



Discretionary Use Process

1

- **Prepare Application:**

- Include completed development permit, written description of proposal and operations, 2 copies of site plan showing dimensions and locations of the site and proposed and existing buildings and parking spaces.

2

- **Planner reviews application and prepares report for council**

- The report is presented and council is asked to consider the application. Council will ask questions of the report and may request more information be prepared for the next meeting. Council will direct staff to prepare and send out public notices in 75m radius and advertising in Nipawin Journal so the application can be decided upon at the public hearing.

3

- **Preparation of public advertisement and public notice**

- Planner prepares add for Nipawin Journal. The add must run for 7 days.
- Planner prepares letter to be sent to property owners within a 75m radius of the affected property.

4

- **Report to Council**

- Planner presents report with any added information and includes any written responses from the public advertisement or public notice. Council decides to approve, approve with conditions, or refuse the application. If refused, reasons must be given.

5

- **Send notice to applicant**

- A letter is sent notifying the applicant of Council's decision. An invoice for the discretionary use and public advertisements is included with this letter.