

Planning Process Guide No. 8

What is a Temporary Use By-law?

A Temporary Use By-law is an approval from Council for a temporary use of land, buildings or structures for any purpose that is otherwise prohibited in the Zoning By-law. Every property within Southwest Middlesex belongs to a zone (such as residential, commercial, or industrial) that determines what uses and buildings are permitted. Southwest Middlesex's Zoning By-law contains the regulations and standards for each zone (for example, permitting a residential use). If a proposed use or structure does not conform to the requirements outlined in the Zoning By-law, a Temporary Use Zoning By-law may be considered. Temporary Use By-laws are used to either zone land or buildings for a specific use for a maximum period of three years, or to permit the establishment of a garden suite for a period of up to 10 years. When considering a Temporary Use By-law application, compatibility with surrounding lands, the adequacy of services, access and parking, traffic impacts, and conformity with Official Plan policies will all be taken into account.

What is the Temporary Use Amendment Process?

1. Schedule a **pre-consultation** discussion with the Planner.

2. Submit a **complete application**, any required documents, and the applicable fee to the Municipality.

3. A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 120 meters, and any relevant agencies at least 20 days before the meeting.

4. Staff collect public and agency comments and prepare a **planning report** that includes a planning recommendation.

5. A **public meeting of Council** is held where an application will be either approved, denied, or deferred.

6. A **Notice of Passing** is mailed out to the applicants, agencies, and by request within 15 days of the Hearing.

7. A 20-day **appeal period** begins on the date of Notice of Decision. Any appeals will be heard by the Local Planning Appeal Tribunal for a final decision.

8. Once the application has been approved and is final, an application for a **building permit** or **site plan** can be submitted.

9. When the Temporary Use By-Law **expires**, the uses permitted by that by-law must cease. It is the property owner's responsibility to renew the Temporary Use By-Law prior to its expiration.

Need More Information?

Contact a municipal planner at (519) 287-2015

Find the Zoning By-Law at www.southwestmiddlesex.ca

Visit the Municipal Office at 153 McKellar Street, Glencoe

