

RURAL MUNICIPALITY OF VANSCOY

306-668-2060
connect@rmvanscoy.ca
Box 187, Vanscoy, SK S0L 3J0



HOME-BASED BUSINESS – DISCRETIONARY USE APPLICATION FORM

The zoning bylaws enforced within the RM of Vanscoy No. 345 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.

An applicant proposing a discretionary form of development as defined within the Zoning Bylaw shall be subject to the following fees as prescribed by the Planning Fee Bylaw:

Basic Application **\$400.00**

Application Requirements

The following application requirements apply:

- a) a completed **discretionary use application form** (attached) The owner of the property must also sign the application form or provide a letter of consent for the application to be proposed.;
- b) a completed **development permit application form**, if applicable;
- c) submission of any application **appendices** if necessary;
- d) receipt of **full payment** of the applicable application fees for the discretionary use and development permit applications, which can be paid by the following methods:
 - a. cash or cheque in the office;
 - b. e-transfer to our payment email address at payments@rmvanscoy.ca; or
 - c. credit card with OPTIONPAY on our website: rmvanscoy.ca.
- e) a scaled **site plan** drawing showing, in detail, the site of the proposed discretionary use and including site following at a minimum;
 - north arrow;
 - boundaries of parcel including approximate dimensions;
 - location and dimensions of existing buildings and structures;
 - 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 available on-site parking for guests.
 - 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.
- f) a **letter** describing the following aspects of the proposed activity:

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- an 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 odours;
- 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.

Public Notification

Once the Development Officer has deemed the information provided as complete, a copy of the applicant's letter will be provided to all landowners within the required radius of the subject property based on its zoning district and to any other landowners the Development Officer identifies as possibly being affected by the development or who may have an interest in the lands.

All of the above contacts will be provided with a minimum of 2 weeks notice prior to the meeting. Any comments received will be included in the report provided to Council.

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 notification has elapsed, a report is generated and presented to Council on behalf of the applicant by the regularly scheduled Council Meeting at which time a decision is made. Under normal conditions, this process could take a minimum of 8 weeks to receive approval.

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 Development Appeals Board Secretary along with the required fee no later than 30 days from receiving a copy of the written decision from Council.

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Please contact the Development Appeals Board Secretary directly:

Jack Morris
njmorris@sasktel.net
or Box 324, Delisle, SK, S0L 0P0

Additionally, please note that there is a required fee of \$300 payable to the RM office.

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.

RM Zoning Bylaw Home-Based Business Requirements:

Section 4.14.1 Home Based Businesses and Farm Based Businesses

(1) Home based businesses and farm based businesses shall be subject to the following

development standards:

- (a) *The use is clearly ancillary to the use of a farm as a farm operation or the dwelling unit as a private residence.*
- (b) *The operator of the business is a resident of the dwelling unit and, in the case of a farm based business only, up to five (5) non-resident employees may be employed at the site. Any employee shall be directly under the hire and management of the operator of the business. Where the business is of a building or service contractor, additional employees may be involved only at the client building site.*
- (c) *No variation in the residential or residential farm character and appearance of the dwelling, ancillary residential building, or land shall be permitted, except for permitted signs.*
- (d) *The permitted use shall be valid only during the period of time the property is occupied as a residence of the applicant for such permitted use.*
- (e) *All permits issued for home based businesses shall be subject to the condition that the permit may be revoked at any time if, in the opinion of Council, the conditions under which the permit was originally issued are no longer met.*

DISCRETIONARY USE APPLICATION FORM

- 1) Applicant _____
Address _____
Phone _____ Cell _____

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Email _____

NOTE: If 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 for the application to be processed.

2) Legal description of land proposed for development

ALL/Part of the _____ 1/4, Section _____. Blk/Township _____ Range _____

LSD(s) _____ Lot(s) _____ Blk(s) _____

Registered Plan No. _____

Certificate of Title No. _____

3) Existing use of land intended for development

4) Business Description

a) Business Name:

b) Briefly describe the nature/type of business:

c) Number of employees working at your home and away from your home (including yourself)

	Full-time	Part-time	Seasonal
Working at your home			
Working away from your home			

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d) Have you applied for a home-based business with the Vanscoy RM before?

Yes	No
-----	----

e) Do you expect clients to come to the residence?

Yes	No
-----	----

If yes, what is the estimated number of clients per day?

f) Days and hours of operation:

g) Where does the main portion of your business take place?

Provide percentage for amount of use in either residence, accessory building, or outside of buildings:

Residence %	Accessory building %	Outside %

h) How many square feet of your dwelling (including garage and all storage space for the business) will be used to the business?

- 100-200 sqft
- 200-300 sqft
- 300-600 sqft
- 600-1,000 sqft
- Over 1,000 sqft

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5) List any equipment or supplies used and identify where it will be stored. (e.g. computer, tools, cleaning supplies, etc)

List Equipment/Supplies in the fields below:	Storage Location Home (check box)	Storage Location Off-site (provide address)
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

6) Does your business require the use of vehicle(s)?

Yes	No
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If Yes, what Type of Vehicle? (e.g. car, SUV, truck, etc)	Gross Weight (in kg)	Length (metres)	Where is it kept?

7) Will materials or supplies be delivered to your home?

Yes	No
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If yes, please describe how often and in what quantity?

8) What is the total floor area of your home (all levels)? _____

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9) Which room(s) will be use for the home-based business and what is the approximate floor area to be used?

List all room(s) used in your home for business purposes	Floor area used

10) Describe any exterior or interior alterations/renovations that will be made in connection with the proposed homebased business. A building permit may be required alterations/renovations. Please contract the office for details on building permit regulations.

11) **Surrounding land uses**

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

	Yes/No	If yes state distance
a) Residential	_____	_____
b) Recreation or Conservation Site	_____	_____
c) Industrial or Commercial	_____	_____
d) Sewage Lagoon or Land Fill	_____	_____
e) Urban Municipality	_____	_____
f) Stream or Large Body of Water	_____	_____
g) Other	_____	_____

Declaration by Applicant

I, _____ of _____

In the Province of Saskatchewan, solemnly declare that the above statement within this application is 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.

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DATE _____ SIGNATURE _____

DATE _____ OWNER SIGNATURE _____
(if required)

OFFICE USE ONLY

Date Received: _____

Amount paid: _____

Receipt No: _____

Reviewed By: _____

Public Notice: _____

Application No. _____

Zoning District: _____

Application Status: Approved Refused

Comments: