

Every effort has been made to ensure the accuracy of the information contained in this brochure. However, in case of a discrepancy between this brochure and the respective By-laws, the applicable By-law will take precedence.

Please call for further information.

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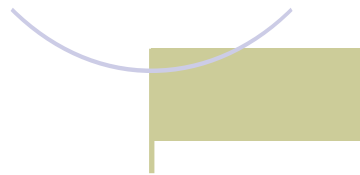
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December 2012



GENERAL PLANNING INFORMATION GUIDE

*Variations
Conditional Uses
Zoning By-Law Amendments
Development Plan Amendments*



***Portage la Prairie
Planning District***



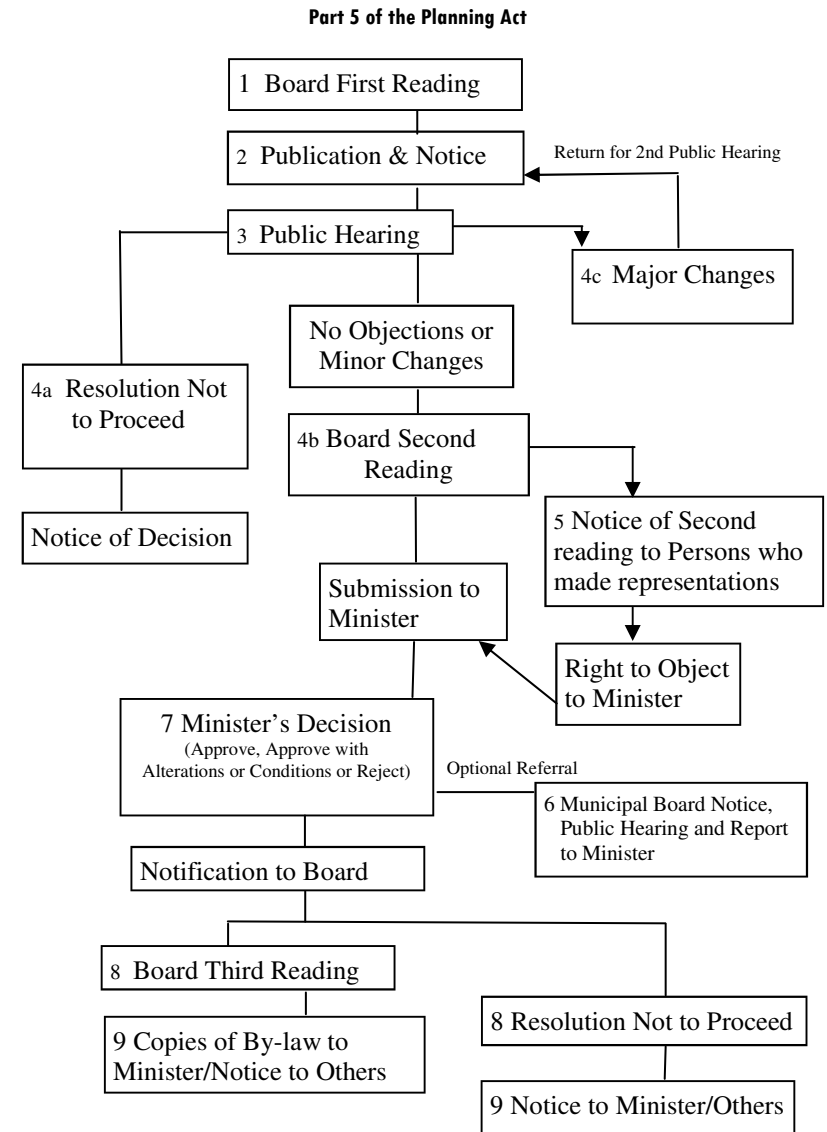
WHAT PROCESS IS INVOLVED IN AN APPLICATION FOR A VARIATION OR CONDITIONAL USE?

- When the applicant is applying, the following items are required:
survey certificate;
status of title;
site plan showing the area affected as well as what is to be adjusted. The more information the better.
- A hearing date is set with Council
- The application is circulated to all City Departments for comments (City of Portage la Prairie only) .
- A notice is sent by mail to residents located within 100 m (330 ft.) of the property line in question.
- Once comments are received, a report is presented to Committee of Council and then to Council on the hearing date specified. Anyone wishing to make presentation to Council regarding the application are permitted to do so at the hearing.
- Council will then approve/deny the application. Council may at this time include conditions of approval on the application. An Order is then issued to the applicant/owner approving or denying the application. The Decision of Council is mailed to the applicant and to any person who made representation at the hearing.
- Expiry of Approval - the approval of Council shall expire and cease to have any effect if it is not acted upon within twelve (12) months of the date of the decision, unless it is renewed prior to the expiry date at the discretion of Council for an additional period not exceeding twelve (12) months.

WHAT TIMELINES ARE INVOLVED?

The timelines for a Variation or Conditional Use process is approximately 40 days.

DEVELOPMENT PLAN ADOPTION AND AMENDMENT



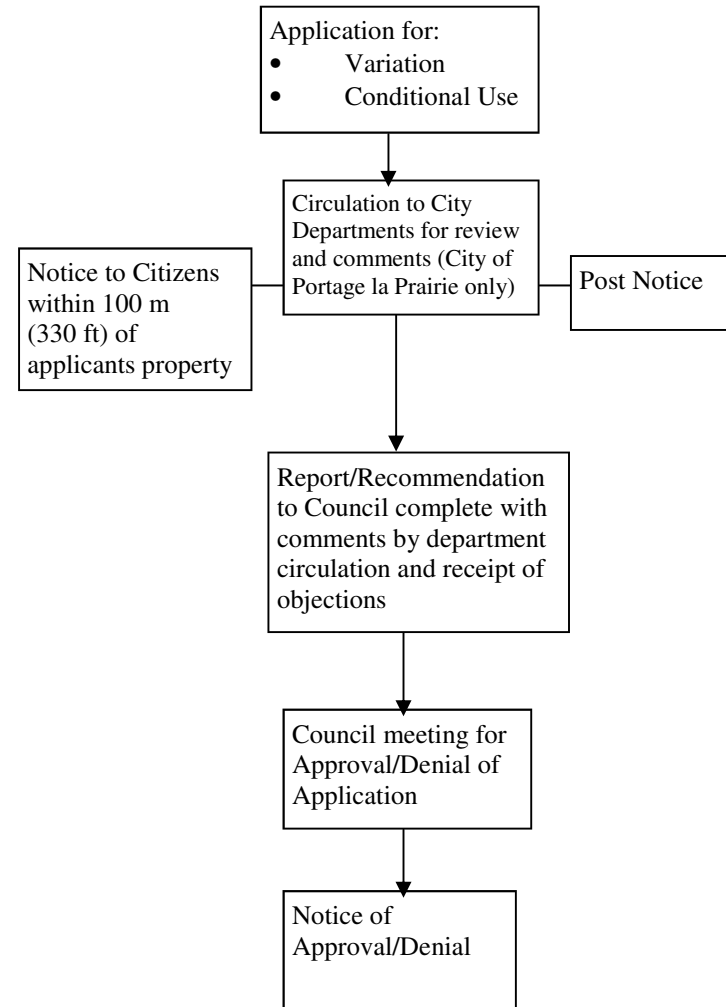
DEVELOPMENT PLAN ADOPTION AND AMENDMENT

Planning Act Reference:
Part 5

STEPS	DESCRIPTION
1.	Board First Reading
2.	Notice (for development plan) A) Publish notice in newspaper B) Mail Notice to: i) the applicant (if any) ii) the Minister iii) adjacent municipalities or planning districts iv) municipalities within the planning district v) adjacent property owners
3.	Public Hearing
4.	Board Decisions A) Resolution not to proceed and Notice of Decision B) Board Second Reading i) with no objections or minor changes - go to step 7 ii) with objections - go to step 5 C) Major changes made to by-law - go to step 2
5.	Notice to Objectors A) No further appeals - go to step 7 B) Further appeals received—go to step 6
6.	Municipal Board Hearing A) Confirm or refuse the by-law B) Confirm the by-law subject to conditions
7.	Minister’s Decision
8.	Board Third Reading OR Resolution not to Proceed
9.	Notice of Decision

APPLICATION FOR VARIATION AND CONDITIONAL USE PROCESS

Planning Act Reference:
Part 6 – Variation
Part 7 – Conditional Use



ZONING ADOPTION AND AMENDMENT PROCEDURE

Planning Act Reference:
Part 5

STEPS	DESCRIPTION
1.	Council First Reading
2.	Publication & Notice A) Publish notice in newspaper B) Mail Notice to: i) the applicant (if any) ii) the Minister iii) adjacent municipalities or planning districts iv) municipalities within the planning district v) adjacent property owners
3.	Public Hearing
4.	Council Decisions A) Resolution not to proceed and Notice of Decision - go to Step 8 B) Council Second Reading i) with no objections - go to step 7 ii) with objections - go to step 5 C) Major changes made to by-law - go back to step 3 D) Minor changes
5.	Notice to Objectors A) No further appeals - go to step 7 B) Further appeals received—go to step 6
6.	Planning District OR Municipal Board Hearing A) Confirm or refuse the by-law B) Confirm the by-law subject to conditions *If objection from a public authority, the by-law must be referred to the Municipal Board.
7.	Council Third Reading
8.	Notice of Decision

ZONING ADOPTION AND AMENDMENT PROCEDURE

