



## Development Permit Application Requirements – Discretionary Uses

The zoning bylaws enforced within the RM of Spiritwood 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.

### Fees

An applicant proposing a discretionary form of development as defined within the Zoning Bylaw shall be subject to a **\$200** application fee as prescribed by the Planning Fee Bylaw.

In addition to the application fee, the applicant shall be responsible for all costs associated with the discretionary use review process, to include but not limited to:

- Public Notice Advertising
- Professional Services to include but not limited to, Planning Consultant Fees, Legal Fees, Engineering Fees or other professional expertise necessary to facilitate an application or implement council decisions.
- Land Title Services for title searches, plans of survey & any other documentation necessary to facilitate an application.
- SAMA Assessment Services
- Road Upgrades &/or approach development

### Public Notification

Public notification is posted on social media, the RM website and circulated to all assessed landowners within a one (1) mile radius of the subject property. Any written comments or local knowledge will be taken into consideration during the decision-making process.

Council will consider the recommendation of the Planning Consultant, the Development Officer as well as any written or verbal landowner responses received during the process. Council has the ability to approve, approve with conditions or refuse a discretionary use application.

**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 – 60 days of receiving a completed application.



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### **Application Form 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:
  - boundaries of the parcel including approximate dimensions;
  - north arrow;
  - 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:
  - 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 odors;
  - 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.