

**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.: \_\_\_\_\_

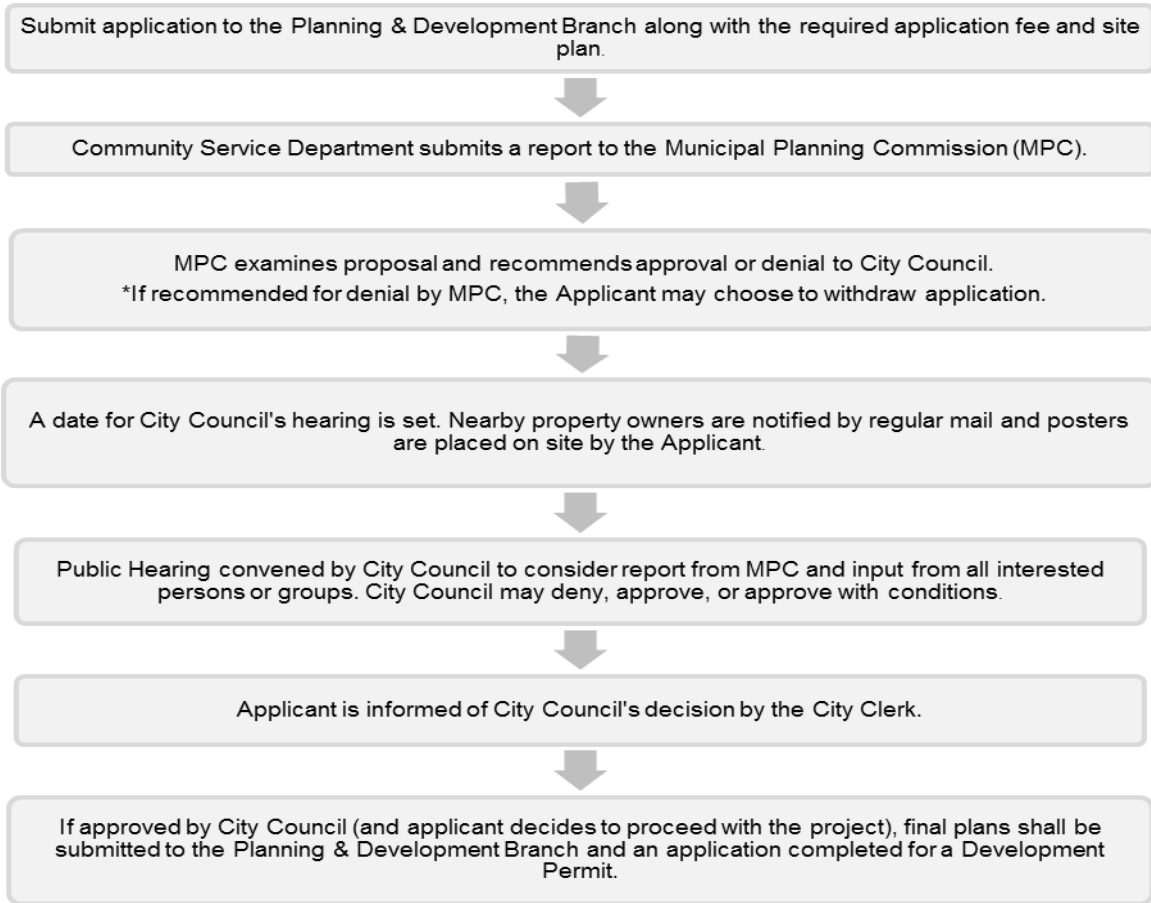
Completed Form  Payment  Site Plan  Relevant Drawings

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

**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**