

Reason for Support

I, the undersigned _____ (Please print name) am the authorized agent/owner in this application. I agree to have regard for and allow the planning district to process this application as per any applicable provisions of the Planning Act, Development Plan, Zoning By-Law and any issued Development Agreements or any other relevant laws or regulations. For administrative purposes, where information is missing or required to be included or added for clarification, I permit the planning district to alter or add the required information in order to complete this application for processing.

Signature of Landowner _____ **Date** _____

Signature of Applicant _____ **Date** _____

Explanation of Applications

Conditional Use Orders

- 1) Each municipal Zoning By-Law divides a Municipality/Town into different zones where compatible uses of land, buildings and structure permitted. There are certain uses, designated "Conditional Uses", which cannot properly be permitted in any zone without consideration, in each case, consideration is given regarding the impact of those uses upon neighboring land and uses.

Variation Order & Minor Variation

- 1) A Variation Order may be applied for to request relief from the prescribed provisions in the applicable Zoning By-Law. In some cases Minor Variation may be applied for if the variation request is within 15% of the required amount to be varied, the Development Officer has the authority to authorize the variation.

Development Plan and Zoning By-Law Amendments

- 1) Council may on its own initiative or at the request of an applicant amend a Zoning By-Law if council is in agreement. An application to amend a Municipal Zoning By-Law or the Mid-West Planning District Development Plan shall be made to the Development Officer of the Mid-West Planning District. An application to amend Zoning-By-Laws is subject to the approval of Council whereas an amendment to the Development Plan is subject to approval of the Mid-West Planning District Board.

When Making Application

- 1) Letter of intent: The applicant shall provide a written statement describing the scope of the proposed development along with the reasons of support of the application. The letter is to be signed by the applicant
- 2) The applicable fees and surcharges are required to be submitted before the application will be processed.
- 3) A Site Plan is to be completed, clearly showing the location of the proposed development and other relevant information is to be supplied.
- 4) A Building Locate Certificate is typically required to be submitted when making application for a zoning memorandum, in some cases this is required for other applications, contact a land surveyor for this document.

Checklist

- All Sections Filled Out and Complete
- All Required Signatures
- Complete Site Plan Included