



SAMPLE REPORT TEMPLATE: DEVELOPMENT OFFICER REPORT TO COUNCIL

Note: This document provides a potential template for a Development Officer's Report to a Municipal Council on zoning or discretionary use development permits issues pursuant to *The Planning and Development Act, 2007*. This is intended to provide a starting point for preparation of a report.

Excerpt of Section 56(3) of the Planning and Development Act, 2007:

"In approving a discretionary use, the council may prescribe specific development standards or conditions with respect to that use, but only if those standards or conditions:

- a) are based on and are consistent with general development standards or conditions made applicable to discretionary uses by the zoning bylaw; and
- b) are, in the opinion of the council, necessary to secure the objectives of the zoning bylaw with respect to:
 - i. the nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings;
 - ii. the accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading;
 - iii. the safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour; or
 - iv. any treatment given, as determined by the council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail."

For more information, contact:

Community Planning
1855 Victoria Avenue
Regina, Sask.
S4P 3T2
Telephone: (306) 787-9411

May, 2011

Development Officers Report

Date:

Date of Application:

Tax Roll File:

Ward/Division:

Type of Application:

Application Number:

Recommendation:

Discretionary Use Permit: Approve Refuse Approve subject to conditions/standards
 Zoning/Bylaw Amendment: Approve Refuse

Executive Summary: [Summaries the proposal, any major issues and the recommendation]

Proposal:	Described Location of Property:
Legal Land Description:	Gross Area:
Applicant: Owner:	Advertisement Dates/Other Notice of application:
Current Zoning Designation:	Existing Site Development:

History of development on property:

Referrals: *[It is recommended that you refer complex applications to any relevant stakeholders such as Crown utilities, ministries, agencies, enterprise regions, neighbouring municipalities, affected First Nations, etc for comment. Summarize any responses here]*

External Agencies –

Municipal Departments –

Public Comments –

Technical Review: [*Review the legislative, regulatory, policy and physical/environmental issues associated with the proposed bylaw or permit approval*]

This application to _____ has been reviewed in context with the Official Community Plan (OCP), Zoning Bylaw, *the Planning and Development Act, 2007* and evaluated concerning the suitability of land for the intended use, as follows:

- a) Official Community Plan (OCP) Policies:
Address OCP policies that affect the proposed type of development, the current lands and adjacent land. Determine if the future land use plan anticipates and supports this kind of development or if the plan requires this form of development to locate elsewhere.
- b) Zoning Standards:
Address zoning standards in this section, such as site size, setbacks, other standards and discretionary use criteria.
- c) Land Use Compatibility:
Identify what the surrounding zoning districts are, the uses currently undertaken on site and if the proposed use would be compatibly located next to those uses. This is also the section to identify any general problems with the proposal as it relates to its location in the municipality or with other properties, activities and services.
- d) Site Suitability for Proposed Use:
 - a. Physical Characteristics [*Topography, Potential for Ponding, Soil Stability and Erosion*]:
 - b. Water Supply, Sewage, Stormwater and Solid Waste Disposal:
 - c. Roads, Access and Traffic:
 - d. External Hazards and Flooding Potential
- e) Provincial Interests [*Highways, Environment, Statements of Provincial Interest, etc*]:

Budget Implications: [*If any*]

Conclusion:

Council's Options:

Option #1 – Approval subject to listed conditions/standards

Option #2 – Refusal

Option#3 – Approval

Staff Recommendation: [*The recommendation needs to ensure the proposed bylaw amendment or discretionary use approval is consistent with provincial regulation, existing municipal plans, zoning requirements and is a suitable use of the property.*] The Development Officer recommends **Option #**_____.

[*The following sections are for **Discretionary Use Permits only**; add or delete from the following section. List the reasons for recommending approval or refusal of the application. Under the *Planning and Development Act, 2007*, municipalities are **required** to provide reasons for refusing a permit when issuing a decision and discretionary uses **must meet all criteria to be approved**; listing reasons for approving a permit are optional.*]

- A. That the application to approve a discretionary use for a _____ located on [*Insert legal description of the property*] has been evaluated in terms of Section 56 of the Planning and Development Act, 2007, the Official Community Plan, [*if one is in place*] and the Zoning Bylaw for the [*Municipality*], and having considered referrals and submission of neighbouring landowners, it is recommended that the application be [*approved/refused/approved with conditions*] for the following reasons:
1. There [*are/are no*] physical constraints to the proposal;
 2. The application [*complies/does not comply*] with provisions of the zoning bylaw respecting the use and intensity of use of land for the discretionary use;
 3. The listed criteria for approval of a discretionary use for a _____ within the zoning bylaw [*have/have not*] been met;
 4. The intended use and development, in the opinion of the council, is compatible with development in the immediate area;
 5. The application [*is/is not*] consistent with provincial land use policies and statements of provincial interest;
 6. The application [*is/is not*] consistent with the policies of the Official Community Plan.
- B. Further, in accordance with Section 56 of the Planning and Development Act, 2007 and the requirements of the Zoning Bylaw, the application be approved subject to the following conditions and standards:
1. [*Insert standard or condition for the issuance of the permit*]
 2. [*Insert standards and conditions for the issuance of the permit*]
 3. Etc.

This report and recommendations have been prepared for Council's consideration by the Development Officer for [*the Municipality*] on [*Date written*].

Name
Development Officer
[*The Municipality*]