



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 \$ 250.00
 - a. Accommodation service
 - b. Animal health care facility
 - c. Community facility
 - d. Garden suite
 - e. Home based business
 - f. Intensive agriculture – horticulture
 - g. Telecommunications facility
 - h. Passive recreation

2. Standard Application \$ 500.00
 - 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

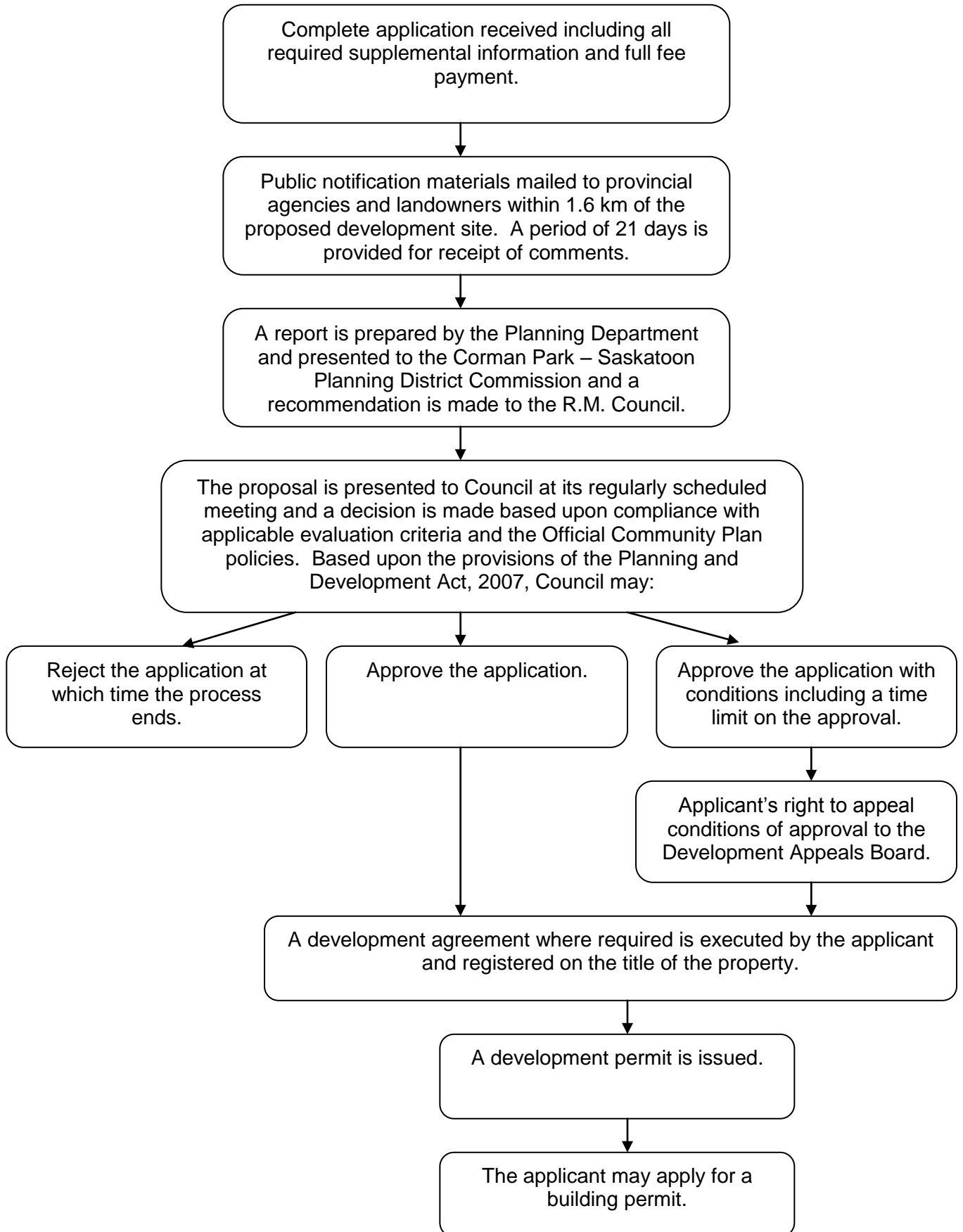
Council may approve the application, reject the application, or approve the application with conditions, including a condition limiting the length of time that the use may be conducted on the site in order to secure the objectives of the Zoning Bylaw.

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 _____ ¼, 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".

