

### REZONING PROPERTY IN THE R.M. OF SPRINGFIELD

THIS BROCHURE IS A GENERAL GUIDE THAT BRIEFLY EXPLAINS ZONING, WHY IT IS NEEDED, AND HOW YOU GO ABOUT REZONING YOUR PROPERTY. AS IT IS GENERAL IN NATURE, IT IS NOT MEANT TO REPLACE BY-LAWS OR OTHER LEGAL DOCUMENTS.

#### *WHAT IS ZONING?*

EVERY PROPERTY IN SPRINGFIELD IS LEGALLY ASSIGNED TO A ZONING CATEGORY, WHICH SPECIFIES THE TYPES OF BUILDINGS ALLOWED, THE TYPE OF ACTIVITIES THAT CAN TAKE PLACE ON THAT PROPERTY, THE MAXIMUM HEIGHT OF BUILDINGS, PLUS OTHER REQUIREMENTS. THE PURPOSE OF ZONING IS TO REGULATE THE DEVELOPMENT AND USE OF EACH PROPERTY. THIS IS TO ENSURE THAT SPECIFIC TYPES OF LAND USES (E.G., INDUSTRIAL) ARE IN APPROPRIATE AREAS AND THE TYPES OF BUILDINGS OR LAND USES ON ONE PROPERTY WILL NOT BE DETRIMENTAL TO SURROUNDING PROPERTIES. SPRINGFIELD HAS A NUMBER OF DIFFERENT ZONES THAT REGULATE PROPERTIES FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL, AGRICULTURAL OR OTHER LAND USES. ZONING MAPS SHOWING THE ZONING CATEGORY FOR EACH PROPERTY IN SPRINGFIELD ARE AVAILABLE FOR REVIEW AT THE PLANNING OFFICE. THE SPRINGFIELD ZONING BY-LAW IS ALSO AVAILABLE FOR INSPECTION AND PURCHASE.

#### *WHAT IS REZONING?*

REZONING IS THE PROCESS OF LEGALLY CHANGING THE ZONING CATEGORY OF A PARCEL OF LAND BEFORE ANY DEVELOPMENT TAKES PLACE ON A PROPERTY, SUCH AS CONSTRUCTING A BUILDING. THE OWNER OF THE PROPERTY HAS TO CHECK THE SPRINGFIELD DEVELOPMENT PLAN REGARDING THE CURRENT LAND USE DESIGNATION AND THE EXISTING ZONING REGULATIONS. IF THE PROPOSED DEVELOPMENT IS NOT PERMITTED BY THE EXISTING ZONING, THE PROPERTY OWNER MUST APPLY TO THE R.M. OF SPRINGFIELD FOR A CHANGE IN THE ZONING CATEGORY OF THE PROPERTY. A SPRINGFIELD PLAN AMENDMENT MAY ALSO BE REQUIRED.

#### *THE REZONING PROCESS*

HERE ARE THE MAJOR STAGES OF THE REZONING PROCESS:

#### PRE-APPLICATION

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YOUR DEVELOPMENT PROPOSAL SHOULD BE WELL PLANNED BEFORE SUBMITTING A REZONING APPLICATION. IN PREPARING YOUR PROPOSAL, YOU SHOULD BE AWARE OF MUNICIPAL PLANS, POLICIES AND REGULATIONS THAT MAY APPLY TO YOUR DEVELOPMENT. ONCE YOU HAVE REVIEWED MUNICIPAL DEVELOPMENT REGULATIONS AND SPOKEN WITH MUNICIPAL OFFICIALS (INCLUDING COUNCIL), MAKE THE FINAL PREPARATIONS FOR SUBMITTING YOUR REZONING PROPOSAL AT THE PLANNING OFFICE.

#### SUBMIT AN APPLICATION

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REZONING APPLICATION FORMS ARE AVAILABLE AT THE PLANNING OFFICE. PLANNING STAFF CAN HELP YOU, BUT YOU MUST 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 ADDRESS AND LEGAL DESCRIPTION OF THE SUBJECT PROPERTY;
- A DESCRIPTION OF THE PROPOSED DEVELOPMENT;
- THE CURRENT AND PROPOSED ZONING
- 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, PONDS 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.

