

### What is a Variation?

A Variation application is a request to change a required minimum or maximum measurement (sizes, distances, heights, site coverage, and uses) that are set out 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 determine if the application should proceed to the next step.

### Submitting an application?

The Variation application form is available at the office or is found on our web site at [www.ritshot.com](http://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 considers planning matters on the third Wednesday of every month at 7pm. The application must be received no later than 15 days prior to the next meeting date. RM Administration staff 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-metre distance of the affected property and posted at two different public places. The notice will indicate the applicant & owner's name, the location of meeting, location & map of the affected property, the time & date of the hearing and a brief description of the change of use.

### What is your role?

Any person who has concerns about 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. Anonymous letters 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 variations requested do not exceed 15% of the zoning by law requirements. Cost of application is \$100.00.

**ANONYMOUS LETTERS OR PHONE CALLS OBJECTING THE APPLICATION WILL NOT BE CONSIDERED.**

**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.**

**For further information please call our office:**

**RM of Ritcho  
PLANNING DEPARTMENT**

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# VARIATION GUIDE

