

Information Required to Apply for Discretionary Use Approval

- Name and Address of Applicant
- Location of Property
- Existing and Proposed Use of the Property
- Reasons supporting Proposed Use
- Site Plan

Discretionary Use Fees

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| “Standard” Application Fee | \$ 800.00 |
| “Complex” Application Fee | \$1500.00 |
| “Highly Complex” Application Fee | \$4000.00 |

Publications of Interest

If you are interested in applying for a Discretionary Use Approval, you may want to review the following City of Saskatoon publications, available from the Planning and Development Branch, 3rd Floor, City Hall, or online at www.saskatoon.ca:

- Zoning Bylaw 8770
- Official Community Plan 8769
- Procedures/Requirements for:
 - Child Care Centres
 - Home Based Businesses
 - Bed & Breakfast Homes



For more information contact:

Community Services Department
 Planning and Development Branch
 222 3rd Avenue North
 Saskatoon SK S7K 0J5

Phone: (306) 975-2645

Fax: (306) 975-7712

Website: www.saskatoon.ca

Email: development.services@saskatoon.ca

Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.



January 2012

Procedures & Requirements for

Discretionary Uses



Discretionary Uses

All property in the City of Saskatoon is assigned a zoning designation. In each zoning designation uses can be permitted, prohibited or permitted at the discretion of City Council.

- If your proposal is a discretionary use, you must obtain City Council's approval before a development commences.
- If your proposal is a permitted use, you may apply directly to the Community Services Department for any applicable building permits or licenses.

How to Apply:

In order to apply for discretionary use approval, an applicant should:

1. Complete the application form (available for pickup from the Planning and Development Branch, 3rd Floor, City Hall or on our website on www.saskatoon.ca).
2. Include a cheque or money order for \$800.00 for a "standard" application (as listed below), or \$1500.00 for a "complex" application, or \$4000.00 for a "highly complex" application (as listed below), made payable to the City of Saskatoon.
3. Submit application, fee and any appropriate supporting materials to the Planning and Development Branch, 222-3rd Avenue North, Saskatoon, SK S7K 0J5.

"Standard" discretionary use applications are defined as follows:

- Child Care Centres and Preschools
- Boarding Houses
- Community Centres
- Bed and Breakfast Homes
- Adult Day Cares – Type I & II
- Private Schools
- Boarding and Breeding Kennels
- Converted Dwellings – Maximum 4 Dwelling Units
- Multiple-Unit Dwellings – Maximum 4 Dwelling Units
- Convents & Monasteries – Type I & II
- Hostel – Type I
- Special Needs Housing – Maximum 6 Dwelling Units
- Expansion of Existing Care Homes
- Live/Work Units – Maximum 4 Units

"Highly Complex" discretionary use applications are defined as follows:

- Taverns and Nightclubs
- New Retail Stores over 5000m²
- Steel Mills, Blast Furnaces and Smelters, Chemical Manufacturing and Petroleum Refineries in IH Districts

"Complex" applications refers to all other discretionary uses not listed as "Standard" or "Highly Complex".



We're here to help...

Planning and Development Branch offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays). Please feel free to stop in, call us at (306) 975-2645 or email development.services@saskatoon.ca.

The Process:

Community Services Department Review

The application will be examined by the Community Services Department for conformance with the *Official Community Plan 8769*, the *Zoning Bylaw 8770*, and any other applicable policies and regulations. The Department requests comments from other civic departments and other government agencies where applicable. A report is prepared containing recommendations, concerns, or conditions of approval to be applied in accordance with Section 54 to 58 of *The Planning and Development Act, 2007*.

Municipal Planning Commission Review

The Municipal Planning Commission (MPC) receives the Community Services Department report. MPC examines the proposal and recommends approval or denial to City Council.

Public Notice

If the applicant wishes to proceed, Community Services will give notice of the date, time, and place of the publication's hearing by ordinary mail to assessed owners of property within 75 metres of the subject site and to the local Community Association where the subject site is located. Community Services prepares on-site notification papers, which must be placed on the site by the applicant and must remain on the site until the application is considered by City Council.

Public Hearing

A public hearing, with input from all interested persons or groups is conducted by City Council. They will consider the application together with the reports of the Community Services Department and the Municipal Planning Commission, and any written or verbal submissions received by City Council. This is the opportunity for owners of adjacent property who are directly affected and have concerns to attend the hearing.

Decision of City Council

City Council may deny, approve or approve subject to conditions the application. The City Clerk is responsible for notifying the applicant of Council's decision by regular mail.

Development Permit

If approved by City Council and the applicant decides to proceed with the project, final plans shall be submitted to the Community Services Department and application made for a development permit and building permit.