

Change of Use Process

Planning and Development



Background

First Use/Change of Use permit feedback focused on:

- Processing time
- Required documents
- Application length

Best practices research:

	Application Requirements					
	Application Form	Site Plan	Floor Plan	Descriptive Letter / Questionnaire	COT	LOA
RMWB	X	X	X	X	X	X
Edmonton	No development permit required if a Permitted Use					
Calgary		X		X		
Grande Prairie	X	X	X		X	X
St. Albert		X	X	X		X
Airdrie	X	X	X	X	X	

RMWB application requirements are higher than other jurisdictions.

Existing Process

Change of Use

1. Prime Facie Check
2. Secondary Facie Check
3. Review & Circulation
4. Issue Development Permit
5. Close Application



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

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First Use or Change of Use Application

This Application Form shall be **complete**. Please Note:

- **NO DEVELOPMENT** shall commence without a valid Development Permit. Any work started prior shall be subject to a double fee penalty and further enforcement actions;
- An **Administrative Fee** will be withheld for any refunds. Please note that all applicable permit refunds will be issued by cheque only; and,
- Submission of a duly signed application form authorizes the Development Officer to enter the property to carry out inspections necessary for this development.

I/We hereby make application under the provisions of the Land Use Bylaw 99/059 for a Development Permit.

PLEASE PRINT

Applicant and Owner Information				
Applicant Name: _____				
Mailing Address: _____			Postal Code: _____	
Daytime Phone: _____	Alternate: _____			
Email Address: _____				
Registered Owner(s): _____				
Mailing Address: _____			Postal Code: _____	
Daytime Phone: _____	Alternate: _____			
Email Address: _____				
Property Information				
Legal Land Description: _____	Lot: _____	Block: _____	Plan: _____	
Alberta Township Grid System: _____	LSD: _____	Sec: _____	TWP: _____	Range: _____ W4M
Civic Address: _____				
Project Description: _____				
Has development commenced? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Existing Use of Land or Building: _____				
Area of Proposed Development (m ²): _____				
Estimated Construction Start Date: _____			End Date: _____	
Estimated Construction Cost: _____				

Flood Improvised Process

Change of Use

1. Business owner applies for Occupancy Permit
2. Planning confirms the use is appropriate
3. Planning advises if a Development Permit is required
4. Safety Codes conducts inspection
5. Applicant decides whether to proceed with development
6. If a permit is required, follow steps below:
 - i. Prime Facie Check
 - ii. Secondary Facie Check
 - iii. Review & Circulation
 - iv. Issue Permit
 - v. Close Application
7. Necessary permits & licenses are issued
8. Applicant opens business



Proposed Approach

Community Development Planning proposes 2 Tests to reduce instances of the First Use/Change of Use:

1. If a Permitted Use:

- Permitted Uses are exempt from Change of Use development permits
 - Amendment under new bylaw, not LUB 99/059

2. If a Discretionary Use:

- Discretionary Uses require a First Use/Change of Use development permit
 - Decision is advertised and allows for appeal
- Fillable application form created to reduce confusion and increase instances of application completeness

Expected Impact

Permitted Uses: Light Industrial

Accessory Building
Animal Care Services, Minor
Automotive and Equipment Service
Automotive Vehicle Sales and Rental
Commercial Guest Accommodation
Commercial School, Minor
Contractor, Limited
Custom, Manufacturing
Equipment Rental
Food Vendor, Mobile
Funeral Home
Market
Office
Parking Lot/Structure
Public Utility
Recreation Facility, Indoor
Restaurant, Major
Restaurant, Minor
Security Suite

