

Prior to submitting a formal application, you may wish to contact the Planning Department for a preliminary consultation.

The City of Regina Zoning Bylaw has two categories of uses that may be accommodated in each zoning district:

Permitted Uses – a use or development to which an owner is entitled to a development permit provided the use or development conforms to the applicable development standards and regulations in the Zoning Bylaw.

Discretionary Uses – a use of land, building or other structure that may be permitted in a zone only at the discretion of and at a location specified by City Council.

Applications for Discretionary Use will be deemed to be either minor or major as follows:

Minor: changes to the character of a site that does not significantly change the intensity of the use.

Major: changes to the character of a site that significantly changes the intensity of the use. These applications include additional public engagement involving a public open house and broader public notification.

Application Requirements

The following is required:

- 1. A completed application form with all questions answered and signed by the applicant and the owner (if different)

Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

- 2. A cheque payable to the City of Regina, reflecting the current application fee. Please contact the Planning Department at 306-777-7551 to obtain the current application fee;

Application fees are required to be paid in full at the time of application

- 3. Property titles for all affected lands
- 4. 1 full-scale set and 1 set of legible reduced (8.5" x 11") of the following plans:
 - Site plan (see below)
 - Conceptual landscape plan (at same scale as site plan) demonstrating the applicants ability to comply with Zoning Bylaw requirements regarding landscaping.
 - Floor plan showing the dimensions of each floor; and
 - Plan showing the elevations of the building.

The site plan must be drawn to scale in metric units and contain the following information:

- (a) overall dimensions of site, yard setbacks, principal and accessory buildings;
 - (b) the intended density, height, number of units, horizontal and vertical distribution of uses;
 - (c) traffic circulation patterns including vehicle entry and exit points, as well as points of major pedestrian access to proposed buildings on the site, including walkways and driveways;
 - (d) recreation amenities, open space and other common facilities which may be dedicated to the City;
 - (e) the location and height of all required and optional fences;
 - (f) the location and dimension of all existing and proposed buildings on the site;
 - (g) the location, dimension, and purpose of each existing and proposed easement;
 - (h) all streets and lanes bordering on the property;
 - (i) the location, type and orientation of all exterior lighting;
 - (j) the location of all parking and loading areas, including a summary of the number and the exact dimensions of all parking and loading stalls;
 - (k) the location of all transit stops, if any;
 - (l) graphic scale, which shall be no smaller than 1:50;
 - (m) a north arrow;
 - (n) a legend showing lot area, floor area and floor area ratio.
5. JPG copies of all proposed plans.

Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.

Refund Policy

Should you wish to withdraw your application after submission, the following refund policy will apply:

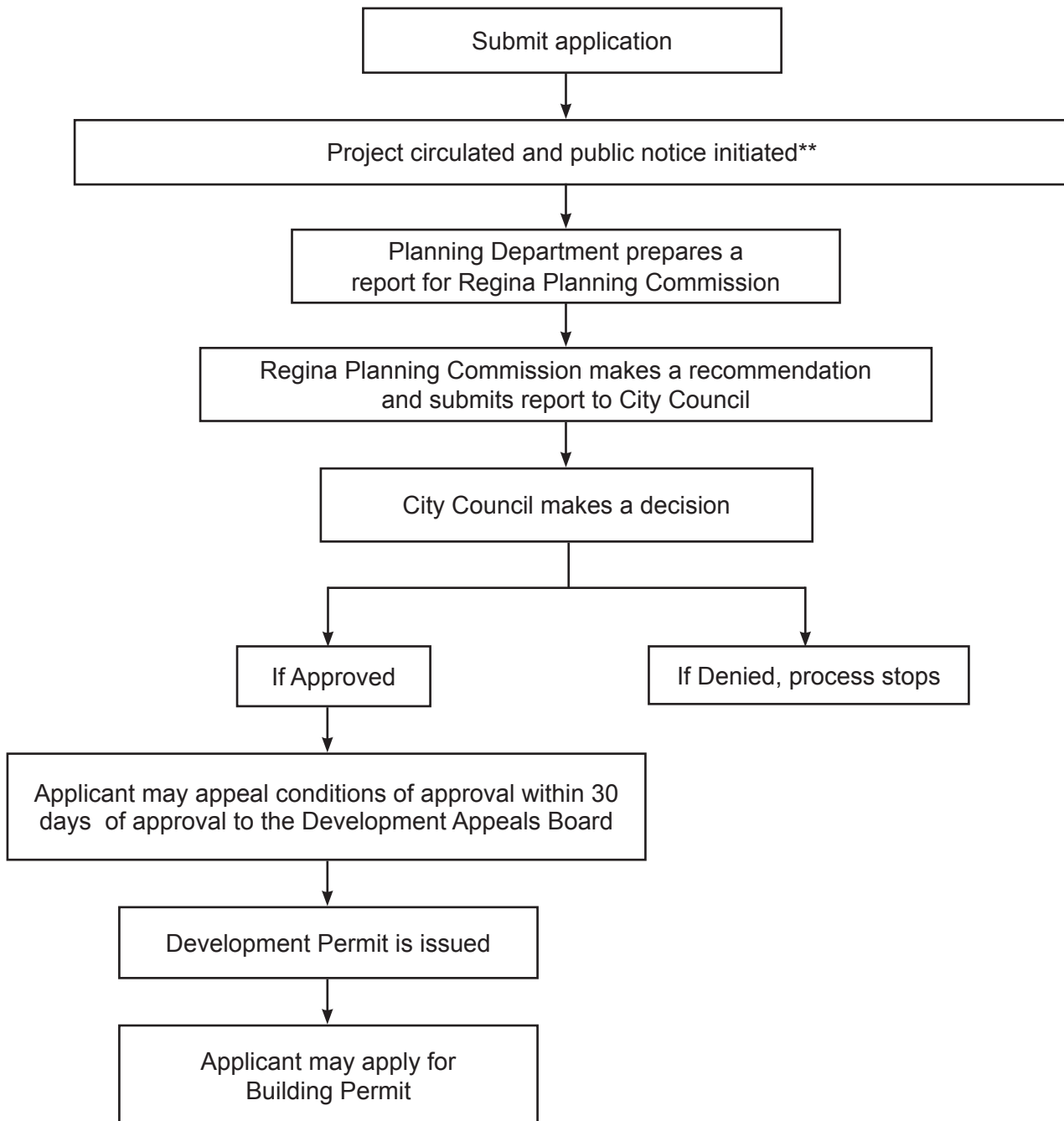
- 75% of the fee will be refunded if withdraw before circulation
- 50% of the fee will be refunded if withdrawn after circulation
- 0% of the fee will be refunded if withdrawn after report for RPC has been completed

Submission

Submit the completed application form, the required application fees, plans and supporting documents to:

Planning Department
City of Regina
9th Floor, City Hall
P.O. Box 1790
Regina, Saskatchewan, S4P 3C8

Discretionary Use Process



****Discretionary Use Applications that are major may include additional public engagement, involving a public open house and broader public notification.**

Do you intend to apply for any City Housing Incentives?
(check all that apply)

- Tax Incentive
- Capital Grant

FOR OFFICE USE ONLY

Application #: _____

Date Fee Paid: _____

Pymt Amount: _____

Discretionary Use Application

Applicant

- Registered Owner
 Tenant
 Representative of Owner
 Option to Buy

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ E-Mail: _____

Present Owner (if different from Applicant)

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ E-Mail: _____

Subject Property

Address: _____

Lot(s): _____ Block: _____ Plan No: _____

¼: _____ Sec: _____ Tp: _____ Rg: _____ W 2nd Meridian: _____

Zone: _____ Subdivision: _____

Agent/Engineer/Architect/Contractor _____

Present Use of Buildings and Property (be specific)

Proposed Use of Buildings and Property (be specific)

Explain the need for this proposal

Is the proposal an Industrial Use? Yes No

If so, please complete an **Industrial Use Assessment form**

Please check here if you intend to apply for condominium approval

Please ensure you have attached

- Application Fee Property Titles Required plans JPG copies of plans
 Industrial Use Assessment (if applicable)

I hereby acknowledge that I have read and understood this application and I agree to:

- a) comply with all applicable City of Regina bylaws including the Zoning Bylaw, and
- b) comply with all applicable Federal and Provincial statutes and regulations including The Planning and Development Act, 2007 and
- c) adhere to all specifications and instructions issued by duly authorized officers of the City of Regina in respect of work incidental to the subject matter of this application.

It is expressly understood that the approval of a discretionary use application or the issuance of a development permit under this application does not relieve the applicant from complying with all City of Regina bylaws even if the bylaws are not called for in the specifications or shown on plans and/or applications submitted and further, that if this permit involves or affects the placement or positioning of any building or structure on or in respect of land, all work shall be done so that the building or structure will be wholly within the boundaries of the lot or parcel indicated on this application.

I further agree to indemnify the City against all losses, costs, charges or damages caused or arising from any action undertaken pursuant to any permit issued under this application.

_____ Signature of Applicant	_____ Signature of Owner (if different from applicant)
_____ Name	_____ Name (printed)
_____ Date	_____ Date