

Date (mm-dd-yyyy)

**PROPERTY INFORMATION**

|   |             |
|---|-------------|
| Property Street Address   |             |
| Municipality  |             |
| Legal Description   | Roll Number |
| Property Owner(s) Name  |             |
| Present Use of Property (e.g. farm, commercial, retail, residential etc.) |             |

**APPLICANT INFORMATION**

|                 |           |                              |
|-----------------|-----------|------------------------------|
| First Name      | Last Name | Company Name (if applicable) |
| Mailing Address |           |                              |
| Telephone No.   | Fax No.   |                              |
| Email Address   |           |                              |

**Zoning Memorandum (Fee Single & Two-Family: \$150.00 All Other: \$210.00)**

With this request you will receive confirmation if a building(s) placement on a site is in conformance with current zoning setback requirements.

**APPLICATION REQUIREMENTS:**

- Completed Land Use Application Form
- Current Building Location Certificate (BLC), created by a Manitoba Land Surveyor dated within 30 days of application
- Application Fee Payment

**Land Use Compliance (Fee \$150.00)**

With this request you will receive confirmation if a current land use on a site is in conformance with current Development Plan, Secondary Plan, and Zoning By-law.

**APPLICATION REQUIREMENTS:**

- Completed Land Use Application Form
- Letter describing the land use that is occurring on the property
- Application Fee Payment

**Certificate of Non-Conformity (Fee \$150.00)**

With this request, you will receive a certificate confirming that the building, parcel, use of land, or intensity of use which does not comply with the current zoning by-law was lawfully in existence before the enactment of the current zoning by-law. In order for the Red River Planning District to issue a certificate, we will need to prove that the non-conformity was legally established in the past.

**APPLICATION REQUIREMENTS:**

- Completed Land Use Application Form
- Letter describing the following:
  - The present use of the property. (For business, please include a description of the processes used, the number of employees, the type of equipment used and the number and type of company vehicles.)
  - When the use was established at the address
  - If the use has ever been vacant or discontinued for more than 12 month and if so, what was the reason, and the date it discontinued
- Site Plan to scale showing the location of all structures and parking
- Floor Plan – Please attach a scaled floor plan of the subject building(s) showing the size and use of all the interior rooms and spaces
- Signed affidavit below
- Other documents that prove when the building, parcel of land or use of land was established
- Application Fee Payment

**Affidavit for Non-Conforming Use:**

I hereby certify that the information herein disclosed in this application is true and complete.

\_\_\_\_\_  
Legal Owner or Authorized Agent

**PAYMENT METHOD**

Please enclose the fee(s) and mail the complete application to:

Red River Planning District  
806-A Manitoba Ave.  
Selkirk, MB R1A 2H4

|  | Fee    | GST | Subtotal |
|--|--------|-----|----------|
| <input type="checkbox"/> Zoning Memorandum – Single & Two-Family | 150.00 |     | 150.00   |
| <input type="checkbox"/> Zoning Memorandum – All Other           | 210.00 |     | 210.00   |
| <input type="checkbox"/> Land Use Compliance                     | 150.00 |     | 150.00   |
| <input type="checkbox"/> Certificate of Non-Conformity           | 150.00 |     | 150.00   |

**Total Payment Enclosed** \_\_\_\_\_

Cash     Cheque     Debit

*Note: Only cheques will be accepted with a mailed in form. Other payments methods must be made in person.*

## TIMELINES

Service can take up to 20 working days and is sent through the mail. Timelines will not commence until payment, completed form and applicable documentation are received.

\* Information requests may be subject to Freedom of Information and Protection of Privacy Act reviews and/or have Copyright restrictions. **Additional fees for copying may also be charged.**

The Red River Planning District does not make any assurances that the information sought by the applicant is either contained or complete in any archived records retained by the Red River Planning District. The records released by Red River Planning District staff are limited to available information contained within the archived files.

### FOR RRPD DEPARTMENT USE ONLY:

Development Services: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Planning Assistant: \_\_\_\_\_ Planning File No.: \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_