



2nd Floor Civic Centre  
 103 Main Street South  
 PO Box 1072  
 Minnedosa, MB  
 R0J 1E0  
 204-867-2364

# Zoning Memorandum Request

## Serving: Town of Minnedosa • RM of Minto-Odanah

To complete the fillable form, click on drop-down selectors or place cursor in the blue highlight areas to enter data.

<b>Town of Minnedosa</b> Assessment Roll #:	<b>RM of Minto-Odanah</b> Assessment Roll #:
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<b>OWNER INFORMATION</b>	
Name(s):	
Mailing Address:	
Email Address:	Phone #:
<i>* An application may be filed by any person other than the owner, but only if that person also provides written authorization by the owner(s) to file an application for this property.</i>	

<b>APPLICANT INFORMATION</b>	<b>SAME AS OWNER</b>
Name(s):	
Mailing Address:	
Email Address:	Phone #:

<b>LEGAL DESCRIPTION OF PROPERTY AND LAND LOCATION</b>							
Section: NW	NE	SW	SE	Section:	Township:	Range:	WPM
<b>— OR —</b>							
Lot(s):	Block:	Plan No.:	Lot Size:				
<b>BETWEEN:</b> Cross Street:				and Cross Street:			
Street Address: <i>Street Address, Town, Province and Postal Code</i>							
Property Zoning:							
Current Use of Property/Buildings:							
Proposed Use of Property/Buildings (if applicable):							
Building Location Certificate (BLC) submitted?    Yes    No							
Type of Requested Documentation (check all that apply): <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Zoning Memorandum</span> <span>Zoning Confirmation</span> <span>Open Permit / Work Orders</span> </div>							

**NOTE**

A Zoning Memorandum without a BLC can be issued if no buildings currently exist on the property.

A modified version of the Zoning Memorandum may be issued without a BLC if there are existing buildings/structures, but the evaluation is then done based on the Manitoba Land Use and Development Map and conclusions will not be guarantees, rather approximations that would need to be confirmed with a BLC eventually.

Date

(YYYY-MM-DD)

Owner/Applicant's Signature

**DEFINITIONS**

**ZONING MEMORANDUM:** Written letter that identifies whether all building and structures identified on a site and typically by a legal survey conforms to the siting requirements in the applicable Municipality's Zoning By-law. It will outline if the property's current use and siting is legal, non-conforming or illegal. If any areas are non-conforming or illegal, it will list the items and conditions in which they would need to be brought into conformance.

**ZONING CONFIRMATION:** Written verification for a specific property the land use designation per the Development Plan and zoning per the applicable Municipality's Zoning By-law. It will also list the designated front site line and if there are any amendments or repeals to the Development Plan or Zoning By-laws that are in progress.

**OPEN PERMIT/WORK ORDERS:** Written verification which identifies any open or incomplete permits, work orders or enforcement proceedings against the subject property.

**FEES**

Fees in accordance with the TCPD Fee Schedule By-law shall be submitted with this request form. Individual fees will apply for each type of documentation requested in this application.

**FOR OFFICE USE ONLY**

<b>FEES</b>					
Basic Application Fee: \$					
\$ Other — Explanation:					
Payment Method:					
Permit Application No.:			Receipt No.:		
Date Completed Application Received:					(YYYY-MM-DD)
Development Officer Signature:					
Date Completed Application Approved:					(YYYY-MM-DD)
Scan File	MMO	Permit-LV	Stats Can	CMHC	