



What is a Conditional Use?

A Conditional Use application is a request to change the use of land or a building that is described in the Zoning By Law.

Examples of changes:

Changing a Residence to a Restaurant.

Contractor's yard in an existing barn.

Photo Studio in an attached garage.

Hair Dresser in a residential basement

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 Conditional Use 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 of use.

When to submit an application?

Upon receiving the application, the Municipality must hold a public hearing to consider the application. Council considers planning matters the third Wednesday of every month at 7 pm.

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

Municipal Administration 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.

A copy of the Conditional Use is sent to the Minister's office for circulation.

What is your role?

Any person who has concerns about the conditional use 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.

During the Hearing?

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

Concerned citizens can 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 ask for the applicant to enter a Development Agreement with the Municipality.

Anonymous letters or phone calls objecting the application will NOT be addressed at the meeting.

COUNCIL'S DECISION IS FINAL AND CANNOT BE APPEALED.

COUNCIL MAY REVOKE THE AUTHORIZED CONDITIONAL USE FOR ANY VIOLATION OF ANY OF ITS CONDITIONS.

THE CONDITIONAL USE APPROVAL EXPIRES IF IT IS NOT ACTED ON WITHIN 12 MONTHS.

THIS INFORMATION BROCHURE IS MEANT TO BE A GENERAL GUIDE THAT BRIEFLY EXPLAINS THE CONDITIONAL USE 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 RITCHOT
PLANNING DEPARTMENT**

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CONDITIONAL USE GUIDE

