

PLANNING AMENDMENT APPLICATION



Rural Municipality of Ellice – Archie

Box 67 McAuley, MB R0M 1H0

204-722-2053 / mcauley@rmofellicearchie.ca

204-683-2241 / stlazare@rmofellicearchie.ca

The undersigned hereby applies for a Permit in accordance with this application; all by-laws and regulations applicable thereto, and all conditions stated on the reverse. The accuracy of the information which follows and the accompanying plans and specifications with the representation therein are the responsibility of the owners and are hereby made part of the application.

APPLICATION FOR

☐ **VARIATION ORDER**

☐ **CONDITIONAL USE**

☐ **ZONING BY-LAW AMENDMENT**

☐ **DEVELOPMENT PLAN AMENDMENT**

Description of Project:

Description of Amendments Requested:

Property Information

☐ **Residential**

☐ **Commercial**

☐ **Agricultural**

Roll Number: _____

Civic Address: _____

Urban: Lot Block Plan

Rural: NW SW NE SE Section Township Range

Lot Size (LxW): _____

Acres: _____

Contact Information

Applicant: _____

Registered Landowner: _____

Mailing Address: _____

Mailing Address: _____

Town / Postal Code: _____

Town / Postal Code: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Accompanying Information Checklist:

☐ **Application Fee \$** _____

(Fee Calculation Shown on Reverse)

☐ **Site Plan** (or any associated Building / Development Applications)

Applicant (print): _____

Signature: _____

Date: _____

Landowner (print): _____

Signature: _____

Date: _____

FEE CALCULATIONS

Fees Schedule established with By- Law #04-2026

4.1	VARIANCE AND CONDITIONAL USE	
a.	Variation Order	\$350.00 (includes advertising)
b.	Minor Variation Order	\$100.00 (includes advertising)
c.	Conditional Use	\$350.00 (includes advertising)
d.	Combo VO + CU	\$560.00 (includes advertising)

4.2	PLANNING DOCUMENT AMENDMENTS	
a.	Zoning By-Law Amendment	\$900.00 (includes advertising)
b.	Development Plan Amendment	\$1,600.00 (includes advertising)
c.	Combo Zoning BL + Dev Plan in relation to the same project	\$2,200.00 (includes advertising)

5.1	PENALTY FEES FOR NON-COMPLIANCE	
a.	Failure to obtain a permit prior to the commencement of the actual work, through neglect, or for any other reason	Fees double normal rate for applicable permit.
b.	Where work is not ready for inspection at the time for which the inspection was called	\$95.00/hour + mileage (as per RM approved rates)
c.	Additional inspection (Re-Inspection) due to deficiencies related to a permit	\$95.00/hour + mileage (as per RM approved rates)

EXPLANATION OF APPLICATION TYPES

Conditional Use Orders

The municipal Zoning By-Law divides a Municipality / Town into different zones where compatible uses of land, buildings and structures permitted. There are certain uses, designated “Conditional Uses”, which can not properly be permitted in any zone without consideration, in each case, consideration is given regarding the impact of those uses upon neighboring land.

Variation Order & Minor Variation

A Variation Order may be applied for to request relief from the prescribed provisions in the applicable Zoning By-Law. In some cases, Minor Variation may be applied for if the variation request is within 15% of the required amount to be varied. The Development Officer has the authority to grant a Minor Variation.

Development Plan & Zoning By-Law Amendments

Council may on its own initiative or at the request of an applicant amend a Zoning By-Law if the council agrees. An application to amend a Municipal Zoning By-Law or the Rural Municipality of Ellice – Archie Development Plan shall be made to the Council of the RM of Ellice – Archie.

PROCESSES

Variation Order and Conditional Use Orders

1. After receipt of an application, the Development Officer will book the next available time with the Council for a public hearing. As the MB Planning Act requires notice to be sent to the surrounding properties within a 100M radius 14 days before the hearing, the next council meeting may be up to 4 weeks from the day of application receipt.
2. At the hearing, Council will hear from the Development Officer, the Applicant/Owner, and any member of the public in attendance that wishes to speak to the application.
3. If Council requires more information, the hearing will be adjourned to a later set time and date. If Council feels they have enough information to decide after representations are made, they will close the hearing and either approve or reject the application.
4. Decision of Council is final and can not be appealed.

Zoning By-Law Amendment

1. After receipt of an application, the Development Officer will have an amending by-law drafted and sent to Council for 1st reading.
2. At 1st reading, Council will consider the validity of the application, the conformity to the Development Plan and whether the application is a repeat of a previously turned down application. If Council votes the 1st reading down, the application is defeated and the decision can not be appealed.
3. If Council votes for 1st reading, the Development Officer will then set a date for a public hearing. In regard to required notice as set forth in the MB Planning Act, this could take up to 40 days.
4. If no objections are made at the public hearing, council may then give the by-law 2nd and 3rd reading once the public hearing is closed.
5. Council may decide to wait until the next council meeting to give 2nd or 3rd reading.

Development Plan Amendment

1. After receipt of application, the Development Officer will have an amending by-law drafted and sent to the Council for 1st reading.
2. At 1st reading, the Council will consider the merit of the application and whether the application is a repeat of a previously turned down application. If Council votes the 1st reading down, the application is defeated and the decision can not be appealed.
3. If Council votes for 1st reading, the Development Officer will then set a date for a public hearing. In regard to required notice as set forth in the MB Planning Act, this could take up to 40 days.
4. If no objections are made at the public hearing, the Council may then give the by-law 2nd reading once the public hearing is closed.
5. The Council may decide to wait until the next board meeting to give 2nd reading.
6. Notice of 2nd reading will then be forwarded to the Minister for approval.
7. The Council will not give 3rd reading to the amending by-law until approval from the Minister is received. Once Ministerial approval is received, the Council may give the amending by-law 3rd reading.