#### APPLICATION REVIEW

ONCE THE PLANNING STAFF HAS COMPLETED AN INITIAL REVIEW, THE APPLICATION WILL BE FORWARDED TO COUNCIL. IF COUNCIL DEEMS IT APPROPRIATE TO GIVE THE APPLICATION FIRST READING, PLANNING STAFF WILL EXAMINE THE REZONING IN REGARDS TO VARIOUS COUNCIL POLICIES, SPRINGFIELD PLAN, COMPATIBILITY, TRAFFIC, SERVICES AND OTHER MATTERS. THIS MAY INCLUDE CIRCULATING THE APPLICATION TO OTHER GOVERNMENT AGENCIES. COUNCIL CAN ALSO DENY THE REZONING APPLICATION AND PASS A RESOLUTION TO THAT AFFECT. THE APPLICANT WILL BE NOTIFIED THAT COUNCIL IS NOT PREPARED TO PROCEED WITH THE REZONING.

BEFORE FURTHER CONSIDERATION BY COUNCIL OF THE PROPOSED REZONING, PLANNING STAFF WILL ADVERTISE THE REZONING IN A NEWSPAPER HAVING GENERAL CIRCULATION IN SPRINGFIELD.

#### REPORT TO COUNCIL AND THE PUBLIC HEARING

PLANNING STAFF WILL PREPARE A REPORT TO COUNCIL THAT INCLUDES AN ANALYSIS OF THE APPLICATION AND OUTLINE ANY SPECIFIC CONSIDERATIONS THAT NEED TO BE ADDRESSED. THIS WILL BE PRESENTED AT A FORMAL HEARING. ANY PERSON WHO DEEMS THEIR INTERESTS MAY BE AFFECTED BY YOUR REZONING HAS AN OPPORTUNITY TO EXPRESS THEIR CONCERNS TO COUNCIL AT THE PUBLIC HEARING, YOU, OR YOUR REPRESENTATIVE WILL ALSO HAVE AN OPPORTUNITY TO PRESENT YOUR PROPOSAL AND/OR RESPOND TO ANY QUESTIONS.

IF A MAJORITY OF COUNCIL MEMBERS ARE SATISFIED THAT THE DEVELOPMENT PROPOSAL IS BENEFICIAL TO THE COMMUNITY, COUNCIL MAY GIVE THE REZONING SECOND READING.

#### APPEALS, AGREEMENTS AND FINAL APPROVAL

IF THE REZONING APPLICATION IS GIVEN SECOND READING AND NO PERSON HAS OBJECTED AND COUNCIL FEELS THERE ARE NO CONDITIONS TO RESOLVE, YOUR APPLICATION CAN BE GIVEN THIRD AND FINAL READING. IF THERE ARE OBJECTIONS, THEN THOSE WHO HAVE CONCERNS WILL HAVE AN OPPORTUNITY TO APPEAL THE REZONING TO THE MUNICIPAL BOARD. IF A MUNICIPAL BOARD HEARING IS REQUIRED, THEN A HEARING WILL BE HELD AND YOUR APPLICATION WILL BE SUBJECT TO THE DECISION OF THE MUNICIPAL BOARD. THE COUNCIL IS BOUND TO ABIDE BY THE MUNICIPAL BOARD DECISION.

EVEN IF THERE ARE NO OBJECTIONS TO YOUR PROPOSAL, COUNCIL MAY POSTPONE GIVING YOUR APPLICATION THIRD AND FINAL READING UNTIL YOU HAVE SIGNED A ZONING OR DEVELOPMENT AGREEMENT WITH MUNICIPALITY DEALING WITH ISSUES AS ROADWAY REQUIREMENTS, SERVICING OR BUILDING DESIGN.

FOR FURTHER INFORMATION . . .

THIS PAMPHLET PROVIDES GENERAL GUIDANCE. PLEASE CONSULT THE PLANNING ACT, THE SPRINGFIELD ZONING BY-LAW, AND OTHER BY-LAWS/REGULATIONS FOR DEFINITIVE REQUIREMENTS AND PROCEDURES.