



Home Based Business - 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.

Application Fees: \$425.00

Where development for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee.

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 Home Based Business including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing and/or proposed buildings, structures or storage areas to be used for the Home Based Business;
 - location and details of any proposed signage;
 - location of all existing and proposed approaches, driveways, and parking areas;
 - location of all distinguishing physical features located on or adjacent to the property including but not limited to standing water, sloughs, streams, drainage ways, culverts, wetlands, slopes, bluffs, etc.; and
 - location of all existing and proposed utilities, easements or utility rights-of-way.

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.

Public Notification

Once the Planning Department has deemed the application complete, a summary of the applicant's proposal including a map or site plan will be mailed out to various provincial departments, public agencies and to all landowners within a 1.6 km (1 mile) radius of the subject property for comment.

All of the above contacts will be provided with a minimum of 21 days from the date of mailing to provide written comments. A contact number for the applicant and the Planning Department will be included on the comment form to allow ratepayers to have direct contact to discuss any concerns that may arise. Any written comments received will be included in the report provided to Council for consideration.

The applicant is responsible for all costs associated with this public notification and will be invoiced as such.

Decisions

Once the landowner comment period has elapsed and the Planning Department has reviewed all the required information, they will write a planning report including a recommendation to R.M. Council for approval or refusal based on the merits of the discretionary use application. Council will consider the recommendation of the Planning Department 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.

The timing of the decision 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, and time is provided to address any concerns raised by ratepayers, a report is generated and presented to R.M. Council on behalf of the applicant by the Planning Department at its next regularly scheduled meeting. Under normal conditions, this process can be completed within 45-60 days of receiving a completed application.

A full summary of the discretionary use process is appended to this application form.

