

# RURAL MUNICIPALITY OF VANSCOY

306-668-2060  
[connect@rmvanscoy.ca](mailto:connect@rmvanscoy.ca)  
Box 187, Vanscoy, SK S0L 3J0



## 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 credit card through OptionPay at [www.rmvanscoy.ca](http://www.rmvanscoy.ca), e-transfer to [payments@rmvanscoy.ca](mailto:payments@rmvanscoy.ca), cash or cheque in the office.
- 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 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:
  - 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;

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- 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 following radius of the subject property based on the property's zoning designation 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:

- (a) Agricultural District: 1.6km
- (b) Agricultural Residential District: 500m
- (c) Low Density Country Residential District: 500m
- (d) Medium Density Country Residential District: 500m
- (e) Commercial District: 500m
- (f) Industrial District: 500m
- (g) Hamlet District: 150m

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.

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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.

Please contact the Development Appeals Board Secretary directly:

**Jack Morris**  
[njmorris@sasktel.net](mailto: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.

## DISCRETIONARY USE APPLICATION FORM

1) Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
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

\_\_\_\_\_

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4) **Proposed use of land and buildings**

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5) **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	_____	_____

6) **Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_

In the Province of Saskatchewan, solemnly declare that the above statement 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 \_\_\_\_\_ OWNER SIGNATURE \_\_\_\_\_  
(if required)

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<b>OFFICE USE ONLY</b>
Date Received: _____
Amount paid: _____
Receipt No: _____
Reviewed By: _____
Public Notice: _____
Application No. _____
Zoning District : _____
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Refused
Comments: