

# Information Brochure

## Conditional Use Applications

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### CONDITIONAL USE APPLICATIONS IN THE R.M. OF SPRINGFIELD

THIS BROCHURE IS INTENDED ONLY AS A GENERAL GUIDE TO THE CONDITIONAL USE PROCESS IN SPRINGFIELD. IT IS NOT INTENDED TO REPLACE PREVAILING BYLAWS AND/OR REGULATIONS.

#### *WHAT IS A CONDITIONAL USE?*

A CONDITIONAL USE IS A USE, WHICH MAY BE PERMITTED BY COUNCIL WITH CONDITIONS. CONDITIONAL USES INCLUDE USES THAT MAY BE APPROPRIATE IN PART OF A ZONING DISTRICT BUT NOT NECESSARILY THROUGHOUT THE DISTRICT.

#### *WHY DO CONDITIONAL USES NEED TO BE APPROVED?*

IT IS IMPORTANT THAT COUNCIL AND RESIDENTS HAVE AN OPPORTUNITY TO ASSESS WHETHER A SPECIFIC SITE IS APPROPRIATE FOR THE INTENDED USE OR NOT. THE CONDITIONAL USE PROCESS REQUIRES A PUBLIC HEARING BE HELD FOR CONDITIONAL USES AND THAT LANDOWNERS IN THE SURROUNDING AREA BE NOTIFIED.

#### *THE CONDITIONAL USE APPLICATION PROCESS*

THE MAJOR STAGES IN THE CONDITIONAL USE PROCESS ARE AS FOLLOWS:

##### PRE-APPLICATION

PRIOR TO SUBMITTING A CONDITIONAL USE APPLICATION, IT IS ADVISABLE TO MEET WITH MUNICIPAL STAFF TO DISCUSS THE APPLICATION AND TO REVIEW APPLICABLE PLANS, POLICIES AND REGULATIONS. MUNICIPAL STAFF CAN ALSO INFORM YOU AS TO HOW COUNCIL HAS DEALT WITH SIMILAR APPLICATIONS IN THE PAST.

##### SUBMIT AN APPLICATION

CONDITIONAL USE APPLICATION FORMS ARE AVAILABLE AT THE MUNICIPAL OFFICE. STAFF CAN ASSIST YOU, BUT BE PREPARED TO SUBMIT THE FOLLOWING INFORMATION:

- THE REQUISITE FEE;
- THE PROPERTY OWNER'S NAME AND ADDRESS. (IF THE APPLICANT IS APPLYING ON BEHALF OF THE PROPERTY OWNER, A LETTER OF AUTHORIZATION MUST BE SUBMITTED);
- A CURRENTLY DATED (WITHIN 30 DAYS) CERTIFICATE OF TITLE WITH ALL CAVEATS;
- THE LEGAL DESCRIPTION OF THE PROPERTY;
- A DESCRIPTION OF THE PROPOSED DEVELOPMENT;
- A SITE PLAN OR BUILDING LOCATION CERTIFICATE SHOWING:
  - DIMENSIONS AND SHAPE OF SITE
  - THE SIZE AND LOCATION OF EXISTING BUILDINGS
  - THE SIZE AND LOCATION OF ANY PROPOSED BUILDING (S)
  - LOCATION OF ANY EXISTING OR PROPOSED WELL, SEPTIC FIELD, POND OR OTHER WATER BODY
  - THE DIRECTION AND ESTIMATED DISTANCE BETWEEN SIDE AND REAR LOT LINES AND ANY DWELLING, STRUCTURE, BARN, WELL, POND, DRAINAGE SYSTEM, OR ANY WATER BODY SITUATED ON ANY ABUTTING PROPERTY;
- DEPENDING UPON THE SCALE OF DEVELOPMENT THE APPLICANT MAY BE REQUESTED TO PROVIDE AN EXTENSIVE SITE PLAN, TRAFFIC IMPACT REPORT AND OTHER RELATED INFORMATION

## NOTICE OF APPLICATION

ONCE ESTABLISHED THE APPLICANT AND NEIGHBOURING PROPERTY WILL BE INFORMED AS TO THE DATE, TIME AND PLACE THE APPLICATION WILL BE CONSIDERED BY COUNCIL.

## APPLICATION REVIEW

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STAFF WILL REVIEW YOUR APPLICATION IN RELATIONSHIP TO THE DEVELOPMENT PLAN, SPRINGFIELD ZONING BYLAW AND ANY OTHER APPLICABLE REGULATIONS. A REPORT WILL THEN BE PREPARED AND RECOMMENDATIONS FORMULATED FOR COUNCIL'S CONSIDERATION.

## REPORT TO COUNCIL AND PUBLIC HEARING

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THE REPORT WILL BE AVAILABLE BEFORE THE PUBLIC HEARING. ANY PERSON WHO FEELS THEY MAY BE AFFECTED BY THE PROPOSAL WILL HAVE AN OPPORTUNITY TO EXPRESS THEIR VIEWS IN REGARD TO THE APPLICATION. THIS INCLUDES THE PROPONENT OF THE APPLICATION WHO WILL PRESENT THE DEVELOPMENT DETAILS AND RESPOND TO ANY QUESTIONS. WHEN ALL INTERESTED PARTIES HAVE BEEN HEARD PUBLIC REPRESENTATIONS WILL BE CONCLUDED.

## COUNCIL'S DECISION

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ON COMPLETION OF THE HEARING, COUNCIL CAN EITHER REJECT THE APPLICATION OR APPROVE IT AS PROPOSED, WITH CONDITIONS. APPROVAL WILL NOT BE FORTHCOMING UNLESS COUNCIL IS SATISFIED THAT THE PROPOSAL WILL NOT ADVERSELY AFFECT THE GENERAL ENVIRONMENT, AMENITY, VALUE AND CONVENIENCE OF ADJOINING PROPERTIES OR THE COMMUNITY AS A WHOLE. THE APPLICANT AND THOSE PEOPLE WHO MADE REPRESENTATION AT THE PUBLIC HEARING WILL BE NOTIFIED BY MAIL OF COUNCIL'S DECISION. COUNCIL'S DECISION IS FINAL AND BINDING AND IS NOT SUBJECT TO APPEAL.

FOR FURTHER INFORMATION CONTACT THE DEVELOPMENT OFFICER AT 444-3824.