

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 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 high 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

Please contact Development Review (306-975-2645) to make payment arrangements.

- \$2,550.00 for a standard discretionary use application
- \$3,825.00 for a complex discretionary use application
- \$7,140.00 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.: _____

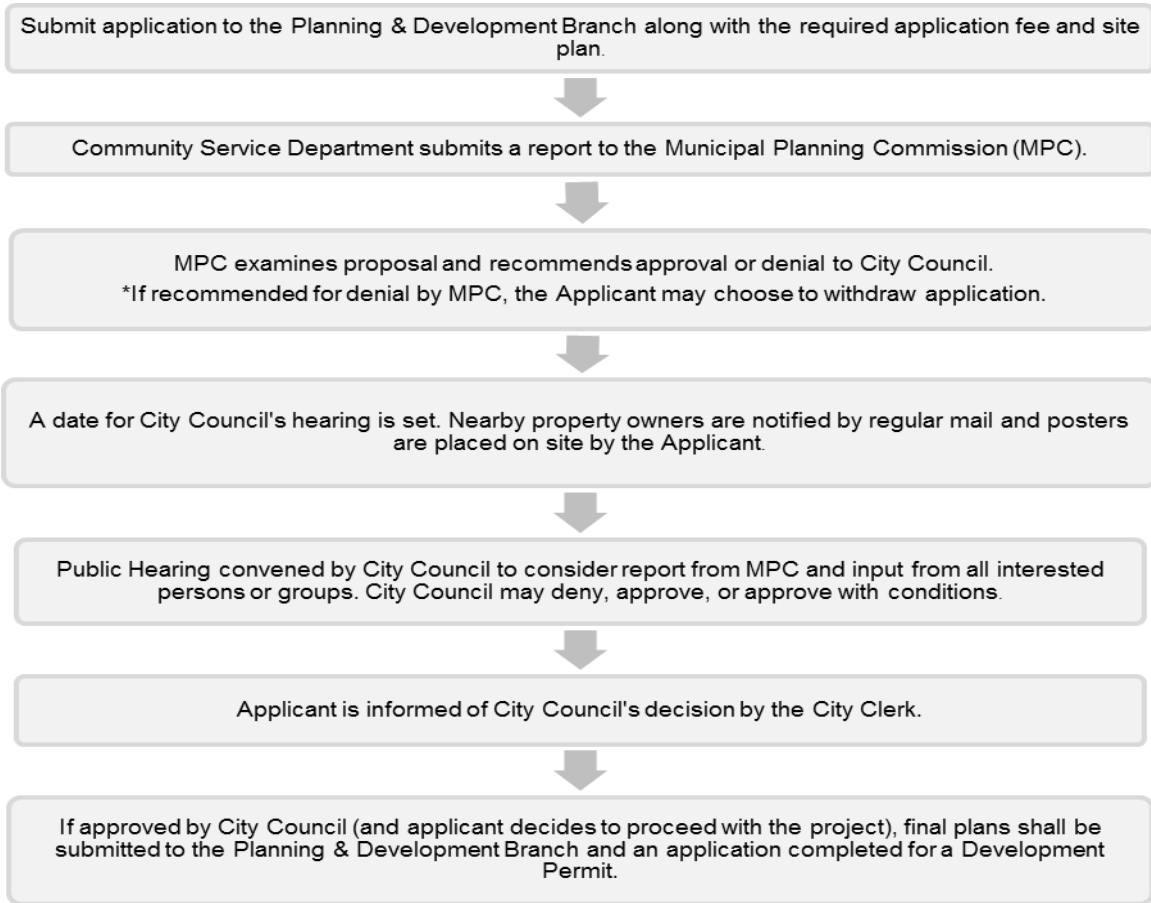
Completed Form Payment Site Plan Relevant Drawings

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:



THIS PROCESS MAY TAKE FOURTEEN TO EIGHTEEN WEEKS.

Fees

<p>Standard Discretionary Use Application: \$2,550.00</p> <p>Defined as follows:</p> <ul style="list-style-type: none"> • Child Care Centres and Pre-schools • Adult Day cares - Type I & 2 • Expansion of existing Care Homes • Bed and Breakfast Homes • Boarding and Breeding Kennels • Boarding Houses • Private Schools 	<ul style="list-style-type: none"> • Community Centres • Hostel - Type I • Converted Dwellings - Max 4 Dwelling Units • Multiple Dwelling Units - Max 4 Dwelling Units • Special Needs Housing - Max 6 Dwelling Units • Live/Work Units - Max 4 Units • Convents and Monasteries - Type I & 2 • Microbrewery - Type I 	<p>Complex Discretionary Use Application: \$3,825.00</p> <ul style="list-style-type: none"> • All other applications are Complex Discretionary Use Applications.
<p>Highly Complex Discretionary Use Application: \$7,140.00</p> <p>Defined as follows:</p> <ul style="list-style-type: none"> • Taverns and Nightclubs • New Retail Stores over 5000 m² • Steel Mills, Blast Furnaces and Smelters, Chemical Manufacturing & Petroleum Refineries in IH Districts 		

**PLEASE E-MAIL COMPLETED APPLICATION WITH SUPPORTING DOCUMENTATION TO
DEVELOPMENT.SERVICES@SASKATOON.CA**

**If you have questions about the application, the application process, or payment,
please call 306-975-7672 or email development.services@saskatoon.ca**