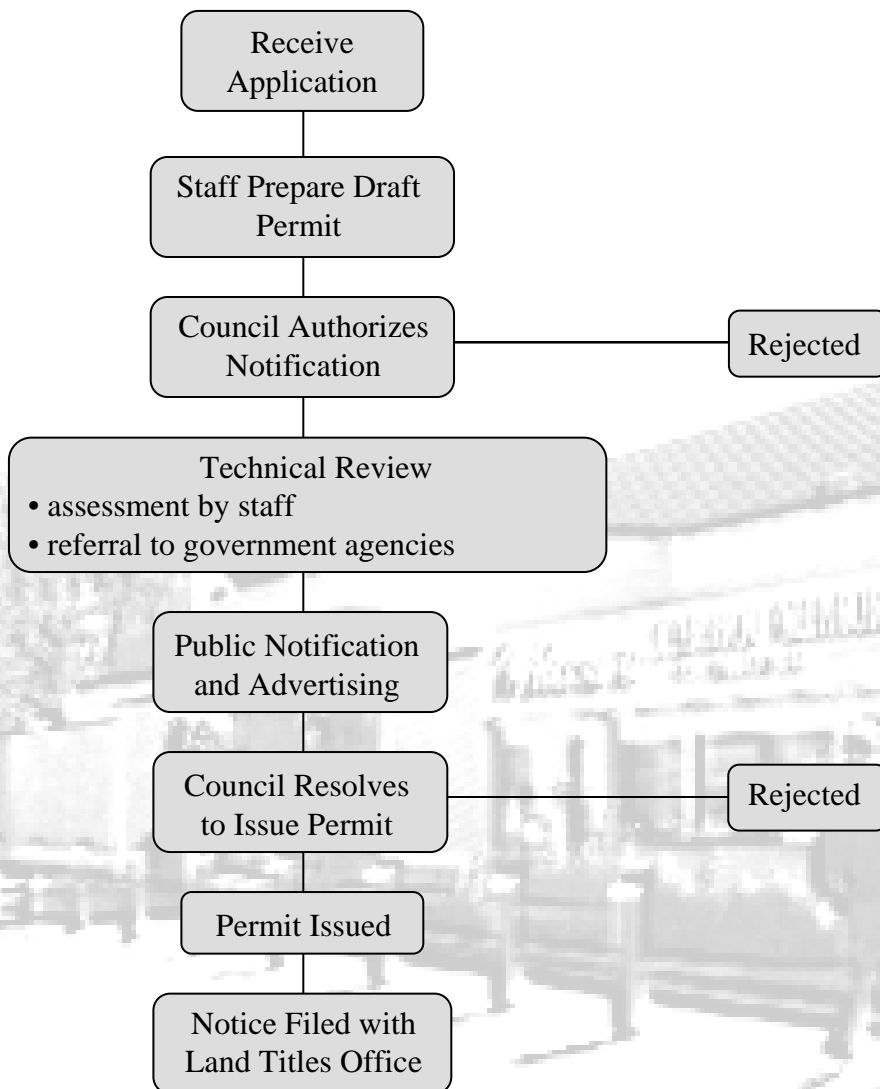
Who Approves A Temporary Commercial Or Industrial Permit?

The Council of the City of Williams Lake authorizes final approval of Temporary Commercial or Industrial Permit by resolution following prior approval by the Ministry of Transportation if applicable.

How Long Is The Process?

The permit process can take up to one to two months to complete. Approval time may be affected by application accuracy/completion, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

P rocess ...



The process described briefly will involve more detailed procedures, correspondence and / or requirements. Please contact the Development Services Division to ensure all obligations are understood to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, the Williams Lake Development Procedures Bylaw & Manual, and other bylaws for definitive requirements and procedures.