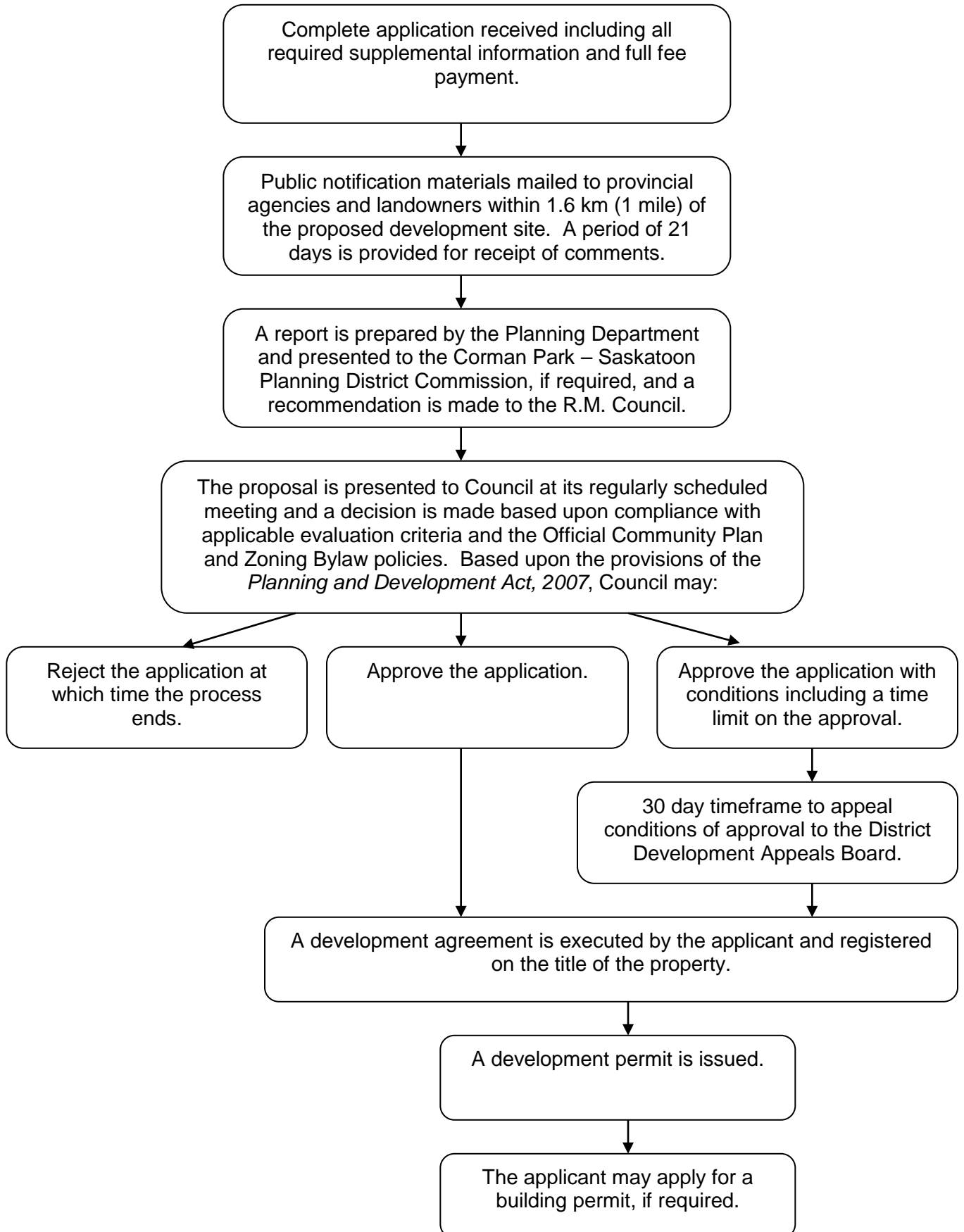
Appeals

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 North Corman District Development Appeals Board Secretary along with the required fee **no later than 30 days** from receiving a copy of the written decision from the Planning Department. A **\$300.00 appeal fee** is required and must be submitted with the notice of appeal to the **Secretary of the North Corman District Development Appeals Board, 111 Pinehouse Drive, Saskatoon, SK, S7K 5W1.**

Process Overview





Home Based Business – Discretionary Use Application Form

1) Applicant: _____
 Address: _____

 Phone: _____ Cell: _____ Fax: _____
 Email: _____

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:

Owner(s): _____
 Address: _____
 City: _____
 Postal Code: _____
 Phone: _____ Cell: _____ Fax: _____
 Email: _____

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) **Description of the Home Based Business:**

4) **The proposed Home Based Business 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: _____

5) **Is outdoor storage and/or display of goods, materials, chemicals or equipment proposed?** Yes No

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

6) **Surrounding land uses:**

Are any of the following within 1.6 km (1 mile)?

	Yes/No	If Yes, Please State Est. 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	_____	_____

7) **Is external signage proposed on the property?** Yes No

If yes, please fill out Signage Development Permit Application Form

8) **How many persons, excluding property residents, are employed in the Home Based Business?** _____

9) **Proposed months of operation (circle all that apply):**

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

10) **Proposed days and hours of operation (circle all that apply and detail):**

Monday From: _____ to _____

Tuesday From: _____ to _____

Wednesday From: _____ to _____

Thursday From: _____ to _____

Friday From: _____ to _____

Saturday From: _____ to _____

Sunday From: _____ to _____

11) **What type of vehicles and equipment will be accessing the property?** _____

12) **What is the estimated daily maximum number of vehicles accessing the property?**

13) **How many on-site parking spaces are provided on the property?** _____

14) **What municipal or provincial roads are used to access the property?** _____

15) **What is the source and capacity of potable water supply?** _____

16) **How does the development propose to manage drainage?** _____

17) **What type of domestic wastewater (sewage) system exists or is being proposed?**

18) **Describe the availability of various shallow utilities including but not limited to natural gas, power, telecommunications (i.e. telephone and internet).**

19) **Does the property exhibit any natural or manmade hazardous conditions such as flooding, slope instability or ground contamination?** Yes No

If yes, please provide appropriate information such as geotechnical reports, drainage plans, Environmental Site Assessments, etc. to assess the property.

20) **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: _____
(required if differs from applicant)

For Office Use Only	
Date Received:	
Receipt Number:	
Amount Paid:	

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:

