



# **Garden River First Nation Development Approvals Procedure**

May 2015



**Report to:**

**Garden River First Nation**

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## APPENDICES

### Appendix A Forms & Checklists

- Site Plan Package Checklist
- Community Plan Amendment Application Form
- Zoning Amendment Application Form
- Zoning Variance Application Form



## 1.0 Purpose

The purpose of the Development Approvals Procedures is to provide direction pertaining to how the Zoning Law and Land Use Plan should be referenced as development of land at Garden River First Nation proceeds. It outlines the roles and responsibilities of GRFN Chief and Council, staff, and the Development Proponent (person wanting to build) and the information that needs to be provided throughout the development planning process. It is intended to ensure that the best interests of Garden River First Nation are considered in the development process and that an appropriate decision can be made on whether development should proceed based on the direction provided in the Land Use Plan, Zoning Law, and any other relevant documents.



## 2.0 Background

Between 2013 and 2015, Garden River First Nation (GRFN) prepared a Land Use Plan, Zoning Law, and an Allotment Policy. These documents will provide guidance and direction on how land should be allocated developed at GRFN.

The intentions of the Allotment Policy are to:

- Provide direction for how new Allotments of Community Land should be made available for allotment to Band Citizens for residential use.

The intention of the Land Use Plan is to:

- Provide direction for how land should be developed on GRFN's reserve in the future;
- Ensure that land is developed in a manner that preserves long-term value; and
- Ensure that land Development supports the continued growth and evolution of the community.

The intentions of the Zoning Law are to:

- Divide GRFN into specific land use zones to provide direction on how land is to be used and developed;
- Provide direction to Development Proponents of GRFN land, including GRFN itself, on what type of land development is acceptable in different zones;
- Provide specific regulations on how land is developed on the GRFN reserve;
- Prevent conflicting land uses between neighbouring properties; and
- Preserve economic and social value in land by ensuring that land development occurs in an orderly and logical manner and avoids ad hoc decision making.

In order to ensure that these plans are referred to as Development occurs at GRFN, this document has been created to guide GRFN through the implementation of the Allotment Policy, Land Use Plan and Zoning Law and the use of these important policy documents for all future development in GRFN.



## 3.0 Key Definitions

**Allotment** means a parcel of Garden River Land to which a Member has a right of possession (e.g. certificate of possession) as a result of that land having been allotted to him / her under section 20 of the *Indian Act*.

**Citizen** means a person whose name appears on the Garden River membership list.

**Community Land** means any Garden River Land which is not subject to an Allotment, Designation or other exclusive interest other than that of Garden River First Nation.

**Designated Land** means any Garden River Land which has been designated for the purpose of the lands being leased or other right or interest in the lands being granted, pursuant to section 38(2) of the *Indian Act*.

**Development** – includes subdivision, excavation and grading, and/or construction of buildings on Garden River Land.

**Development Proponent** – is the person and/or organization wanting to initiate development on a parcel of Garden River land. This can include landowners, landowner representatives, lessees, sub-lessees and GRFN when initiating new development (i.e. construction of new development (i.e. homes, businesses, common facilities and such)).

**Density** – density is calculated by dividing the number of residential units or floor space by the land area. For example, an apartment building with 30 units constructed on a 0.5 ha lot would be said to have a density of 60 units/ha.

**Garden River Land** means:

- a. Garden River Indian Reserve # 14; and
- b. Any lands set apart Canada in the future as reserve lands of Garden River First Nation

**Site Plan Package (Small Development)** – this is submitted by the Development Proponent for review by the ERCD Department for developments that are less than 3 acres of land or 3 lots/residential units for residential development (i.e. building a house) or for commercial and institutional use consisting of less than 250 sq. metres of floorspace (2150 sq. ft.) for commercial and institutional development. A Site Plan Package (Small Development) includes:

- Current Land Use type for the land as identified on the relevant Land Use Plan map;
- The Land Use type in the Land Use Plan that best describes the proposed development;
- A description of the development;
- Proof of insurance acceptable to Garden River First Nation;



- A scaled drawing that shows the location of buildings in relation to property lines and adjacent buildings;
- Survey documentation;
- Review of sewage disposal method. If an individual septic field is proposed, proof that the lot can accommodate a replacement field in the future;
- For lots not connected to the community water system, proof of potable water (drinking water) on the lot; and
- Description of any areas of archeological and cultural significance and protection measures to be used.

**Site Plan Package (Large Development)** - this is submitted by the Development Proponent for review by the ERCD Department for developments that consist of more than 3 acres of land or lots/residential units or for commercial or institutional use consisting of more than 250 sq. metres floorspace (2150 sq. ft.). A Site Plan Package (Large Development) includes:

- Current Land Use type for the land as identified on the relevant Land Use Plan map;
- The Land Use type in the Land Use Plan that best describes the proposed development;
- A scaled drawing that shows the location of buildings in relation to property lines and adjacent buildings;
- A landscape drawing that illustrates the location of trees and vegetation and type of ground cover (i.e. grass);
- Survey documentation;
- Review of sewage disposal method. If an individual septic field is proposed, proof that the lot can accommodate a replacement field in the future;
- For lots not connected to the community water system, proof of potable water (drinking water) on the lot;
- Conceptual drawings illustrating the development;
- A guarantee of funding/financing to complete the construction;
- Proof of insurance acceptable to Garden River First Nation;
- Description of impacts to the Garden River economy, environment, and community;
- Description of any environmentally sensitive areas and archeological assessments and proposed remediation measures; and



- For commercial and industrial development, a business plan summarizing who will be operating the business, how many people will be employed, opportunities for Garden River First Nation members to be employed, typical operating characteristics must be submitted.

**Site Plan Package Checklist** – is used by GRFN staff to review the Site Plan Package submitted by the Development Proponent. The Site Plan Package Checklist may be reviewed by Chief and Council as part of a staff submission package.

**Land Use Plan Map** – this is Schedule A and B in the Land Use Plan and is a map illustrating the proposed land uses for land on GRFN. This map is referred to when determining if a proposed development's land use complies with the Land Use Plan.

**Land Use Plan Amendment** – a Land Use Plan amendment is required when a development requires a change to the Land Use Plan in order to be compliant with that plan and GRFN's vision of the community. For instance, if a piece of land has been identified on the Land Use Plan Map for residential development, and the proposed development is for commercial purposes, an amendment to the Land Use Plan is required.

**Zoning Amendment** – a Zoning Amendment is required when the development proposes a change to land use, or density. For instance, a parcel of land currently zoned Future Development needs to be amended to a different 'zone' to accommodate a different use as outlined in the Zoning Law.

**Zoning Variance** – a variance is required when the development is not compliant with the size, dimensions, height or siting of buildings or structures as stated in the Zoning Law and the proposed development results in a change of less than 10% of the applicable measurement. For instance, if the Zoning Law requires that buildings be sited 5.0 metres from the property line, and the site plan indicates that the building will only be 4.5 metres from the property line, a variance will be required. Issues that trigger the need for variances are generally at the neighbourhood level and usually have little impact at the community-wide level. A variance should not be used to accommodate a change in land use.





## 4.0 Implementation – Community Plan and Zoning Law Adoption

The Allotment Policy, Land Use Plan and Zoning Law have been adopted by Band Council Resolution and are therefore official policies of Garden River First Nation. In this regard, they should be referenced with any new Development.

### 4.1 Roles and Responsibilities

The following outlines the roles and responsibilities for Garden River First Nation Chief and Council and staff to move forward with implementing the Community Plan and Zoning Law:

**Chief and Council** – is responsible for adopting the Allotment Policy, Land Use Plan and Zoning Law and approves any amendments or variances to these documents.

**Economic Resource and Community Development (ERCD) Department** – will review the Site Plan Package to ensure compliance with the Land Use Plan and Zoning Law.

**Public Works Department** – provides support to the ERCD Department on technical matters associated with siting and infrastructure such as water, sewer, roads, stormwater management, etc.

**Lands and Resources Department** – provides support to the ERCD Department on technical matters regarding issues relating to land, including its allocation and is responsible for administering the Allotment Policy.

**Housing Department** – provides support to the ERCD Department on issues relating to housing and residential uses.

**Technical Review Committee** – this is a committee that will be established to review potential amendments to the Zoning Law and Land Use Plan. The Technical Review Committee will be formed on an as-needed basis and should consist of staff members from the ERCD, Public Works, and Housing Departments; relevant portfolio holders; and Elders.



## 5.0 Obtaining Garden River Land for Development

Section 4 explains the process for Citizens and non-Citizen Development Proponents to obtain a legal interest in Garden River Land.

### 5.1 New Allotments of Community Land

Allotments are only available to Citizens, and only for residential purposes.

The policies and procedures which apply to new Allotments of Community Land are set out in the Garden River First Nation Allotment Policy approved by Council on April 28, 2015, and as amended by Council from time to time.

A Member wishing to apply for an Allotment may do so by submitting an application to the Lands and Resources Officer and taking all other steps required by the Allotment Policy.

### 5.2 Leases and Other Interests in Designated Land

Citizens and Non-Citizens may apply to obtain a lease (or other interest such as a right of way for services, Chief and Council right-to-use and occupy) in Garden River Land only once the land has been designated as required under the *Indian Act*.

All designations and leases must be consistent with the Land Use Plan, Zoning Law, and these Development Approvals Procedures, as well as any applicable AANDC requirements.



## 6.0 Key Processes for All Development

Section 5 outlines the process for amendments or variance applications to the Land Use Plan and/or Zoning Law.

The processes outlined in this section must be followed by all Development Proponents - whether the Development is occurring on an Allotment, Designated Land, or Community Land.

### 6.1 Site Plan Package Review

For every proposed Development, the Development Proponent must submit a Site Plan Package. Requirements for the package contents depend on the size of the proposed development with guidance provided in Section 2.0. Members who are applying for a new Allotment of Community Land may submit the Site Plan Package together with the Allotment Application Form (refer to Schedule A of the Allotment Policy).

The ERCD Department reviews the Site Plan Package and description of development using the Site Plan Package Review Checklist (refer to Appendix A) to ensure that it complies with the Land Use Plan and the Zoning Law. The ERCD Department completes the Site Plan Package Review Checklist and signs it. If the development adheres to the Land Use Plan and Zoning Law, then it can proceed. If elements of the Site Plan Package do not comply with the Land Use Plan and/or Zoning Law, then amendments and/or variances may be required which involve separate processes.

#### **Process:**

1. ERCD Department receives the Site Plan Package from the Development Proponent (even if the Development Proponent is GRFN).
2. ERCD Department reviews the Site Plan Package.
3. ERCD Department fills in the Site Plan Package Review Checklist (refer to Appendix A) to determine compliance with the Land Use Plan and the Zoning Law regulations and associated maps.

#### ***If the Site Plan Package conforms to the Land Use Plan and the Zoning Law:***

1. ERCD signs the Site Plan Package Review Checklist and submits the Site Plan Package and Site Plan Package Review Checklist to the Manager of Public Works for review.
2. The Manager of Public Works reviews the Site Plan Package and the Site Plan Package Review Checklist and signs off if in agreement with the ERCD Department's findings.
3. Staff will submit the Site Plan Package Review Checklist as part of the submission package to Chief and Council for informational purposes (Chief and Council review/approval is not required).
4. The Development Proponent is informed that the proposed development meets the requirements of the Land Use Plan and Zoning Law and are granted permission to commence construction.



## 6.2 Non-Conformance with Land Use Plan

If the Site Plan Package does not conform to the Land Use Plan land use described for the site to be developed, the ERCD Department will inform the Development Proponent of how the development is not consistent with the policies established in the Land Use Plan. The Development Proponent, including if it is Garden River First Nation, has two options:

**Option 1.** Revising the Site Plan Package to comply with the Land Use Plan; or

**Option 2.** Seeking an amendment to the type of land use described for the lot in the Land Use Plan.

### Land Use Plan Amendment Process

A Land Use Plan Amendment is required if the proposed development requires a change in land use in order to comply with the Land Use Plan Map. If the Development Proponent chooses to seek an amendment, the process is as follows:

1. The Site Plan Package is reviewed by the Technical Advisory Committee to determine if it is advisable to consider an amendment process. If the Technical Advisory Committee considers it advisable to proceed with the amendment process, proceed to Step 2. If it is not advisable to proceed with the amendment process, the Development Proponent will be offered the opportunity to revise their Site Plan Package for reconsideration.
2. A Land Use Plan Amendment Application form, as provided in Appendix A, needs to be filled out by the ERCD Department. This form will outline the proposed amendment of the land use and the requirements of the Development Proponent for the amendment to be supported.
3. The Land Use Plan Amendment Application form is reviewed with the Development Proponent to inform them of any substantial planning work that may be required in order to obtain the amendment and to determine if they want to proceed with the process. This could include work such as traffic studies, noise studies, environmental studies, etc.
4. The Land Use Plan Amendment Application form is presented to Chief and Council. Chief and Council will review the Land Use Plan Amendment requirements and can choose to:
  - a. Approve the requirements;
  - b. Alter the requirements (this could mean reducing, increasing or changing the type of information that should be provided by the Developer to support their Amendment); or
  - c. Refuse to consider the Amendment altogether (Chief and Council does not feel it is in the best interests of the community to consider amending the Land Use Plan for this application).
5. If the Land Use Plan Amendment process is to proceed, the Development Proponent will work on providing the information they are required to provide for the Amendment process to proceed.



6. The ERCD Department will review the materials that were submitted by the Development Proponent. If necessary, other expertise will be utilized to review the materials, including a potential review by the Technical Advisory Committee and other departments such as Public Works. If these materials meet the requirements for the Land Use Plan Amendment, a report will be written to Chief and Council recommending the adoption of the Amendment. If the materials submitted by the Development Proponent are insufficient, the Development Proponent will have an opportunity to revise and re-submit until they meet the approval of the ERCD Department.
7. The ERCD Department will initiate citizen engagement on the proposed Amendment. Citizen engagement could consist of the following depending on the scale of Development that is proposed:
  - a. In-home discussions with each of the surrounding neighbours to determine if they are supportive of the proposed development.
  - b. Placing a sign on the subject land indicating the proposed amendment. The sign should be of a large size and constructed of durable materials and include the following information:
    - i. A map illustrating the boundaries of the land that the amendment applies to
    - ii. Identification of the existing and proposed land use type
    - iii. Instructions that feedback on the proposed development should be provided to the ERCD department.
  - c. Written notification mailed to surrounding CP holders and residents indicating the proposed amendment process, including the information that is required for the sign.
  - d. An open house, open to the entire community and hosted by the Developer to learn more about the proposed amendment and provide feedback. Written copies of feedback should be provided to the ERCD staff.
8. The ERCD Department will submit the Land Use Plan Amendment report to Council. This will include a written summary of comments provided by citizens.
9. Chief and Council will review the report on the Land Use Plan Amendment. If they vote to support the Land Use Plan Amendment, a Band Council Resolution will be prepared noting the Amendment to the Law. This Band Council Resolution becomes a part of the Law. If Chief and Council do not support the Amendment, the Development Proponent will be provided an opportunity to revise their application and resubmit for consideration.

### 6.3 Non-Conformance with Zoning Law

If the Site Plan Package does not conform to the Zoning Law, the process is as follows:

The ERCD Department informs the Development Proponent that the Site Plan Package does not conform to the Law. The Development Proponent has 2 options:



- Option 1.** The Development Proponent can revise their Site Plan Package to conform and resubmit for another Site Plan Package Review; or
- Option 2.** The Development Proponent can request that a Zoning Amendment or a Zoning Variance, depending on the situation, be granted.

### **Zoning Amendment Process**

A Zoning Amendment is required if a proposed development does not comply with the Zoning Law in terms of land use and/or density. If a Zoning Amendment is required, the following steps should be undertaken:

1. The Site Plan Package is reviewed by the Technical Advisory Committee to determine if it is advisable to consider an amendment process. If the Technical Advisory Committee considers it advisable to proceed with the amendment process, proceed to Step 2. If it is not advisable to proceed with the amendment process, the developer will be offered the opportunity to revise their Site Plan Package for reconsideration.
2. A Zoning Amendment Application Form, as provided in Appendix A, needs to be filled out by the ERCD Department. This form will outline the proposed amendment process and the requirements of the Development Proponent for the Zoning Amendment to be supported.
3. The Zoning Amendment Application Form is reviewed by the Public Works Manager to confirm if any further planning or engineering work is required.
4. The ERCD Department reviews the Zoning Amendment Application Form with the Development Proponent to inform them of any substantial planning or engineering work that may be required in order to obtain the zoning amendment and to determine if they want to proceed with the process.
5. If the Development Proponent decides to proceed, then the Zoning Amendment Application Form is presented to Chief and Council by staff as part of a submission package. Chief and Council will review the Zoning Amendment requirements and can choose to:
  - a. Approve the requirements;
  - b. Alter the requirements; or
  - c. Refuse to consider the rezoning altogether.
6. If the Zoning Amendment process is to proceed, the Development Proponent will work on the information they are required to provide for the Amendment to proceed.
7. The ERCD Department will review the materials that were submitted by the Development Proponent. If these meet the requirements for the Zoning Amendment, the Development Proponent will be able to move to the next step. If the materials submitted by the Development Proponent are insufficient, the Development Proponent will have an opportunity to revise and re-submit until they meet the approval of the ERCD Department.



8. The ERCD Department will initiate citizen engagement on the proposed Amendment. Citizen engagement could consist of the following:
  - a. In-home discussions with each of the surrounding neighbours to determine if they are supportive of the proposed development.
  - b. A sign could be placed on the subject land indicating the proposed amendment. The sign should be of a large size and constructed of durable materials and include the following information:
    - i. A map illustrating the boundaries of the land that the amendment applies to
    - ii. Identification of the existing and proposed land use type
    - iii. Instructions that feedback on the proposed development should be provided to the ERCD department.
  - c. Written notification mailed to surrounding CP holders and residents indicating the proposed amendment process, including the information that is required for the sign.
  - d. An open house, open to the entire community and hosted by the Developer to learn more about the proposed amendment and provide feedback. Written copies of feedback should be provided to the ERCD staff.
9. The ERCD Department will prepare a report to Chief and Council recommending adoption of the Zoning Amendment. The report will also include a summary of feedback received during the citizen engagement.
10. Chief and Council will review the report on the Zoning Amendment. If they vote to support the Zoning Amendment, a Band Council Resolution will be prepared noting the Amendment to the Law. This Band Council Resolution becomes a part of the Law. If Chief and Council do not support the Amendment, the Development Proponent will be provided an opportunity to revise their application and resubmit for consideration.

### **Zoning Variance Process**

A Zoning Variance is required if the development is not compliant with the size, dimensions, height or siting of buildings or structures as stated in the Zoning Law and the proposed development results in a change of less than 10% of the applicable measurement. Issues that trigger the need for variances are generally at the neighbourhood level and usually have little impact at the community-wide level. A variance should not be used to accommodate a change in land use.

If a variance is required, the following steps must be undertaken:

1. The Development Proponent will submit a request for a Zoning Variance.
2. A Zoning Variance Application Form will be filled out by the ERCD Department, detailing the reason for the proposed Zoning Variance and a recommendation to allow the variance or not.
3. The Zoning Variance Application Form will be reviewed by the Public Works Manager.



4. Adjacent landholders will be given an opportunity to provide input on the Zoning Variance.
5. Chief and Council will review the Zoning Variance and vote whether to support or deny the Zoning Variance application.





## Appendix A

# FORMS AND CHECKLISTS





**Type of Development**

Small size (less than 3 acres of land, less than 3 residential units, and less than 250 sq. m of industrial or commercial floorspace)

Large size (greater than 3 acre of land, more than 3 residential units, or greater than 250 sq. m of industrial or commercial floorspace)

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**Description of Proposed Development**

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**How will this development impact the Garden River community? (describe social, economic, and environmental impacts)**

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**Have environmentally sensitive areas on the parcel to be developed been identified and have strategies been identified to properly address these to the satisfaction of Garden River First Nation?**

Yes  No

**Is a Phase 1 Environmental Site Assessment required?**

Yes  No

**If a Phase 1 Environmental Site Assessment has been undertaken, has a mitigation strategy for addressing contaminated lands been developed to the satisfaction of Garden River First Nation?**

Yes  No  N/A

SITE PLAN PACKAGE CHECKLIST



**Has an Archeological Assessment been undertaken and have strategies been identified to protect key archeological and sacred areas?**

Yes    No    N/A

**Has an “Archeological Assessment Period of Discovery – Notice to Public”<sup>\*\*</sup> been undertaken?**

Yes    No    N/A

<sup>\*</sup>This provides GRFN Community Citizens thirty (30) days to provide input on any historical or sacred information to the lot being requested.

