

Date of Application: \_\_\_\_\_ File No.: \_\_\_\_\_

### Application Type/Fees

- ☐ Zoning Bylaw Map Amendment – \$5,000 (medium/high density)
- ☐ Zoning Bylaw Map Amendment – \$3,750 (low density, or consistent with an approved concept plan)
- ☐ Zoning Bylaw Text Amendment – \$3,750
- ☐ Zoning by Agreement (if required) – additional \$625
- ☐ Concept Plan Amendment (if required) – additional \$625 (Minor Amendment); additional \$1,875 (Major Amendment)

### Applicant/Owner Information

#### APPLICANT

Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### REGISTERED OWNER OF PROPERTY (if different from above)

Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information

Legal Description(s): \_\_\_\_\_

Civic Address(es): \_\_\_\_\_

### Proposed Zoning Bylaw Amendment

#### ☐ ZONING BYLAW MAP AMENDMENT

Current Zoning District: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

Existing use of land and building(s):  
\_\_\_\_\_  
\_\_\_\_\_

Proposed or intended use of land and building(s):  
\_\_\_\_\_  
\_\_\_\_\_

#### ☐ ZONING BYLAW TEXT AMENDMENT

Section(s) of Bylaw to amend: \_\_\_\_\_ (Attach proposed wording or intent of amendment.)

**ADDITIONAL INFORMATION MUST BE SUBMITTED TO SUPPORT THIS APPLICATION.**

(See Supporting Information and Documentation on Page 2)

### Declaration of Applicant/Owner

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: \_\_\_\_\_

I / We as owner(s) of the above described properties hereby give our consent to the requested amendment.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Cash Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

# ZONING BYLAW AMENDMENT PROCESS

Zoning Bylaw amendments are overseen by the Planning and Development Division, Development Review Section (306-975-2645).

**This process may take from four to twelve months.**

The complexity of an application can affect processing time, and processing begins only when a submission is deemed complete.

## 1 Pre-application Contact

You are encouraged to discuss your proposal with Development Review to assess the feasibility of a proposed amendment before making a formal application. Staff can provide information on development standards, application process, and applicable fees.

## 2 Submit Application

Complete and submit the application form including any supporting documentation, as well as the applicable fees.

## 3 Application Circulated to Internal City Departments

Once a submission is deemed complete, Development Review will circulate the proposed Zoning Bylaw amendment(s) to internal City Departments for comments and to determine if any requirements need to be addressed regarding the proposal.

## 4 Public Information Meeting

A Public Information Meeting is held to provide residents an opportunity to listen to a presentation by the applicant regarding their proposal and provide the opportunity to ask questions and offer comments. City staff are in attendance to provide an overview of the Zoning Bylaw amendment process, and the next steps following the meeting.

\*The Applicant may be required to pay for costs associated with renting a venue.

## 5 Report to Municipal Planning Commission (MPC)

Development Review will submit a report to the Municipal Planning Commission (MPC). MPC is an advisory committee to City Council that examines matters pertaining to community planning and development in Saskatoon. MPC examines the proposal and recommends approval or denial to City Council.

\*The Applicant may be requested to attend the MPC meeting to answer questions specific to the proposal/development.

## 6 Public Notice

As per the City's Public Notice Policy (C01-021), an amendment to the Zoning Bylaw requires that public notice be given regarding the change. Notice is published in The Star Phoenix, posted at City Hall, and on the City's website.

\*The Applicant is required to pay the cost associated with newspaper advertising (~\$1,000-\$1,500), in addition to the application fees.

## 7 Public Hearing (at City Council meeting)

All Zoning Bylaw amendments are subject to a Public Hearing, conducted at City Council. They are held at 6:00 PM on the day of a City Council meeting. Residents from the neighbourhood are informed of the meeting and are able to provide written comments or give a verbal presentation.

\*The Applicant may be requested to attend the Public Hearing to answer questions that City Council may have.

## 8 Final Approval

Final decision on a Zoning Bylaw amendment is made by City Council at the Public Hearing. The Applicant will be informed of their decision in writing by the City Clerk.

# SUPPORTING INFORMATION AND DOCUMENTATION

Depending on the zoning amendment requested, additional information and documentation that will be required for our review may vary. In general, the following may be required to be included with an application:

### Map Amendment

- A map showing the land proposed to be rezoned, labelled with addresses, street names, legal descriptions, and proposed zoning designation(s).
- Rationale and justification for the amendment.
- For amendments related to a specific development proposal: site plan, floor plans, building elevations and sections, renderings, and a detailed description of the proposal.

### Text Amendment

- Proposed wording or intent of amendment.
- Rationale and justification for the amendment.

**NOTE:** Other documentation and supporting information, including more detailed plans, studies, and justification may be required as identified through the review and consultation process.