

Discretionary Use Permit

Book a Pre-Application meeting with Planning Services who will tell you if the developments proposed use is Discretionary Use in that zone.

Fill out a Development Permit Application form, noting it as a Discretionary Use and submit all necessary plans, drawings or other requested information to Planning Services.

Planner will write a report regarding the application to be presented to City Council and the Planning and Infrastructure Commission.

A date will be set for the matter to go to Council and you will be notified of this.

Public Notice is provided to property owners 75 meters (250 feet) from the subject property of the proposed development. Notification is also posted in the newspaper and on the City Website.

After Council has heard from any concerned parties at the Council Meeting, they will make a decision. The decision will be sent by general mail to the applicant.

Approved

Approved with
Conditions

Denied

If a Discretionary Use is approved by Council with conditions, the applicant may, within 30 days of the decision being issued, appeal the conditions to the Development Appeals Board.