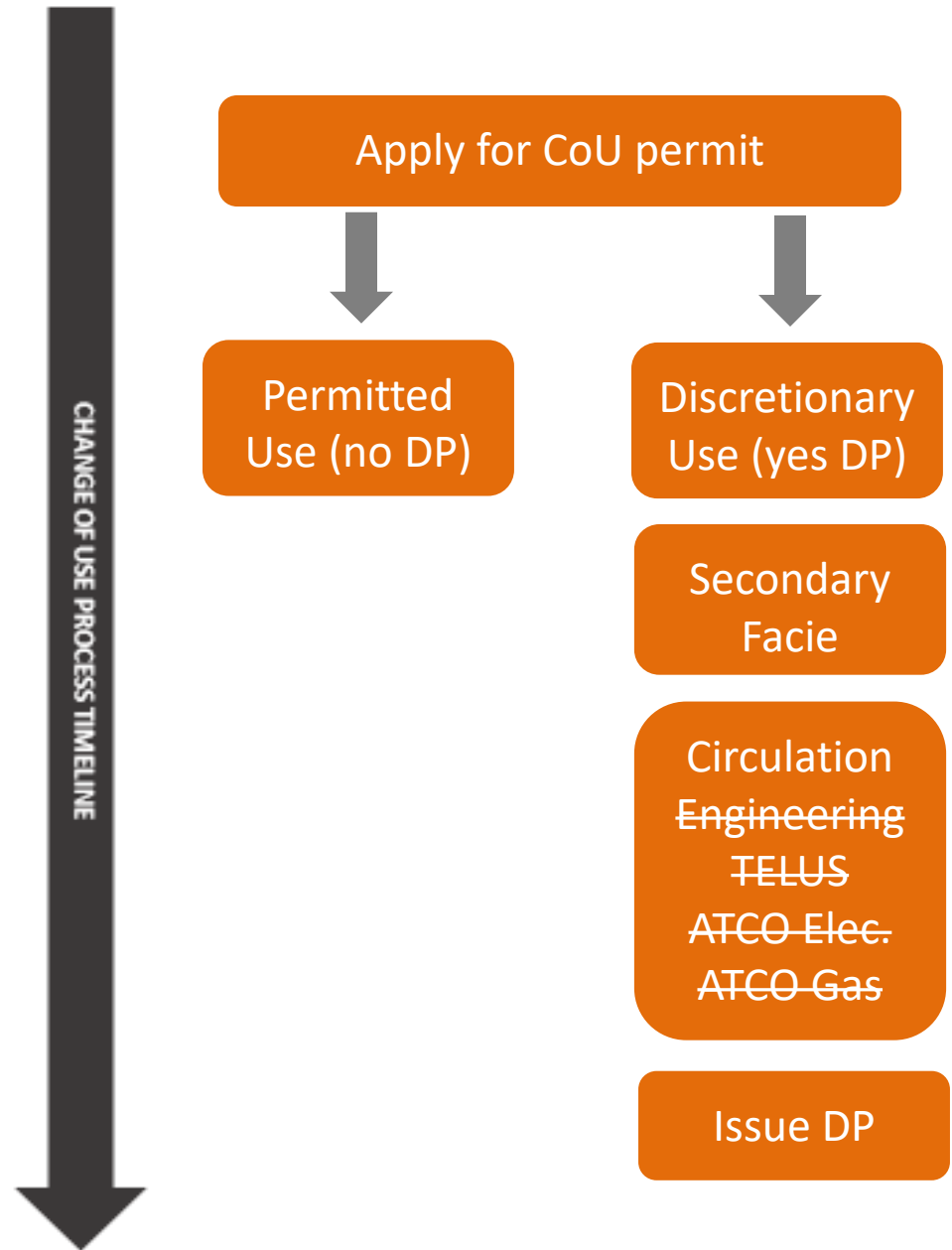
Permitted Uses: Community Commercial

Accessory Building
Animal Care Service, Minor
Drinking Establishment
Health Care Facility, Minor
Office
Public Utility
Recreation Facility, Indoor
Religious Assembly
Restaurant, Major
Restaurant, Minor
Retail, General

