



## Discretionary Use Application Form

The zoning bylaws enforced within Corman Park provides for discretionary land use and development which are deemed by Council to have one or more features or potential effects that warrant a proposal-specific review and which specifically require approval by a resolution of Council prior to initiating any activity or building construction.

An applicant proposing a discretionary form of development as defined within the Zoning Bylaw shall be subject to the following fees as prescribed by the Planning Fee Bylaw:

1. Basic Application \$ 425.00
  - a. Accommodation service
  - b. Animal health care facility
  - c. Animal kennel
  - d. Community facility
  - e. Garden suite
  - f. Home based business
  - g. Intensive agriculture – horticulture
  - h. Telecommunications facility
  - i. Passive recreation
  
2. Standard Application \$ 775.00
  - a. All other discretionary use applications not included as “Basic” are considered “Standard” applications.

In addition to the above noted fees, the applicant shall be solely responsible for all costs associated with:

- a. satisfying Council’s public notification policy;
- b. engagement of the necessary planning, engineering, legal or other professional expertise necessary to review an application and/or implement Council’s decision; and
- c. registration of an interest on the title of the property proposed for development as prescribed by the Information Services Corporation (Land Titles).

The Municipality may at its discretion require a discretionary use proponent to provide a retainer in the amount of \$400.00 to be applied to the professional costs identified above.

### Application Requirements

The following application requirements apply:

- a. a completed **application form** (attached);
- b. submission of any **application appendices** if necessary;
- c. receipt of full **payment** of the applicable application fee;
- d. a scaled **site plan** drawing showing, in detail, the site of the proposed discretionary use and including the following at a minimum:
  - north arrow;

- boundaries of the parcel including approximate dimensions;
  - location and dimensions of existing buildings and structures;
  - location of proposed discretionary activity on the property including proposed buildings and structures and distances from the four property boundaries;
  - location of all existing and proposed utilities;
  - location of all existing and proposed approaches, driveways, parking and outdoor storage areas; and
  - location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, drainage ways including culverts, wetlands, slopes bluffs etc...
- e. a **letter** describing the following aspects of the proposed activity:
- an estimation of traffic volumes generated to the property as a result of the proposed use;
  - lighting and signage requirements including identifying their location on the site plan;
  - operational details including projected number of employees, seasons, days and hours of operation;
  - identification of safeguards that may be required to minimize nuisances to adjacent properties including noise, dust and odours;
  - identification of the source and assessment of the capacity of the available water supply to accommodate the proposed use;
  - method of disposal of solid or liquid waste generated from the use; and
  - any additional information concerning the use that describes the nature and intensity of use proposed.

The owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

## **Public Notification**

Once the Planning Department has deemed the information provided as complete, a copy of the applicants letter and site plan will be provided to various provincial departments, public agencies and to all landowners within a 1.6 kilometre radius of the subject property.

All of the above contacts will provided with a minimum of 21 days from the date of mailing to provide written comments on the proposed use. A contact number for the applicant will be included with the disbursement to permit direct contact to discuss any concerns that may arise as a result of the notification. Any written comments received will be included in the report provided to Council.

## **Decision Time Frame**

The timing associated with the notification, review and approval process will depend solely on the completeness and quality of information provided. Generally, once the required time for receiving responses to the written notifications has elapsed, a report is generated and presented to Council on behalf of the applicant by the Planning Department at its next regularly scheduled meeting at which time a decision is made. Under normal conditions, this process can be completed within 45 days of receiving a completed application.

A full summary of the discretionary use process is appended to this application form.

## **Appeals**

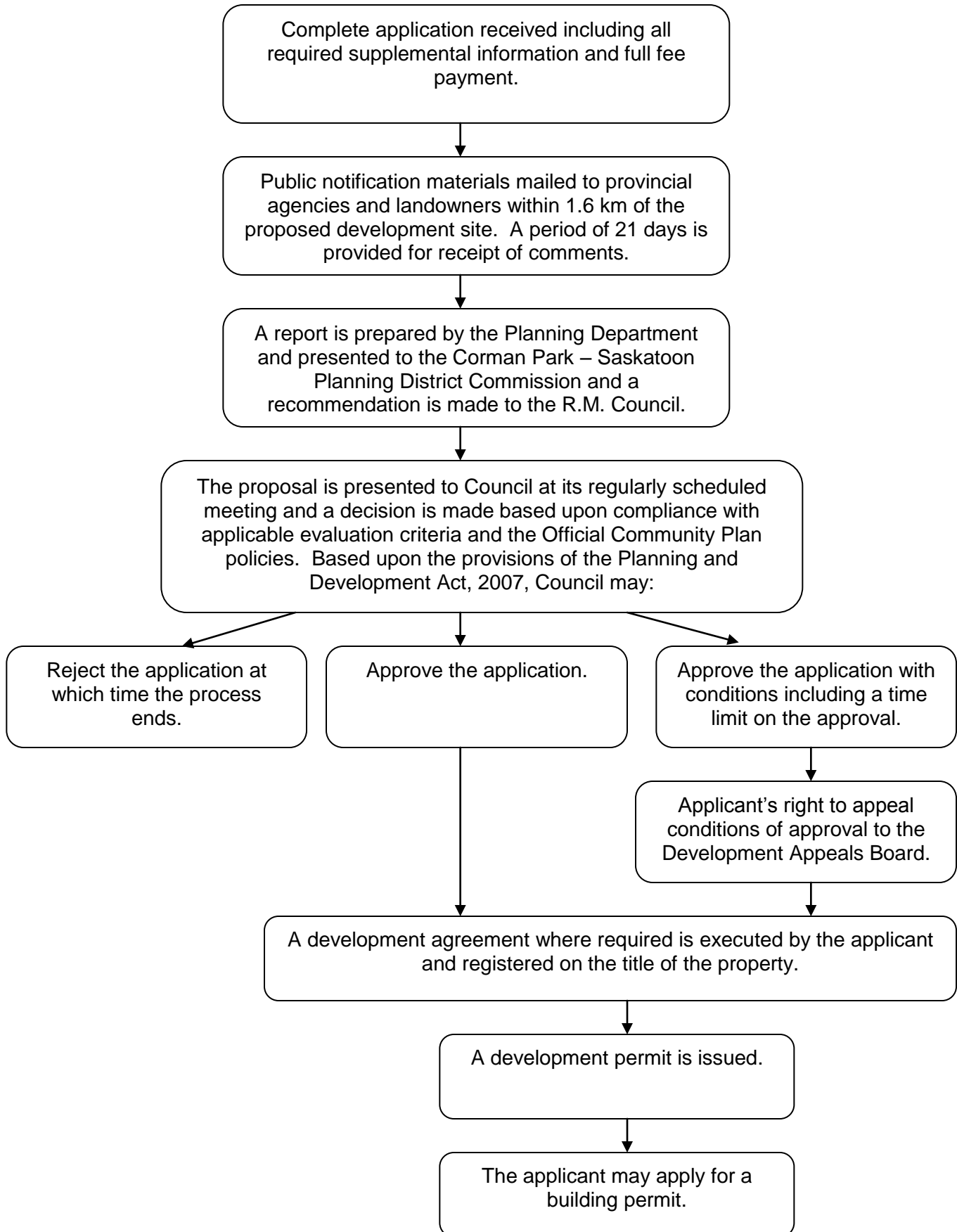
Council may approve the application, reject the application, or approve the application with conditions, including a condition limiting the length of time that the use may be conducted on the site in order to secure the objectives of the Zoning Bylaw.

The Planning and Development Act, 2007 limits the ability for an applicant to only appeal any conditions of approval applied by Council. There is no ability to appeal Council's refusal of a discretionary use application.

A notice of appeal must be provided to the Development Appeals Board Secretary along with the required fee no later than 30 days from receiving a copy of the written decision from Council.

*Disclaimer:* The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.

## Process Overview





## Application Form

1) Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

NOTE: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

2) **Legal description of land proposed for development**

All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_  
Registered Plan No. \_\_\_\_\_  
Certificate of Title No. \_\_\_\_\_

3) **Existing use of land intended for development:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) **Proposed use of land and buildings:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) **Surrounding land uses:**

Are any of the following within 1.6 km (1 mile)?

	Yes/No	If Yes, Please State Distance
a) Residential Site	_____	_____
b) Recreation or Conservation Site	_____	_____
c) Industrial or Commercial Site	_____	_____
d) Sewage Lagoon or Land Fill	_____	_____
e) Urban Municipality	_____	_____
f) Stream or Large Body of Water	_____	_____
g) Other	_____	_____

6) **Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_

in the Province of Saskatchewan, solemnly declare that all of the above statements 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".

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ LANDOWNER SIGNATURE: \_\_\_\_\_  
(if required)

## Site Plan

In order to process the discretionary use application, all submissions must include a completed site plan map of the proposed project; submission of an incomplete site plan map will be considered as an incomplete application and returned to the applicant:

