

## Discretionary Use Application

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**Prior to submitting a formal application, you may wish to contact the Planning & Development Services 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 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. Please be as accurate as possible.**

- 2. A cheque payable to the City of Regina, reflecting the current application fee. Alternatively, the applicant may arrange to call in a credit card number to Planning & Development Services Department at 306-777-7551. Development Application Fees can also be found on Regina.ca.
- 3. Property titles for all affected lands
- 4. Electronic copies (.pdf) of plans, printable on 8.5" x 11" including the following:
  - Site plan (see below)
  - Conceptual landscape plan (at same scale as site plan) demonstrating compliance with Zoning Bylaw requirements regarding landscaping
  - Floor plan showing the dimensions of each floor
  - 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, including all 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) the location and height of all required and optional fences
- (e) the location, dimension, and purpose of each existing and proposed easement
- (f) all streets and lanes bordering on the property
- (g) the location, type and orientation of all exterior lighting
- (h) the location of all parking and loading areas, including a summary of the number and the exact dimensions of all parking and loading stalls
- (i) the location of accessible and bicycle parking stalls, if any
- (j) the location of all transit stops, if any
- (k) graphic scale, which shall be no smaller than 1:50
- (l) analysis of Zoning Bylaw development standard compliance
- (m) a north arrow
- (n) a legend showing lot area, floor area and floor area ratio

**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 per cent of the fee will be refunded if withdrawn before circulation
- 50 per cent of the fee will be refunded if withdrawn after circulation
- 0 per cent of the fee will be refunded if withdrawn after decision has been issued

Applications that are delegated to the Development Officer are subject to a 25 per cent refund.

## Submission

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

Planning & Development Services  
City of Regina  
9<sup>th</sup> Floor, City Hall  
PO Box 1790  
Regina, SK S4P 3C8

or by E-mail to:  
[proposeddevelopment@regina.ca](mailto:proposeddevelopment@regina.ca)

## Process

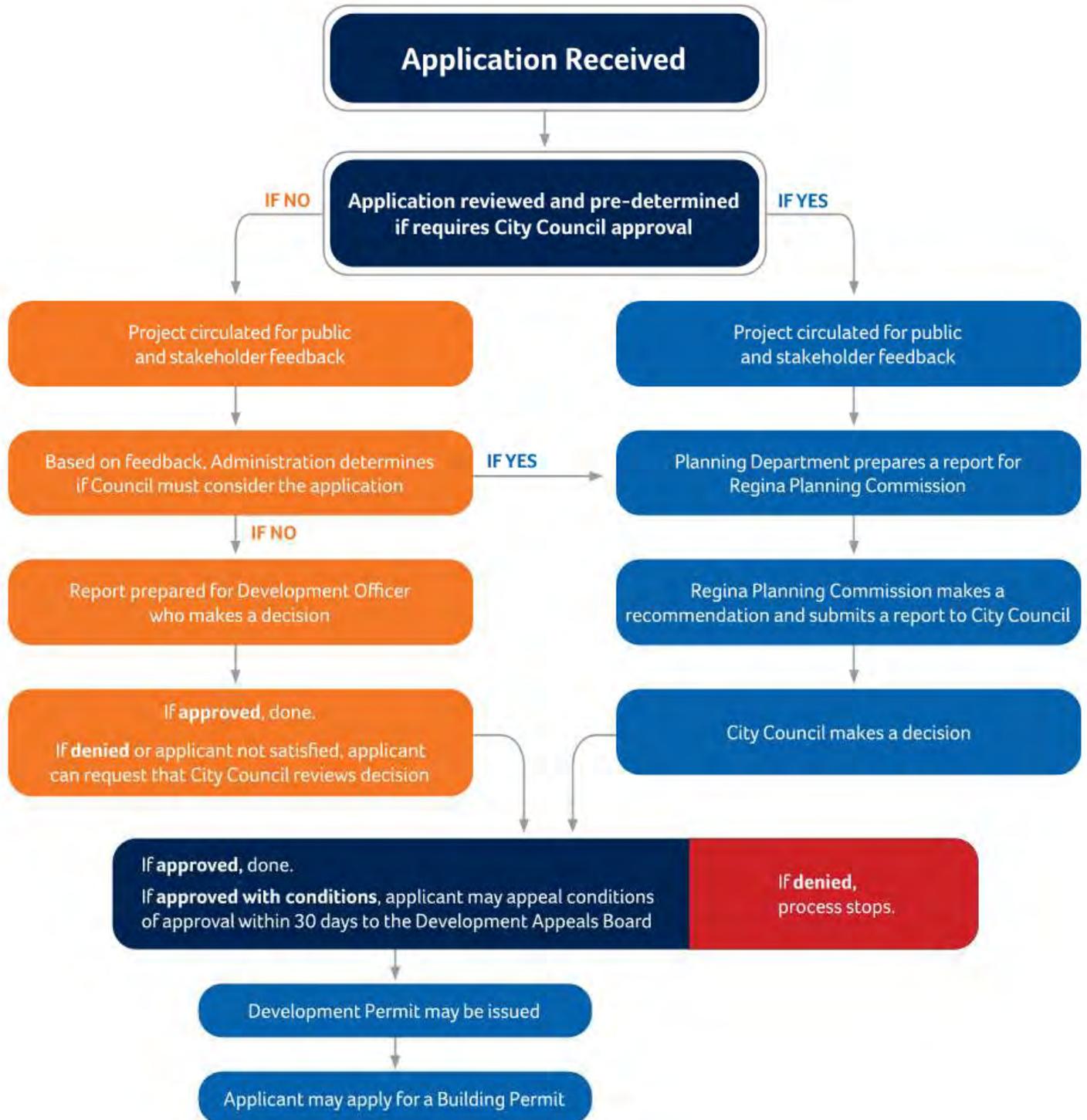
Depending on the nature of the proposal and the outcome of the review process, the application may require City Council's approval or may be delegated to the Development Officer to be approved administratively.