**Land Use**

Proposed Land Use: \_\_\_\_\_

Refer to Schedule A and B, Land Use Plan map, of the Land Use Plan

	<b>Current Land Use Check Box</b>	<b>Proposed Land Use Check Box</b>
General Residential	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Residential	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Unit Residential	<input type="checkbox"/>	<input type="checkbox"/>
Highway Commercial	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Recreation	<input type="checkbox"/>	<input type="checkbox"/>
Institutional	<input type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation	<input type="checkbox"/>	<input type="checkbox"/>
Public Works and Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
Community Core Area	<input type="checkbox"/>	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	<input type="checkbox"/>
Environmentally Sensitive Areas	<input type="checkbox"/>	<input type="checkbox"/>
Open Space	<input type="checkbox"/>	<input type="checkbox"/>
Sacred Lands	<input type="checkbox"/>	<input type="checkbox"/>
Natural Resource Area	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN PACKAGE CHECKLIST



	<b>Current Land Use Check Box</b>	<b>Proposed Land Use Check Box</b>
Future Development	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Will a Land Use Plan Amendment be required?  Yes  No

If yes, fill in Land Use Plan Amendment Application Form.

**Zoning**

Check current and proposed zoning for the site. Refer to the Zoning Law

	<b>Current Zoning Check Box</b>	<b>Proposed Zoning Check Box</b>
Residential – R1 (Large Lot)	<input type="checkbox"/>	<input type="checkbox"/>
Residential – R2 (Small Lot)	<input type="checkbox"/>	<input type="checkbox"/>
Residential – R3 (Multiple Unit)	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Residential – R4	<input type="checkbox"/>	<input type="checkbox"/>
Community Core Area - C1	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial - C2	<input type="checkbox"/>	<input type="checkbox"/>
Highway Commercial - C3	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Recreation - C4	<input type="checkbox"/>	<input type="checkbox"/>
General Industrial - I1	<input type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation - P1	<input type="checkbox"/>	<input type="checkbox"/>
Institutional - P2	<input type="checkbox"/>	<input type="checkbox"/>
Protected Areas - P3	<input type="checkbox"/>	<input type="checkbox"/>
Natural Resource - NR	<input type="checkbox"/>	<input type="checkbox"/>
Future Development - FD	<input type="checkbox"/>	<input type="checkbox"/>
Other (please write in) _____	<input type="checkbox"/>	<input type="checkbox"/>

SITE PLAN PACKAGE CHECKLIST



Proposed density (residential-only): \_\_\_\_\_ units/ha

Proposed site coverage (proportion of lot covered by buildings (C1 and C2 zones only)): \_\_\_\_\_ %

Lot sizes (for subdivisions): \_\_\_\_\_ ha

Is a Home Based Business being proposed?  Yes  No

Does everything comply with the Zoning Law:  Yes  No

If no, fill in a Zoning Amendment Application Form.

**Landscaping**

Have the design guidelines been considered in the concept plan?  Yes  No  N/A

**Buildings**

***Principal Buildings***

What is the size of the principal building? \_\_\_\_\_ m<sup>2</sup>

Complies with Zoning Law:  Yes  No

***Accessory Buildings***

Does the development include an accessory building?  Yes  No

Size of Accessory Building(s): \_\_\_\_\_ sq. m

Complies with Zoning Law:  Yes  No

***Principal Building Setbacks***

Front Yard Setback: \_\_\_\_\_

Side Yard Setback: \_\_\_\_\_

Rear Yard Setback: \_\_\_\_\_

Accessory Building Setbacks (minimum is 2.0 m): \_\_\_\_\_

SITE PLAN PACKAGE CHECKLIST



Any projections into setbacks (refer to **Section 3.21** of the Zoning Law for examples of encroachment into setbacks): \_\_\_\_\_

Complies with Zoning Law:  Yes  No

If no, fill in a Zoning Amendment Application Form or a Zoning Variance Form.

