



City of Swift Current
 Planning & Growth Development
 177 – 1st Avenue NE
 Swift Current, SK S9H 3W1
 Phone: 306-778-2740
 E-mail: plng@swiftcurrent.ca

CHANGE OF USE CHECKLIST

INFORMATION REQUIRED FOR CHANGE OF USE DETERMINATION

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your request. All materials submitted must be clear; legible and precise. Only complete forms will be accepted.

Plans submitted should be to a professional drafting standard (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner.

Office	Applicant Submission Requirements
<input type="checkbox"/>	<input type="checkbox"/> 1. Letter of Authorization (if the applicant is not the property owner)
<input type="checkbox"/>	<input type="checkbox"/> 2. Application Fee (if applicable)
<input type="checkbox"/>	<input type="checkbox"/> 3. Site Plans (3) – To scale and dimensioned (min. Scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/> North Arrow
<input type="checkbox"/>	<input type="checkbox"/> Scale
<input type="checkbox"/>	<input type="checkbox"/> Municipal Address and Legal Description (lot, block & plan number)
<input type="checkbox"/>	<input type="checkbox"/> Location(s) and size(s) of all buildings and specific location of the bay if a use is in a building group on the site that the new use will occupy.
<input type="checkbox"/>	<input type="checkbox"/> Parking layout (dimensioned typical spaces and manoeuvring aisles)
<input type="checkbox"/>	<input type="checkbox"/> Parking required and parking provided.
<input type="checkbox"/>	<input type="checkbox"/> Loading space(s).
<input type="checkbox"/>	<input type="checkbox"/> Vehicular access into and from the site.
<input type="checkbox"/>	<input type="checkbox"/> Identification of all streets and lanes abutting the site.
<input type="checkbox"/>	<input type="checkbox"/> Identification of all uses and floor area within the building(s) on the site.
<input type="checkbox"/>	<input type="checkbox"/> Use of site areas outside of buildings and parking if other than for landscaping.
<input type="checkbox"/>	<input type="checkbox"/> 4. Floor Plans (3) – To scale and dimensioned (min. Scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/> Layout of interior and exterior walls with identification of all proposed and existing room uses on all floors, including the mezzanine (i.e., storage, retail space, office areas, seating areas).
<input type="checkbox"/>	<input type="checkbox"/> All doors, stairs and window locations.
<input type="checkbox"/>	<input type="checkbox"/> Dimensions of building and floor area.
<input type="checkbox"/>	<input type="checkbox"/> Public Space – area which is open to the public (i.e., restaurants, recreation areas), where applicable.
<input type="checkbox"/>	<input type="checkbox"/> Number of seats or occupants if required (i.e., religious assembly or commercial school).
<input type="checkbox"/>	<input type="checkbox"/> 5. Identification of Former or Current Uses(s):

<input type="checkbox"/>	<input type="checkbox"/> 6. Identification of New Uses(s):
<input type="checkbox"/>	<input type="checkbox"/> 7. New Business License or Change of Address
<input type="checkbox"/>	<input type="checkbox"/> 8. Increase of Space
<input type="checkbox"/>	<input type="checkbox"/> 9. Proceed to Building Permit Submittal and Review
<input type="checkbox"/>	<input type="checkbox"/> 10. Hold for Development Permit Submittal
<input type="checkbox"/>	Determination of Change of Use – No Development Permit Needed
<input type="checkbox"/>	<input type="checkbox"/> No Development Permit Needed; or
<input type="checkbox"/>	<input type="checkbox"/> Development Permit Needed

Applicant's Signature is confirmation that all required information is provided and is correct.

Applicant's Signature

Date

Please Print Name

Phone

Office Use Only:	
Checklist reviewed by: _____	
Please Print Name: _____	_____
	Date
<input type="checkbox"/> Copy to Building & Licensing Official(s)	