



DISTRICT OF MAPLE RIDGE PLANNING DEPARTMENT

Development Application Submission Checklist

Schedule H TEMPORARY INDUSTRIAL OR TEMPORARY COMMERCIAL USE PERMIT APPLICATION

Applications for Temporary Industrial or Temporary Commercial Use Permits are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title;
- 3) A Site Profile;
- 4) A written statement describing the proposal or and the rationale for it;
- 5) Sufficient plans and written information to properly explain and graphically portray improvements proposed with the temporary use including but not limited to:
 - Plans of any new buildings or building renovations;
 - Parking, loading and access provisions;
 - Details of the proposed use and hours of operation;
 - Details of any material storage;
 - The locations of fire related infrastructure such as the Fire Department access routes and connection, fire alarm panel, sprinkler room, and standpipe connections;
 - Information as to whether the proposed use will discharge or emit odorous, noxious, or toxic matter or vapours, heat, glare, noise or reoccurring ground vibrations;
 - Details of the size and number of vehicle movements to and from the site;
 - Drainage plans that indicate the method of storm water disposal and any required detention or retention facilities;
 - Erosion and sediment control plans that indicate the method to be used to prevent the release of sediment into any ravine, watercourse or storm sewer.

Notes:

- Staff or Council may require additional information at any time to properly assess the application.
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.