



# Rossburn Municipality

Box 100, Rossburn Mb R0J 1V0

Ph: 204-859-2779

municipaloffice@rossburn.ca

Development Officer/Building Inspector: Willie Brown

Ph: 204-773-6360

email: wlbrown@mymts.net

## Application Type

Demo Permit \$145.00  Variation \$300.00 (Minor Variation)\$50.00  Conditional Use \$300.00  Building Permit

Dev Permit \$100.00  Zoning Bylaw Amendment \$500.00  Dev Plan Amendment \$2,000.00

Name of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner(s) : \_\_\_\_\_

Civic Address of Property : \_\_\_\_\_ Roll Number : \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

### Application Requirements

Detailed Site Plan  Letter of Authorization  Status of Title  Application Fee \$ \_\_\_\_\_

Detailed Letter of Intent  Letters of Support (Optional)

***Application will NOT be accepted until all of the required information has been submitted***

Summary of Proposal (Please elaborate in Letter of Intent ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Owner: \_\_\_\_\_

Owner: \_\_\_\_\_ Owner: \_\_\_\_\_

Owner: \_\_\_\_\_ Owner: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_ E-mail : \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Address (Mailing) \_\_\_\_\_ E-mail : \_\_\_\_\_

The personal information you are providing is being collected under the authority of the Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act.

**\* FEES ARE PAYABLE BY CASH, CHEQUE ( Payable to Rossburn Municipality ) OR DEBIT. NO CREDIT CARDS\***

### FOR OFFICE USE ONLY

Development Plan \_\_\_\_\_ Zoning Bylaw \_\_\_\_\_

Application received by \_\_\_\_\_ Date Received \_\_\_\_\_

Amount Received \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ File Number \_\_\_\_\_



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## Writing a Letter of Intent

A letter of intent should provide Council with as much detail as possible about the proposal. The following information (when applicable) should be included with your application. Please write in letter format and address all letters to the attention of Rossburn Municipality.

- ◆ What are you proposing to do?
- ◆ Where are you proposing to do this? (civic address / legal description roll number)
- ◆ What are the reasons for your proposal?
- ◆ Are there any environmental concerns? What has been done to address those concerns? (Smoke, emissions, noise, traffic, dust, vibrations, etc.)
- ◆ What are the neighbouring uses in the area? (Residential, commercial, etc.) Does your proposal fit in?
- ◆ Will there be any outdoor storage associated with the use? If yes, where and will it be visible?
- ◆ What provisions for fencing, landscaping and drainage have been made?
- ◆ Any other details that will create a clear picture of the proposed use. (Sketch, photo, etc.)
- ◆ Proposed Start and Completion date.

If you are proposing a business, please include the following information:

- ◆ What are your hours of operation? Is the business by appointment or drop-in? Is the business only retail or wholesale? Will you be doing repairs?
- ◆ How much traffic will be generated by the proposed business? How many customers would be considered normal? Are there peak hours or is the customer flow steady throughout the day?
- ◆ How is parking addressed? How many onsite parking spaces have been provided? Do you have any accessible (handicap) parking spaces? Do you have any loading spaces? (See someone in the Planning and Zoning Department for required dimensions of each parking spot and for your specific requirements)

If you would like more information on what to include in a letter of intent, please contact staff at the Rossburn Municipality.



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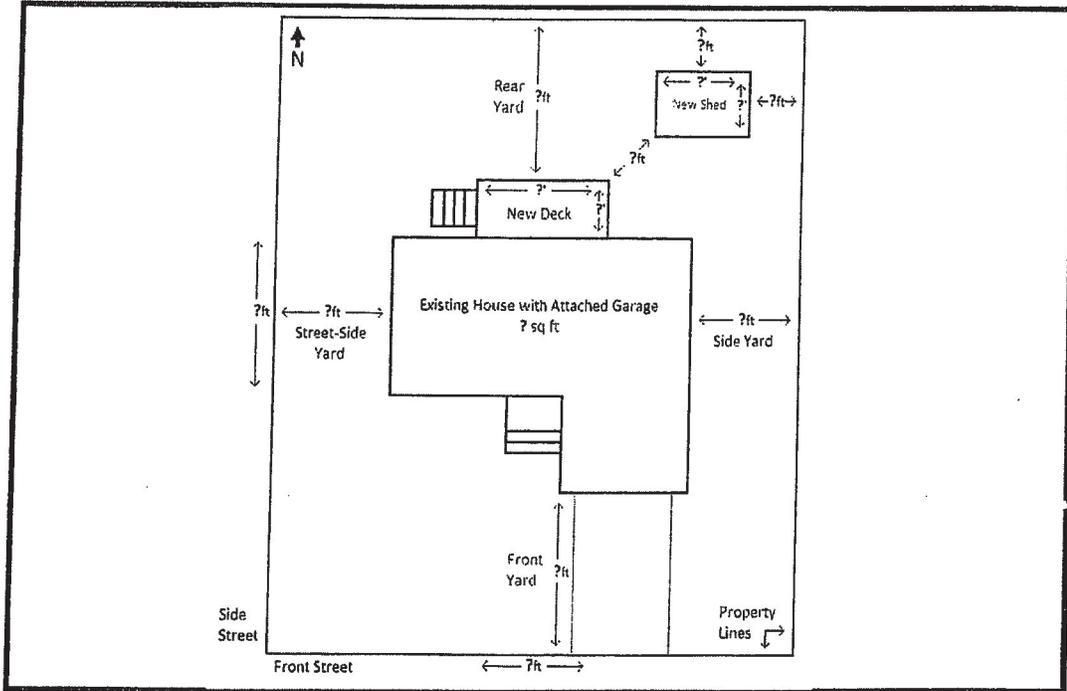
Development Officer / Building Inspector

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## Site Plan Guide

*Sample*



### Please Label:

- ◆ Name, Property Address & Date
- ◆ Property Dimensions
- ◆ Proposed & Existing Buildings, Structures & Accesses
- ◆ Total Square Footage of Existing Building/Structure that is Adjacent to Proposed
- ◆ Distance between Proposed and any Adjacent Building/Structure from the Furthest Most Projection. (e.g.: Eave to Deck) ☐ Distances to All Property Lines (regardless of size of lot)
- ◆ North, Front of the Property, Surrounding Streets, Parking, Easements

### Please Consider:

- ◆ Development Agreement Requirements
- ◆ Swales/Drainage
- ◆ Wells
- ◆ Septic
- ◆ Water Bodies
- ◆ Elevation Changes
- ◆ Service Lines



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