Existing Process

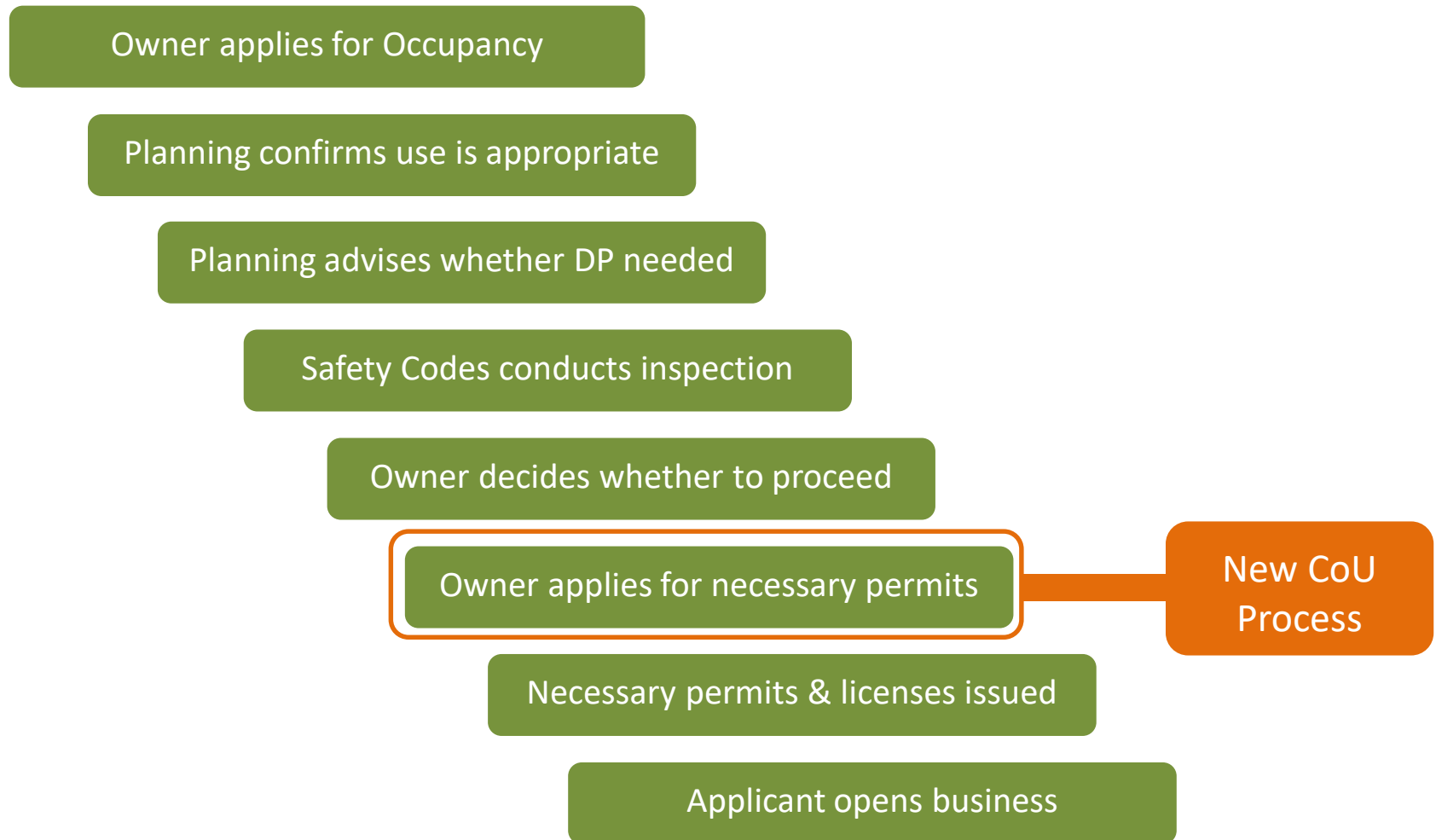


Proposed Process



CHANGE OF USE PROCESS TIMELINE

New Overall Process



Benefits for Business Community



Simplify First Use/Change
of Use application



Decrease permit
processing times



Foster local business
development