

## What is a Development Permit for “Change of Use”?

Each land use district within the City of Medicine Hat Land Use Bylaw #3181: (<http://www.medicinehat.ca/City%20Government/Bylaws/bylaws/land%20use%20bylaw.pdf>), allows a variety of development. A Development Permit for “Change of Use” is required if the existing use of a building (or portion of a building) is changed to an alternate use under the same district in the Land Use Bylaw. This process is in place to manage and document uses within a district and ensure that all uses have sufficient parking and that development is compatible with adjacent land uses. Please see the following example for further clarification.

**Example:** In the C3 – General Commercial District (C3) there are a variety of land uses that can exist including offices, linear shopping malls, retail stores, personal service establishments etc. A Development Permit for “Change of Use” would be required if a proposed building was to change from one of these uses listed under the C3 district to another. Therefore, if a personal service establishment was being changed to a retail store then a Development Permit for “Change of Use” would be needed. A Development Permit for “Change of Use” would not be required if the change was from one type of retail store to another type of retail store (i.e. a retail clothing store to a retail shoe store). The steps to take in determining whether a Development Permit for a “Change of Use” will be needed for your proposed use are listed following:

**Step 1:** Use the Land Use District Maps found in Schedule “A” of the Land Use Bylaw (<http://www.medicinehat.ca/City%20Government/Bylaws/bylaws/land%20use%20bylaw.pdf>) or the City’s iMap (<http://www.medicinehat.ca/cityimap/index.htm>) to determine what land use district your proposed lot/building is located in. For example: C1, C2, C3, M1, M2, M3, etc.

**Step 2:** Look under the appropriate land use district to see the listing of what uses are Permitted, Discretionary – Development Officer and Discretionary - Municipal Planning Commission. If your proposed use falls into one of these categories then you can apply for a Development Permit for Change of Use. If you are not sure of the definition for a listed use in the district, for example, “Amusement Establishments” in a C3 district, see the definitions section under Part 1: Short Title, Purpose and Definitions (begins on page 2 of the Land Use Bylaw). If your proposed use is not listed under that specific land use district, then you will have to look for another property location that is zoned to allow the use.

**Step 3:** If you determine that you will need to apply for a Development Permit for “Change of Use” please refer to the checklist for all necessary information required to apply (see below). It also can be helpful to contact Planning Services at 403-529-8374 to confirm whether your chosen site permits your proposed development.

*Please note that vacant buildings proposed for future use will require a Development Permit for “Change of Use”. Also note that an Occupancy Permit and subsequent Business License will not be granted prior to a Development Permit for “Change of Use” permit being issued. Applicants should also be aware that operating a business prior to approval of necessary permits may result in refusal of the development permit due to concerns regarding incompatible land use.*

### Development Permit for “Change of Use” Checklist:

<http://www.medicinehat.ca/City%20Government/Departments/Planning,%20Building%20and%20Development/Development%20Permits/Change%20of%20Use%20Checklist.pdf>

## COMMERCIAL / INDUSTRIAL: CHANGE OF USE

### INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, "Applicant" and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. SITE PLANS</b> (2 sets) – to scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Location of free standing signs
<input type="checkbox"/>	<input type="checkbox"/>	• Location of building or bay on site that use will occupy
<input type="checkbox"/>	<input type="checkbox"/>	• Location of parking stalls
<input type="checkbox"/>	<input type="checkbox"/>	• Location of overhead doors and loading areas
<input type="checkbox"/>	<input type="checkbox"/>	• Location of outdoor storage areas and method of screening
<input type="checkbox"/>	<input type="checkbox"/>	• Location of drive thru and turning radii for drive thru (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	• Turning radii for large vehicles (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	• Location of garbage enclosures
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. FLOOR PLANS</b> (2 sets) – to scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• Layout of interior and exterior walls and identifying all rooms (storage, retail space, offices, seating areas, kitchens, staff rooms, stairways, mechanical rooms, etc) on all floors, including mezzanine levels
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensions of the building or bay
<input type="checkbox"/>	<input type="checkbox"/>	<b>6. DETAILED DESCRIPTION OF THE TYPE OF USE PROPOSED</b>
		• Please submit a detailed explanation of how the building and site will accommodate the Use. Describe what materials will be stored, whether there will be waste, noise, outdoor storage, level of retail (if any), number of staff, number of vehicles and types of vehicles (truck size and length) accessing or being stored at the site (see next page).
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. SIGNAGE</b> (See sign checklist)

