

**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 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:
- \$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.: \_\_\_\_\_

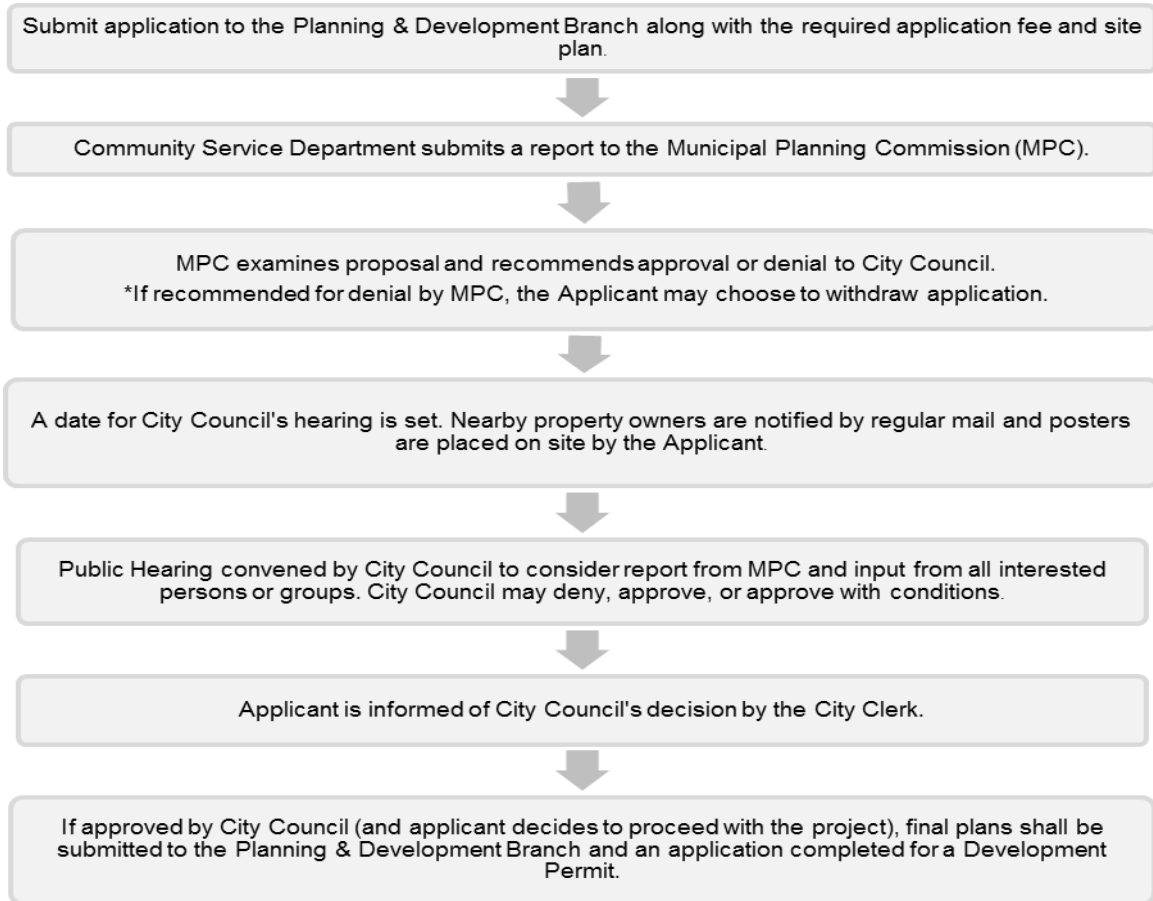
Completed Form  Payment  Site Plan  Relevant Drawings

## 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:



**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 m<sup>2</sup>
- 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