Applications that require City Council's approval include the following:

1. Any application that:
  - a. Relates to a location within 30 metres of an established residential neighbourhood, or residential zoned property excluding vacant or undeveloped land.
  - b. Proposes an increase in intensity, or is likely to generate impacts beyond the site boundaries that are inconsistent with the existing or planned character of the neighbourhood.
2. Any application that proposes a development that has raised a significant degree of concern by the public as determined by the Development Officer.
3. Any application that relates to a land use which this Bylaw or the Official Community Plan explicitly requires consideration by City Council or which the Development Officer determines should be considered by City Council due to the potential for community impact.

Please see the Discretionary Use Application Process, and application, on next pages.

# Discretionary Use Application Approval Process



## Discretionary Use Application

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### Applicant

Registered Owner     Tenant     Representative of Owner     Option to Buy

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Present Owner (if different from Applicant)

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Subject Property

Civic Address: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No.: \_\_\_\_\_

¼: \_\_\_\_\_ Sec: \_\_\_\_\_ Tp: \_\_\_\_\_ Rg: \_\_\_\_\_ W 2<sup>nd</sup> Meridian: \_\_\_\_\_

Zone: \_\_\_\_\_ Subdivision: \_\_\_\_\_

### Agent/Engineer/Architect/Contractor

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

**Present Use of Buildings and Property (be specific)**

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**Proposed Use of Buildings and Property (be specific)**

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**Explain the need for this Proposal**

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**Is the Proposal for an Industrial Use?**     Yes     NoIf so, please complete an **Industrial Use Assessment Form****Please check here if you intend to apply for condominium approval**    **Do you intend to apply for incentives under the Housing Incentives Policy?**Check all that apply:     Tax Incentive     Capital Grant**Please ensure you have attached:** Application Fee     Property Title     Industrial Use Assessment (if applicable) Required Plans (site plan, landscape plan, floor plan, elevation plan)



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
- b) comply with all applicable Federal and Provincial statutes and regulations including The Planning and Development Act, 2007
- 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 of positioning of any building of 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 of 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.

I understand that the development application review process is a public process and that this application form, including the information and materials submitted with it, is a public document that will be publicly available for inspection during the review process. I consent to the reproduction, in whole or in part, of any document submitted as part of a complete application for internal use, inclusion in Administration reports or distribution to the public either online or through other means for the purpose of application review.

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