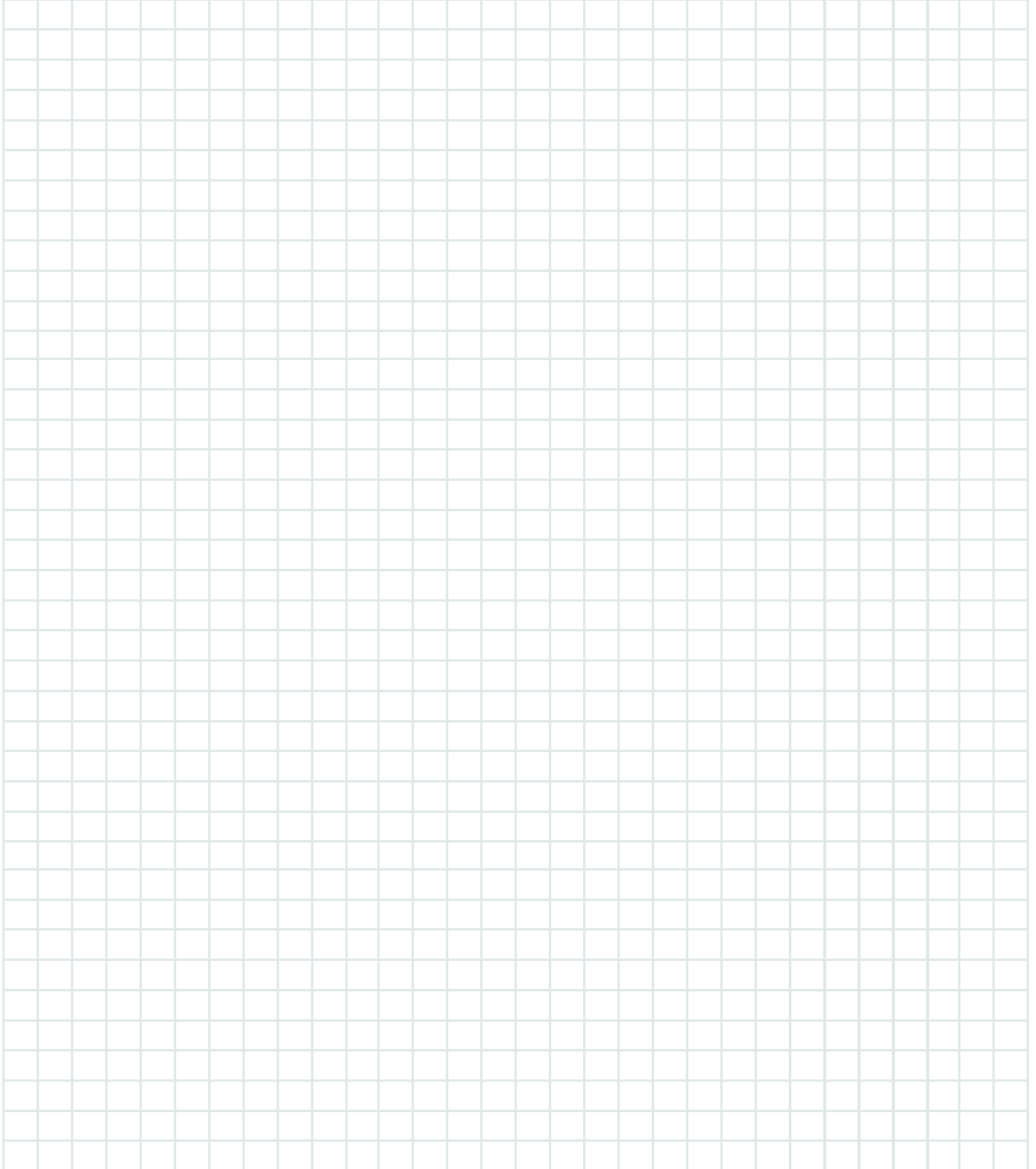
I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

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:





Discretionary Use Application – Appendix B Home Based Business

1) Description of the business:

2) Is external advertising being proposed for the use on the property? (circle answer)

Yes No

If yes, please provide sign text and approximate dimensions: _____

3) How many persons are employed in the home based business? (Excluding property residents) _____

4) Proposed months, days and hours of operation: (circle applicable)

Months: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Days and Hours of Operation:

Monday From: _____ to _____
Tuesday From: _____ to _____
Wednesday From: _____ to _____
Thursday From: _____ to _____
Friday From: _____ to _____

Saturday From: _____ to _____
Sunday From: _____ to _____

5) **How many off street parking spaces are provided on the property?** _____

6) **What municipal roads are used to access the property?**

Range Road: _____

Township Road: _____

Other: _____

7) **What is the estimated daily maximum number of vehicles accessing the property in support of the proposed business?** _____

8) **The proposed use will occur:**

within an existing or proposed residence or accessory building

Explain: _____

on the property outside of an existing or proposed building

Explain: _____

offsite locations

Explain: _____

9) **Outdoor storage and/or display of goods and materials are proposed on the property?** (circle answer) **Yes** **No**

If yes, please describe the items stored or displayed and the method of screening? _____

10) Will the proposed use result in the generation of solid or liquid waste? (circle answer) **Yes** **No**

If yes, please describe the means by which these wastes will be managed. _____

11) **Operational details:**

a. Onsite lighting provided: Yes No

Type and location: _____

b. Chemical storage proposed onsite: Yes No

Type and location: _____
