

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

A Minor Variance is a variation of certain regulations within *Regina Zoning Bylaw No. 9250*, as applied to a specific property. The zoning of the property does not change, but the Development Officer may allow a variation for development on a site for one or more reregulation of the Zoning Bylaw.

A minor variance may be granted for variation only of:

- 25 per cent of the required yard setback distance for buildings and decks;
- 10 per cent of the height for a principal or accessory building;
- 10 per cent of required eave setbacks;
- 10 per cent for additions to existing legally non-conforming buildings; and
- 10 per cent of required parking requirements for all uses.

Application Requirements

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

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

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.

The following is required:

- 1. A completed application form with all questions answered and signed by the applicant and the owner (if different);
- 2. A cheque payable to the City of Regina, reflecting the current application fee. Please see Regina.ca/residents/urban-planning/fee-schedule/index.htm to obtain the current application fee;
- 3. One set of the following plans* :
 - Site Plan showing dimensions of all buildings, setbacks and property lines;
 - Locations of all streets, lanes, and easements bordering on the property;
 - Floor plan showing the dimensions of each floor; and
 - Plan showing the elevations of the building.

*All plans must be drawn to scale in metric and include a north arrow.

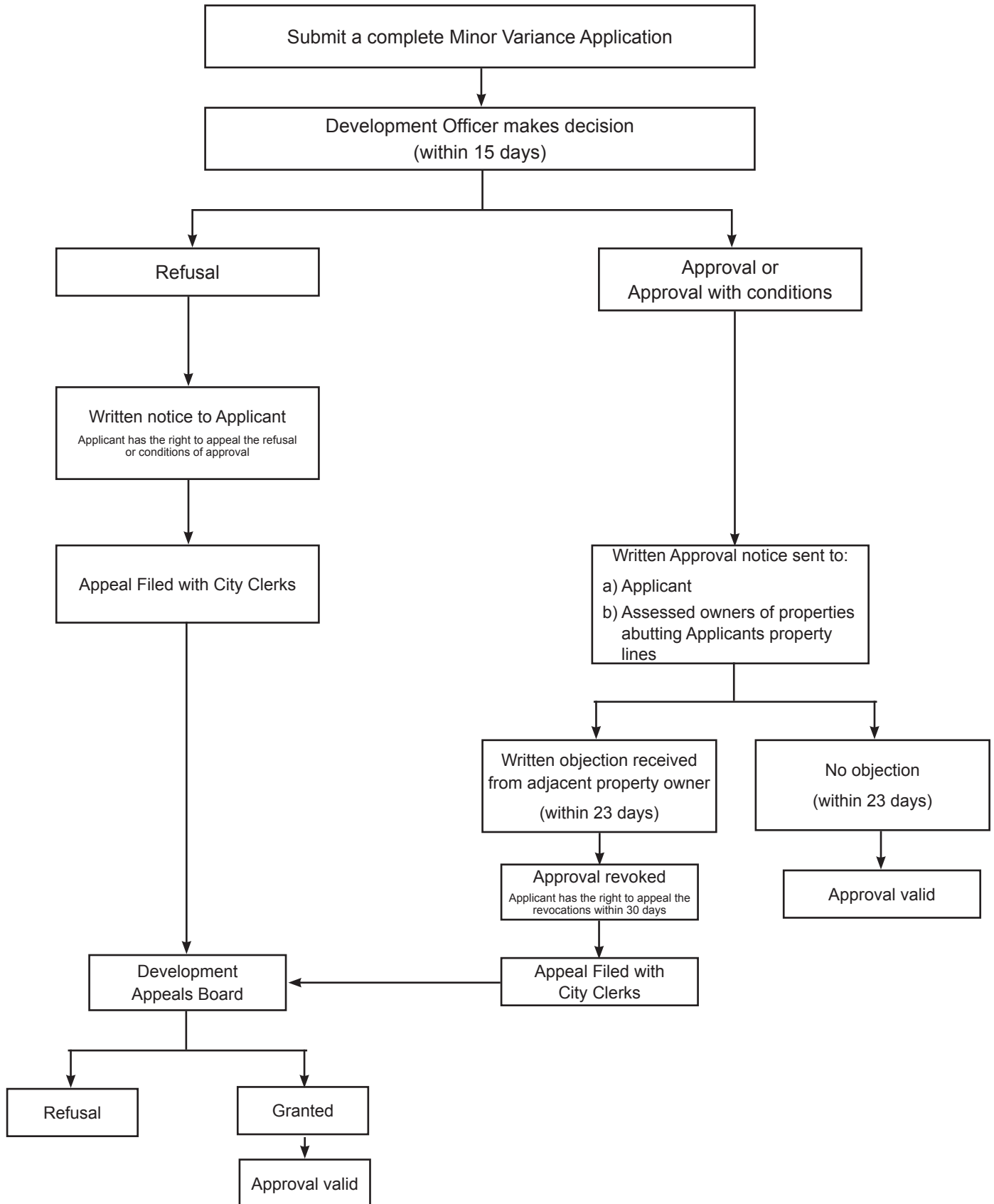
- 4. Any additional information that may help determine compliance with *Regina Zoning Bylaw No. 9250*.

Submission

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

City of Regina, Development Services Department, 9th Floor, City Hall, PO Box 1790, Regina, SK S4P 3C8

Minor Variance Procedure



Appeal #: _____

Date Fee Paid: _____

Zone: _____

Subdivision: _____

Minor Variance Application

Applicant Information

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Home: () _____ Work: () _____

Fax: () _____ Email: _____

Applicant's Interest in Property

Registered Owner

Option to Buy

Tenant

Legal Representative

Representative of Owner

Present Owner (if different from Applicant)

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: Home: () _____ Work: () _____

Fax: () _____ Email: _____

Subject Property

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

Address: _____

Present Status of Building or Structure Under Appeal

- Construction not yet begun
- Under construction
- Completed

Provide a description of the proposed development and the regulation(s) to be varied:

Please send completed form to: City Planning & Development Division
Development Services Department
9th Floor, City Hall
PO Box 1790
Regina, SK S4P 3C8

Signature of Applicant

Signature of Owner (if different from Applicant)

Name (printed)

Name (printed)

Date

Date