\*Note: A Zoning Variance Application Form is used if the proposed development results in a change of less than 10% of the applicable measurement.

**Other Issues**

***Parking (refer to Section 19 of the Zoning Law)***

Number of parking stalls provided: \_\_\_\_\_

Number of parking stalls recommended: \_\_\_\_\_

Is adequate snow storage provided for driveways to prevent snow from being deposited onto adjacent parcels?  Yes  No

***Fencing (refer to Section 3.19 – 3.12 of the Zoning Law)***

Does fencing conform to Zoning Law (refer to Section 3.9 – 3.12):  Yes  No

If no, fill in a Zoning Variance Application Form.

***Infrastructure Servicing***

Does the proposed development result in a significant extension of infrastructure services that Garden River First Nation typically provides (water, roads)

Yes  No  N/A

Has the Development Proponent agreed to pay for the infrastructure servicing of the land?

Yes  No  N/A

# SITE PLAN PACKAGE CHECKLIST



How will sewage be disposed?

Individual Septic System

Community Septic System

Other

If an individual septic system is being used, is there proof that there is room on the lot for a replacement septic system?

Yes  No

If an individual septic system is being used, is it approvable by Health Canada?

Yes  No

If the lot is not connected to the community water distribution system, has the Development Proponent provided proof of potable water?

Yes  No

Has the Development Proponent secured the extension of electricity and communications infrastructure to service the land?

Yes  No

Has the Development Proponent provided proof of adequate fire protection?

Yes  No

## ***Financing***

Does the Development Proponent have proof of sufficient financial resources to complete the project (including bringing in services, if applicable) in a reasonable timelines?

Yes  No  N/A

If the development is an industrial or commercial development, has an acceptable business plan been prepared?

Yes  No  N/A



SITE PLAN PACKAGE CHECKLIST



**Summary**

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| Land Use Plan Amendment required:                       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Zoning Law Amendment required                           | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Zoning Law Variance required:                           | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Application complies with Land Use Plan and Zoning Law: | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

**Review**

Site Plan Package Review by:

\_\_\_\_\_  
Economic Resource and Community  
Development Department Manager

\_\_\_\_\_

\_\_\_\_\_  
Housing Department Supervisor

\_\_\_\_\_

\_\_\_\_\_  
Public Works Manager

\_\_\_\_\_

\_\_\_\_\_  
Lands Department Officer

\_\_\_\_\_

\*Note: this Site Plan Package Checklist is not exhaustive and therefore, reference should still be made to the Land Use Plan and the Zoning Law to ensure any new development is in compliance with these two documents.



# Land Use Plan Amendment Application Form

Name of Development Proponent: \_\_\_\_\_

Contact Information for Development Proponent: \_\_\_\_\_

## Site Characteristics

Address of Development: \_\_\_\_\_

Current land use: \_\_\_\_\_

## Proposed Land Use

Proposed Use: \_\_\_\_\_

Proposed amendment(s) to the Land Use Plan land use policies:

\_\_\_\_\_  
\_\_\_\_\_

Additional documentation required: \_\_\_\_\_

Does staff support the amendment?

Yes

No

Site Plan Package Review by:

\_\_\_\_\_  
ERCD Manager

\_\_\_\_\_  
Housing Department Supervisor

\_\_\_\_\_  
Public Works Manager

\_\_\_\_\_  
Lands Department Officer



# Zoning Law Amendment Application

Name of Development Proponent: \_\_\_\_\_

Contact Information for Development Proponent: \_\_\_\_\_

## Site Characteristics

Address of Development: \_\_\_\_\_  
\_\_\_\_\_

Size of development parcel: \_\_\_\_\_

Current zoning: \_\_\_\_\_

## Proposed Land Use

Proposed Zoning: \_\_\_\_\_

Proposed Density: \_\_\_\_\_

Why is the Zoning Law Amendment required? \_\_\_\_\_

Additional documentation required: \_\_\_\_\_

Does staff support the amendment?  Yes  No

Zoning Law Amendment Application reviewed by:

\_\_\_\_\_  
Economic Resource and Community  
Development Department Manager

\_\_\_\_\_  
Housing Department Supervisor

\_\_\_\_\_  
Public Works Manager

\_\_\_\_\_  
Lands Department Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

