



CONDITIONAL USE APPLICATION FORM

Assigned number: CU-_____

1. Identification of Applicant

Name of Organization _____

First Name _____ Last Name _____

Mailing Address _____

Postal Code _____ Phone _____

Email address _____

2. Identification of Owner (if different from Applicant)

Name of Organization _____

First Name _____ Last Name _____

Mailing Address _____

Postal Code _____ Phone _____

Email address _____

3. Identification of the Location

The site concerned by the application:

Address _____

Roll # _____

Range and Lot # _____

Zoning _____

✓ The property in question benefits from acquired rights on other uses? yes no

If yes, please describe:

4. Context of Request

✓ This request is in conjunction with a permit application request:

The work has not yet been started The work is in progress

✓ If in progress, please provide permit number _____

✓ The building in which the proposed use is to take place already exists? yes no

If yes, please provide the date of construction and permit number _____

| 5. NATURE OF REQUEST |
|--|
| Class of Use requested by the application: |
| Any additional buildings involved in the development of the project? |
| What will be the area of the property affected by this use? |
| Please describe your project by providing as much information as possible: |

| 6. IMPACT ON NEIGHBORING PROPERTIES |
|---|
| What impact will this use have on neighboring properties? |

| 7. IMPACT ON THE MUNICIPALITY |
|--|
| What impact will this use have on the economy of the municipality? |

8. DOCUMENTS THAT MAY BE REQUIRED

- ✓ The form duly completed and signed;
- ✓ **Non refundable payment of \$500 for the application;**
- ✓ Property Titles;
- ✓ Official cadastral plan;
- ✓ Certificate of location of the site concerned when applicable;
- ✓ A site plan showing location of new buildings when applicable;
- ✓ Construction plans for new buildings when applicable;
- ✓ Pictures of the buildings and/or site concerned by the application;
- ✓ Proposed timetables and phases for implementation of the use;
- ✓ Detailed description of the projected use(s);
- ✓ Estimated cost of the project;
- ✓ All other pertinent documents for a good understanding of the project;

DECLARATION

I declare that the above information is complete and accurate. Should my application for conditional use be authorized; I will comply with any and all conditions and regulations that will apply.

Signature of the Applicant

Signature of the Owner

Date

Date

Received by: _____

Date: _____

| Steps through procedures | Timeframe | Date |
|---|--|------|
| Reception of all pertinent documents | If the information and documents required are incomplete or inaccurate, the examination of the application is suspended until the information and documents required are submitted by the applicant. The application is then considered to be received on the date of receipt of this additional information or documents. | |
| Presentation to Advisory Planning Committee | Designated officer has thirty (30) days to transmit the file to the Land Use Planning Committee. | |
| Public Notice | 15 days before the holding of the sitting at which the council is to give a decision, the municipality causes a notice to be published in the local newspaper and place a sign in full view on the site to which it relates indicating the nature of the application. Interested may be heard at the sitting in relation to the application. | |
| Consultative Referendums | The council may for consultation purposes submit any question to its qualified voters or to those of that part of its territory concerned by the question. The Planning Committee will recommend to council if a consultative referendum is required. | |
| Council Meeting | After hearing any person wishing to speak concerning the request and having reviewed the recommendation of the Municipal Planning Advisory Committee, the council makes its decision. The Council is not bound by the decision of the Municipal Planning Advisory Committee. | |
| Resolution | Maximum 15 days after Council Meeting | |

Before making the recommendations or decision, the LUP Committee and the Council will analyze any request for a Conditional Use in the light of the following criteria based on section 3.2 of Bylaw 2017-263 pertaining to Conditional Uses:

| Criteria of Analysis | Description |
|---|---|
| 1- Architecture & Quality Integration | Review of the general integration of the project into the surrounding environment in regard to the external appearance, landscaping, outdoor spaces, parking, exterior storage, volumes, vehicular traffic etc. |
| 2- Enjoyment of property rights | It must not affect the enjoyment of property rights of owners of neighboring properties and must not be the source of any irritation or annoyance for the neighborhood. |
| 3- Objectives of Planning Program (Master Plan) | If it meets the objectives of the planning program; |
| 4- Compatibility of the sector | The use must be compatible with its environment taking into account all characteristics of the project. |
| 5- Emissions | Impact on the environment based on vibrations, emission of dust, smoke, odors, light, hours of operation and noise generated by the project. |