

Process for Temporary Use Permits

Submission of Application

1. The applicant makes preliminary enquiries to the Planning Department to determine if the proposed development requires a Temporary Use Permit (TUP).
2. The applicant submits a TUP application along with the attachments listed on the application form. Application forms are available on our [website](#).
3. Once submitted, an application will be referred to the following staff and agencies for review:
 - a. City of Langford Engineering Department
 - b. City of Langford Building Department
 - c. City of Langford Fire Department
 - d. City of Langford Land Development Department
 - e. City of Langford Parks Department
 - f. Vancouver Island Health Authority (as necessary)
 - g. Ministry of Environment and Climate Change (as necessary)
 - h. Ministry of Transportation and Infrastructure (as necessary)
 - i. School District No. 62 (as necessary)
 - j. West Shore Environmental Services
 - k. Other agencies as necessary
 - l. BC Hydro, Fortis, and Telus (as necessary). Please note that underground hydro and telephone services are required in Langford. It is the responsibility of the applicant to contact these agencies to determine servicing requirements for hydro and telephone service.

Planning, Zoning and Affordable Housing Committee

4. A report is written for the Planning, Zoning and Affordable Housing Committee (PZAH), which is a body appointed by Council and consisting of two Council members and seven local residents. The report describes the requested variance(s) and includes comments and recommendations from staff and agencies.
5. Notices are sent to property owners and occupants within 30 m of the development at least 10 days before the meeting to advise them of the application and the date and time of the PZAH meeting. Information on how to attend the meeting, how to provide written comments in advance of the meeting, and how to access the staff report are also included on the Notice.
6. The applicant may wish to attend the PZAH meeting to answer any questions on the proposed development.
7. The PZAH Committee reviews the application and staff report, considers comments from members of the public, and makes a non-binding recommendation for Council's consideration.

First Council Meeting

8. Council considers the recommendation of the PZAH Committee and either rejects the application, requests more information, or directs staff to provide notice that Council will consider issuance of the TUP at a subsequent meeting.
9. The public may express their views on the application to Council during the Public Participation portion of the meeting. Public Participation is on the Meeting Agenda prior to Council's consideration of the PZAH Committee's recommendation, so such comments may be taken into account.

Final Council Meeting

10. If the application is to proceed for consideration of issuance, the following notifications are provided in advance of the scheduled Council meeting:
 - a. A Notice of Council's Intent to consider issuance of the TUP is sent to property owners and occupants within 30 m of the development at least 10 days in advance to advise them of the details of the application, the date and time of the Council meeting during which they will consider issuance. Information on how to attend the meeting, how to provide written comments in advance of the meeting, and how to access the staff report are also included on the Notice.
 - b. A copy of this Notice and the staff report can be viewed in the Public Notices section of the City's [website](#).
 - c. A Notice containing the same information outlined above is published in the local newspaper during the week prior the Council meeting.
11. The public may express their views on the application to Council during the Public Participation portion of the meeting. Public Participation is on the Meeting Agenda prior to Council's consideration of issuance of the TUP, so such comments may be taken into account.
12. Council will either issue the TUP by resolution, refer it to the PZAH Committee for further discussion, request additional information, or reject the application.

Final Approval

13. Once issued by Council, the Permit is finalized by the Planning Department, signed by the Clerk-Administrator, and issued to the applicant.
14. The Planning Department files notice with the Land Title Office that a TUP has been issued. This will then be registered on the legal title of the property.
15. The applicant may then apply for a building permit or business license to undertake the construction of the project in accordance with the approved TUP.

Depending on the complexity of the project, the TUP process requires approximately three months to complete. Staff analysis of an application takes about four weeks. The PZAH Committee and Council consideration normally take a further six to eight weeks. However, these timelines are dependent upon the complexity of the issue, the current workload of both staff and Council, the meeting schedule, the relation of the application to broader issues that may first require resolution, and the need for additional information from the applicant during the process.

This document is meant for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the *Local Government Act*, the *Land Title Act*, the Zoning Bylaw, the Subdivision and Development Servicing Bylaw, and other city bylaws for requirements and procedures.

If you have any questions on the DVP procedure as outlined above, please contact the Planning Department.