

**Prior to submitting a formal application, you may wish to contact the Planning Department for a preliminary consultation.**

Contract Zoning is the process of rezoning land to accommodate specified uses or developments subject to conditions, terms or time limits agreed upon by the applicant and City Council in compliance with The Planning and Development Act, 2007.

Applications for Contract Zones will be deemed to be either minor or major as follows:

**Minor:** Amendment to an existing agreement

**Major:** All other contract zones

Contract Zoning is utilized when City Council enters into a zoning contract or agreement with an individual or individuals, for the rezoning of land to permit the carrying out of a specified proposal, where the proposal is consistent with the following:

- 1) A Contract Zone may be designated only on:
  - a) Small or irregularly shaped lots;
  - b) Lots restricted by physical barriers such as water courses, slopes, roadways, railways; or
  - c) Infill sites in higher density residential or mixed use areas; or
  - d) Sites accommodating unique development opportunities.
- 2) No Contract Zone shall be designated on a part of a building or structure based on the leasehold interest of a lessee in the land on which the building or structure is situated.
- 3) The types of conditions which may be included in a contract zoning agreement are as follows:
  - a) The uses of the land and buildings or the forms of development;
  - b) The site layout and external design, including parking areas, landscaping and entry and exit ways, but not including the colour, texture or type of materials and architectural detail;
  - c) Time limits within which any part of the described proposal or terms and conditions imposed shall be carried out; and
  - d) On the rezoning of the land, none of the land or buildings shall be developed or used except in accordance with the proposal, terms and conditions and time limits prescribed in the agreement.

### **When does a Contract Zoning Agreement become void?**

In the event the land or buildings are developed or used contrary to the provisions of the contract, or the development fails to meet any time limit which may be prescribed in the agreement, Council may declare the agreement void and the land would revert to the district to which it was subject before the rezoning.

## Application Requirements

The following is required:

- 1. A completed application form with all questions answered and signed by the applicant and the owner (if different)  
**Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.**
- 2. A cheque payable to the City of Regina, reflecting the current application fee. Please contact the Planning Department at 777-7551 to obtain the current application fee;  
**Application fees are required to be paid in full at the time of application**
- 3. Property titles for all affected lands
- 4. 1 full-scale set and 1 set of legible reduced (8.5" x 11") of the following plans:
  - Site plan (see below)
  - Conceptual landscape plan (at same scale as site plan) demonstrating the applicants ability to comply with Zoning Bylaw requirements regarding landscaping.
  - Floor plan showing the dimensions of each floor; and
  - Plan showing the elevations of the building.

**The site plan must be drawn to scale in metric units and contain the following information:**

- (a) overall dimensions of site
  - (b) all streets and lanes bordering on the property,
  - (c) the location of all parking and loading areas, including a summary of the number and the exact dimensions of all parking and loading stalls;
  - (d) graphic scale, which shall be no smaller than 1:50;
  - (e) a north arrow oriented toward top of page;
  - (f) a legend showing:
    - date of plan
    - prepared by
    - civic address
  - (g) dimensions of yard setbacks, principal and accessory buildings;
  - (h) the intended density, height, number of units, horizontal and vertical distribution of uses;
  - (i) traffic circulation patterns including vehicle entry and exit points, as well as points of major pedestrian access to proposed buildings on the site, including walkways and driveways;
  - (j) landscaped areas and onsite amenities;
  - (k) the location and height of all required and optional fences;
  - (l) the location and dimension of all existing and proposed buildings on the site;
  - (m) the location of all transit stops, if any;
5. JPG copies off all proposed plans

**Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.**

## Refund Policy

Should you wish to withdraw your application after submission, the following refund policy will apply:

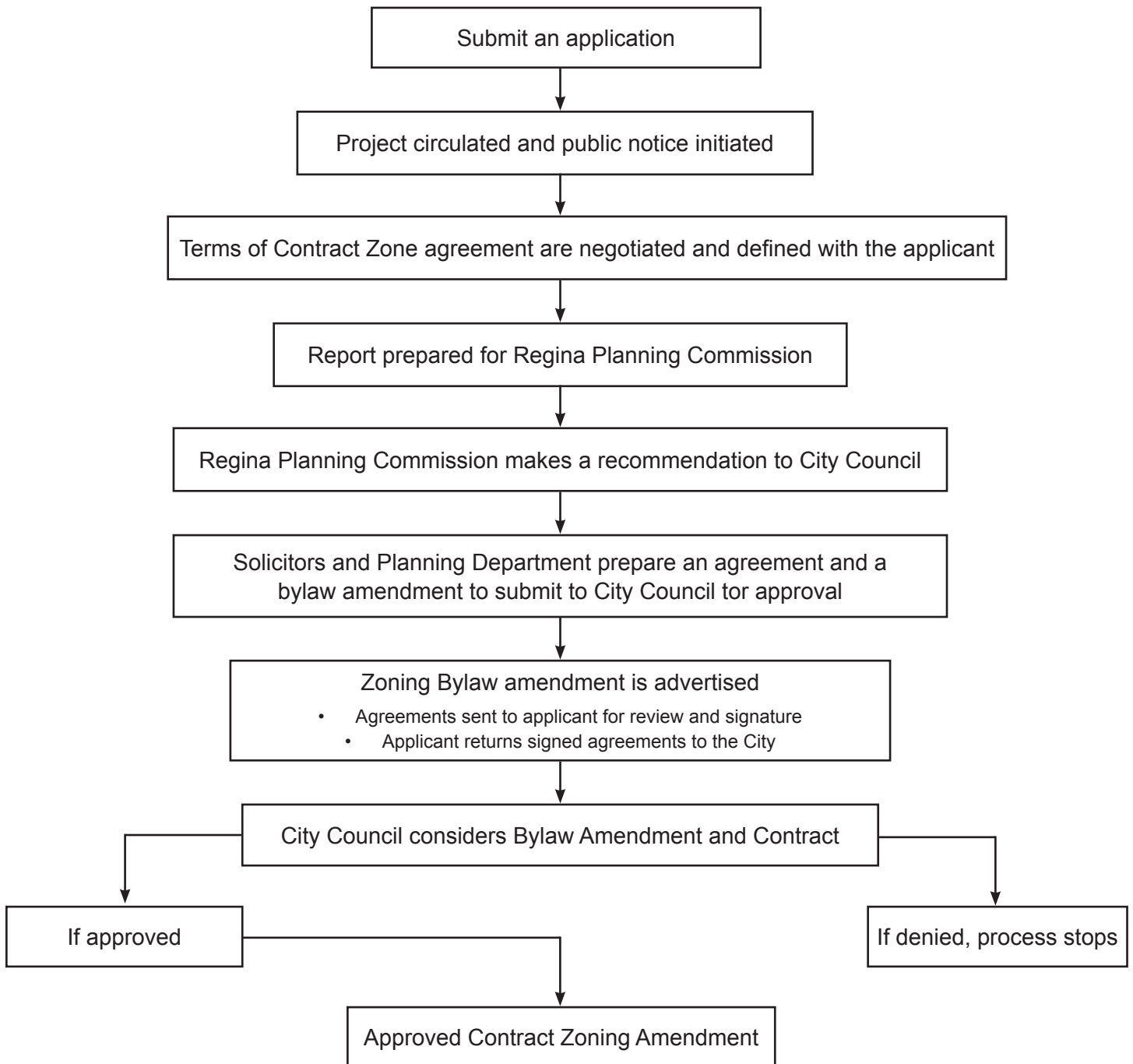
- 75% of the fee will be refunded if withdraw before circulation
- 50% of the fee will be refunded if withdrawn after circulation but prior to advertisement in the newspaper
- 0% of the fee will be refunded if withdrawn after the report is prepared for Committee and Council.

## Submission

Submit the completed application form, the required application fees, plans and supporting documents to:

Planning Department  
City of Regina  
9th Floor, City Hall  
P.O. Box 1790  
Regina, Saskatchewan, S4P 3C8

# Contract Zoning Procedure





Do you intend to apply for any City Housing Incentives? (check all that apply)

- checkbox Tax Incentive
checkbox Capital Grant

FOR OFFICE USE ONLY

Application #: \_\_\_\_\_
Date Fee Paid: \_\_\_\_\_
Pymt Amount: \_\_\_\_\_

Contract Zoning Application

Applicant

- checkbox Registered Owner
checkbox Representative of Owner
checkbox Option to Buy

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Present Owner (if different from Applicant)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Subject Property

Address: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No: \_\_\_\_\_

1/4: \_\_\_\_\_ Sec: \_\_\_\_\_ Tp: \_\_\_\_\_ Rg: \_\_\_\_\_ W 2nd Meridian: \_\_\_\_\_

Agent/Engineer/Architect/Contractor

**Present Use of Buildings and Property (be specific)**

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**Proposed Use of Buildings and Property (be specific)**

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**Reasons for this Request**

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**Proposed Terms of Contract (i.e. conditions to be included)**

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Please check here if you intend to apply for condominium approval

**Please ensure you have attached**

Application Fee     Property titles     Required plans     JPG copies of plans

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

\_\_\_\_\_  
Signature of Owner (if different from applicant)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date