

PROCESS FOR PROPOSED TRUCK PARKING SITES ZONED LIGHT IMPACT INDUSTRIAL

"Transportation Industry", which includes the storage of heavy trucks, is a permitted use within the "Light Impact Industrial Zone (IL)" in Surrey Zoning By-law No. 12000. The Zoning By-law stipulates that no use on any industrial zoned lot shall take place unless there is a building on that lot that exceeds a 100 square metres (1,076 sq.ft.) in area and which contains washroom facilities. In addition, the Zoning By-law requires that all parking areas be surfaced with asphalt, concrete, or similar pavement, and the parking lot be drained so as to properly dispose of all surface water.

If your site is zoned "Light Impact Industrial Zone (IL)", and satisfies the above criteria, a Business License is required in order to operate a truck parking facility. Please attend City Hall (By-law and Licensing) in person to complete a business license application. The annual licensing fee is \$500.00.

If your site is zoned IL but does not satisfy the above criteria, you may wish to apply for a Temporary Use Permit.

The Temporary Use Permit application requires the following documentation:

- Completion of an application form detailing the requested temporary use.
- Submission of the owner's authorization form if you are not the owner of the subject property.
- Submission of the application fee of \$1,100.00 (2002 rates).
- Submission of plans or drawings which include any buildings or structures on the site, access, parking layout and landscaping.
- Submission of a Soil Contamination Questionnaire.

A Temporary Use Permit provides the City with a means to allow a truck parking facility on a site zoned "Light Impact Industrial Zone (IL)" without requiring the construction of a building, provision of paving, or Engineering works and services. The Temporary Use Permit is valid for a period of two (2) years from the date of issuance, and Temporary Use Permit may be renewed once by Council for an additional two (2) years.

Once your application is received, we will circulate it for the following reviews:

- Referral to the Engineering Department for comments on the servicing, drainage and surfacing requirements.
- Referral to the Transportation Division of the Engineering Department for comments on the proposed driveways, and on-site circulation.
- Referral to the City's Landscape Architect for comments with respect to the suitability of the landscaping and buffering.
- Referral to any outside agencies who may have issues relating to the property, such as the Ministry of Environment or the Ministry of Transportation, if required.
- Planning & Development Department comments on the overall proposal and review of any neighbourhood concerns.

Once all comments have been received, a report will be prepared for City Council's consideration of your application request. If Council grants approval for the application to proceed, a public notification of the proposal will be circulated to the adjacent property owners. Two or three weeks after the adjacent property owners have been notified and been given an opportunity to express any concerns with the proposals, Council will consider issuance of the Temporary Use Permit. Please note you will be required to fulfill any conditions of approval set by Council prior to the issuance of the Temporary Use Permit.

Once the Temporary Use Permit is issued, the By-law Enforcement & Licensing Section will be notified of the approval and complete the processing of your Business License application.

Please note that the process outlined above is for your reference only. Each site must be considered individually based on the surrounding property uses and potential impacts. You may be required to upgrade or extend services to your site in order to operate your business.

For more information, see Temporary Industrial Use Permit #10 in the Official Community Plan, or speak to staff at the Planning & Development front counter.

For projects in North Surrey, please contact:

- Lee-Anne Pitcairn at 604-591-4509
- Dan Chow at 604-591-4495

For projects in Newton/South Surrey, please contact:

- Ron Gill at 604-591-4773
- Gertrude Kwan at 604-591-4129