

# Application Form

Fee Attached

**DISCRETIONARY USE** Date of Application: \_\_\_\_ Planning & Development **Applicant Information APPLICANT** Name: Postal Code: Address: 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 Division (306-975-2645) of the Community Services Department 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 I have enclosed the required non-refundable application fee:

- \$1,050.00 for a standard discretionary use application
- \$1,950.00 for a complex discretionary use application
- \$5,300.00 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 Division 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 Division. Your application will be processed in accordance with the following procedure:

Submit application to the Planning & Development Branch along with the required application fee and site plan.



Community Service Department submits a report to the Municipal Planning Commission (MPC).



MPC examines proposal and recommends approval or denial to City Council.

\*If recommended for denial by MPC, the Applicant may choose to withdraw application.



A date for City Council's hearing is set. Nearby property owners are notified by regular mail and posters are placed on site by the Applicant.



Public Hearing convened by City Council to consider report from MPC and input from all interested persons or groups. City Council may deny, approve, or approve with conditions.



Applicant is informed of City Council's decision by the City Clerk.



If approved by City Council (and applicant decides to proceed with the project), final plans shall be submitted to the Planning & Development Branch and an application completed for a Development Permit.

#### THIS PROCESS MAY TAKE FOURTEEN TO EIGHTEEN WEEKS.

#### **Fees**

## Standard Discretionary Use Application: \$1,050.00

Defined as follows:

- Child Care Centres and Preschools
- Adult Day cares

   Type I &2
- Expansion of existing Care Homes
- Bed and Breakfast Homes
- Boarding and Breeding Kennels
- Boarding Houses
- Private Schools
- Community Centres
- Hostel– Type I
- Converted Dwellings
   Max 4 Dwelling Units
- Multiple Dwelling Units
   Max 4 Dwelling Units
- Special Needs Housing
   Max 4 Dwelling Units
- Live/Work Units
   – Max 4 Units
- Convents and Monasteries

   Type I & 2

# Highly Complex Discretionary Use Application: \$5,300.00

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 \$1,950.00**

All other applications are Complex Discretionary Use Applications.

Last Updated On: 03/08/16