



Applicant Information

APPLICANT

Name: _____

Address: _____ Postal Code: _____

Home Telephone: _____ Work/Cell Telephone: _____

Email: _____

Is the Applicant: ☐ Property Owner ☐ Tenant ☐ Other: _____

Property Information

Legal Description: _____

Civic Address: _____

1. Existing Use of Land and Buildings

2. Proposed Use of Land and Buildings

Reasons in support of this application (attach additional notes if necessary)

For a change of use, addition or alteration to an existing building, it is recommended that you consult with the Building Standards Department (306-975-2645) of the Community Services Division regarding building code requirements, before proceeding with a Discretionary Use Application.

I have discussed my application with the Building Standards Division. ☐ Yes ☐ No ☐ N/A

Required Attachments

1. Site Plan

Plan Attached ☐

A good quality site plan (drawn to scale on paper no larger than 11x17 inches) must contain:

- the location and dimensions of all buildings, setbacks and property lines;
- the location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number of parking spaces; and
- for new buildings or additions only, architectural plans showing building elevations are also required.

2. Application Fee

Fee Attached ☐

- I have enclosed the required non-refundable application fee:
- \$2,600.00 for a standard discretionary use application
 - \$3,900.00 for a complex discretionary use application
 - \$7,300.00 for a highly complex discretionary use application

Declaration of Applicant

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY:

Cash Receipt No.: _____ Amount Paid: _____ Cheque No.: _____

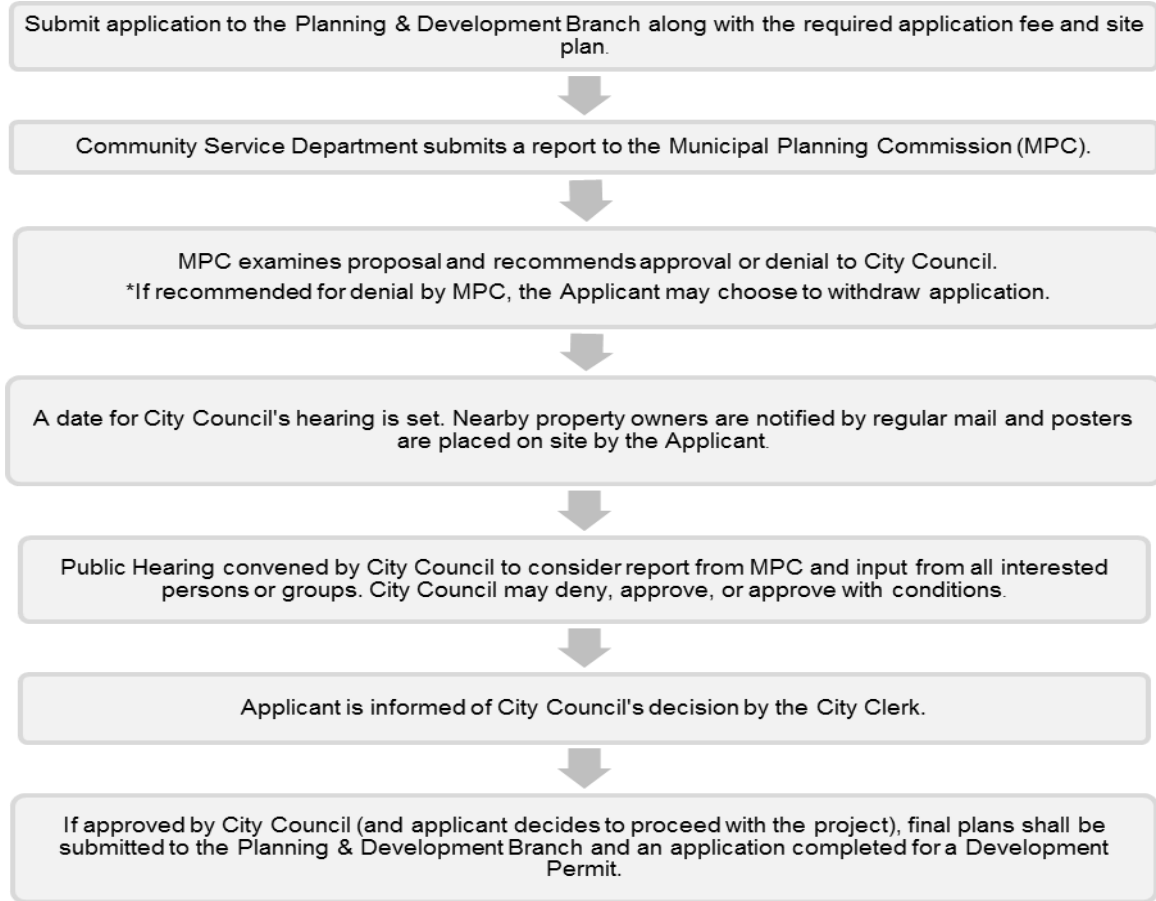
☐ Completed Form ☐ Payment ☐ Site Plan ☐ Relevant Drawings

Discretionary Use Application Process

Prior to purchasing, developing or using a piece of property, you should contact the Planning & Development Department to determine the appropriate Zoning Bylaw regulations.

- If the proposal is a PERMITTED USE, you may apply directly to Planning & Development for a Development/Building Permit.
- If the proposal is a DISCRETIONARY USE, you must obtain City Council's approval before a development commences.

To begin this process, forward a completed application form (refer to opposite side of this sheet) together with the required application fee and three sets of plans to the Planning & Development Department. Your application will be processed in accordance with the following procedure:



THIS PROCESS MAY TAKE FOURTEEN TO EIGHTEEN WEEKS DEPENDING ON THE NATURE OF THE APPLICATION

Fees

Standard Discretionary Use Application: \$2,600.00

Defined as follows:

- Day Cares and Preschools
- Boarding Houses
- Community Centres (R and M Districts)
- Private Schools
- Converted Dwellings - Max 4 Dwelling Units
- Multiple-Unit Dwellings - Max 4 Dwelling Units
- Convents and Monasteries - Type I and II
- Hostel - Type I
- Special Needs Housing - Max 6 Dwelling Units
- Expansion of existing Care Homes
- Live/Work Units - Max 4 Units
- Boarding and Breeding Kennels

Highly Complex Discretionary Use Application: \$7,300.00

Defined as follows:

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

Complex Discretionary Use Application \$3,900.00

- All other applications are Complex Discretionary Use Applications.

Last Updated On: 1/03/2023