

What is a Variation?

A Variation application is a request to change a defined setback set out in the Zoning By Law.

Setbacks are required minimum or maximum measurements (sizes, distances, heights, site coverage, and uses) that are inscribed in our bulk table in our Zoning By Law.



How to proceed with the application?

Before submitting an application, call our office to speak with our planning staff to review, discuss plans, policies and regulations.

This discussion will reveal if the application can proceed to the next step.

Submitting an application?

The Variation application is available at the office or is found on our web site @ www.ritshot.com.

The cost to apply is \$300.00.

We may ask for documents such as a general business plan, a site plan and general details, etc. that would explain the change.

When to submit an application?

Upon receiving the application, the Municipality must hold a public hearing to consider the application.

Council meets on the first Tuesday at 9am and third Wednesday at 7pm of every month.

The application must be received no later than 15 days prior to the next meeting date.

The compliance officer may conduct an on-site inspection and prepare a written report for council.

Notice of Public Hearing?

A notice of hearing will be sent out at least 14 days prior to the meeting date to all neighboring property owners within a 101 meter distance of the affected property and posted at two different public areas.

The notice will indicate the applicant & owner's name, the location of meeting, location & map of the affected property, the time & date of Hearing and a brief description of the change of use.

What is your role?

Any person who feels affected by the Variation application may voice their concerns at the hearing. If you are unable to attend, send your concerns in writing before the meeting. The correspondence will be read at the meeting.

Being anonymous or phone calls objecting the application will not be addressed at the meeting.

During the Hearing?

During the meeting the Mayor will open the hearing and ask that the CAO read all the pertaining documents. The Mayor will ask if anyone present wishes to make presentation for or against the application.

Concerned citizens now have an opportunity to express their concerns. The applicant can take this opportunity to explain, answer questions and validate their proposal to council.

Council's decision?

Council will take into consideration, the development plan, bylaws, the Planning Act, and regulations as to how this will affect the general environment of the surrounding area and the community as a whole.

Council will make a decision to approve with or without conditions or to deny the application, or to defer the application to the following meeting due to a request for more information. Council may require that the applicant enter into a Development Agreement with the Municipality.



Minor Variations?

A minor variation may be granted without a public hearing if the front, side, height, rear and any other yard distances do not exceed 10% of the zoning by law requirements. Cost of application is a \$100.00.

BEING ANONYMOUS OR PHONE CALLS OBJECTING THE APPLICATION WILL NOT BE ADDRESSED AT THE MEETING OR CONSIDERED A VALID OBJECTION.

THIS INFORMATION BROCHURE IS MEANT TO BE A GENERAL GUIDE THAT BRIEFLY EXPLAINS THE VARIATION PROCESS.

THE LANGUAGE USED IN THIS GUIDE IS GENERAL IN NATURE, IT IS NOT MEANT TO REPLACE BY LAWS, ACTS OR OTHER LEGAL DOCUMENTS.

IT IS JUST A HELPFUL GUIDE.

For further information please call our office:

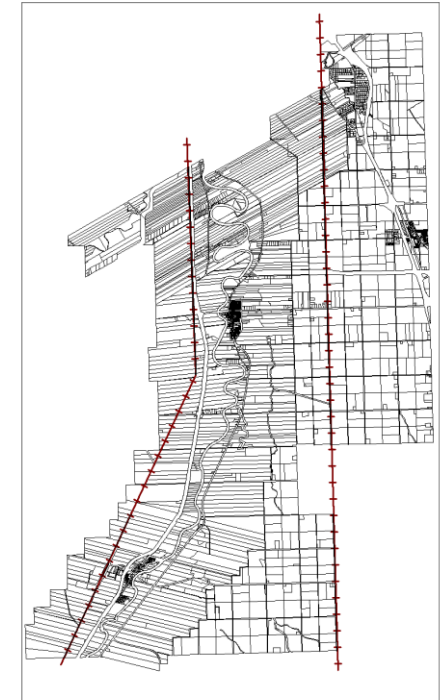
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PLANNING DEPARTMENT
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Zoning, Planning, Building Permits and
Utilities

Conditional Uses & Variations, Mapping &
Addressing

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VARIATION GUIDE