

PART 7: ADMINISTRATION

Administration and Enforcement Responsibilities

- 7.1 The Riverdale Municipal Council and any such employee(s) it identifies as a “designated officer” shall be responsible for the administration and enforcement of this By-law. Council may direct its Development Officer and municipal solicitor to proceed with enforcement pursuant to Part 12 of the Planning Act. The costs associated with the administration and enforcement of the Riverdale Municipal Zoning By-law will be borne by the municipality in accordance with the Provisions of the Planning Act and all other municipal by-laws in force and effect in Riverdale Municipality.

Development Permits

- 7.2 A development permit is required for most types of development including the following:
- (a) The erection, construction, enlargement, structural alteration or placing of a building or structure;
 - (b) The establishment of a use of land or a building or structure;
 - (c) The change of a use of land or a building or structure from the existing use to a permitted or conditional use;
 - (d) The alteration or enlargement of an approved permitted or conditional use
 - (e) Farm buildings including bins, granaries, and machine sheds which are less than 6,459 sq/ft. (600 sq/m) in floor area.
 - (f) Larger farm buildings over 6,459 sq/ft. (600 sq/m) require approval by Development Permit issued by Riverdale Municipality as well as a Building Permit issued by the provincial authority having jurisdiction.
 - (g) Farm dwellings require both a Development Permit under this By-law and Building Permit under the Riverdale Municipal Building By-law.
- 7.3 Every owner shall be required to obtain a Development Permit prior to the commencement of development, including the commencement of construction or relocation of any building or structure, except as provided in **Section 7.5 of this PART**.
- 7.4 The issuance of a development permit in respect of a building or structure does not affect the obligation to obtain a building permit or other permit where they are required under the municipality’s building By-law for such a building or structure, nor does it relieve the owner from the responsibility of obtaining any other permit or approval that may be required by any other local, provincial or federal authority having jurisdiction, including business licences, environmental licenses or approvals, highway access permits and permits for structures within the control areas of the provincial highway system and similar approvals.

- 7.5 A development permit is not required for the following:
- (a) The maintenance, replacement or restoration of building components and finishes, provided that the size of the building or structure is not materially increased, or the structural load carrying capacity of any component is not reduced.
 - (b) The erection, construction, enlargement, structural alteration or placing of the following as accessory structures:
 - (i) Some urban area fences and most rural area fences;
 - (ii) Signs (not including advertising signs in excess of 50 sq. ft. in area);
 - (iii) Lighting;
 - (iv) Flagpoles;
 - (v) Small sheds and buildings for the storage of domestic equipment which are less than 200 square feet in floor area.
 - (vi) Aerials, antennas, dishes, towers, or lines for television, radio, satellite, or communication services;
 - (vii) Garden houses or children's playhouses;
 - (viii) Water supply wells and onsite wastewater management systems which are subject to provincial approval;
 - (ix) Unenclosed patios; and
 - (x) Temporary signs and notices, including real estate signs.
- 7.6 Despite not requiring a development permit, all things listed in preceding Section shall be subject to the applicable zone requirements in this By-law.
- 7.7 An application for a development permit shall be made by the owner or owners of the site in question, or by a person authorized in writing by them.
- 7.8 An application for a development permit shall be accompanied by plans drawn to scale showing the following:
- (a) The shape and dimensions of the site to be used or built on;
 - (b) The location and dimensions of existing buildings and structures;
 - (c) The location and dimensions of the proposed building, structure, enlargement or alteration, including separation distances from site boundaries;
 - (d) The use or uses of each existing and proposed building and structure, or of the land, and the area to be occupied by each use;
 - (e) The location of vehicular access and utility connections; and

(f) The location of any proposed water wells or on-site sewage disposal systems.

and shall include any other information required by the Development Officer to determine compliance with this By-law.

- 7.9 An application for a development permit shall be accompanied by the fee prescribed by Council.
- 7.10 Despite apparent compliance with this By-law, the Development Officer may refuse to issue a development permit where the proposed building, structure or use does not, to the Development Officer's knowledge, comply with the building By-law or with any other law. Any such refusal may be subject to a review by Council.
- 7.11 No person shall use or occupy any land, building or structure, or erect, construct, enlarge, alter or place any building or structure, except in accordance with an approved development permit (where required), and with the requirements of this By-law.
- 7.12 All proposed development shall be in accordance with the application and drawings submitted to and approved by the Development Officer. No work shall vary from the approved application and drawings without the prior written authorization of the Development Officer, and the owner shall ensure that all development is completed in accordance with the approved development permit.
- 7.13 The Development Officer may revoke a development permit:
- (a) Where any information accompanying the development application is incorrect or incomplete and an existing or proposed building, structure or use is thereafter found to be in contravention of this By-law, the building By-law, or any other law; or
 - (b) Where the development permit was issued in error.

Development Officer

- 7.14 The Development Officer shall be the person appointed by Council to provide By-law administrative and inspection services for development within the boundaries of the member municipalities, or for other municipalities under agreement for the same type of services.
- 7.15 The Development Officer, on behalf of Council, shall issue development permits and otherwise administer the provisions of this By-law and requirements of The Planning Act, where applicable, and this person may also be appointed as the Building Inspector to be responsible for issuing Building Permits and doing building inspections under the local building By-laws, in accordance with provincial legislation and building codes.
- 7.16 The Development Officer shall, as directed by Council, exercise the powers of remedy and enforcement set out in **PART 7** of this By-law.



670 - 2nd Avenue ~ Box 520 ~ Rivers, Manitoba ~ ROK 1X0
Telephone: 204-328-5300 ~ Fax: 204-328-5374

Building Permit Development Permit Demolition Permit Sign Permit

Location of Work: _____

Description of Work: _____

Dimensions (if applicable): _____ Value of Construction: _____

Documents Required:

Site Plan Plans (___sets) Surveyor's Certificate Heating & Ventilation
 Lot Grading Engineered Stamped Drawings for Roof and Floor System complete with shop drawings

APPLICANT INFORMATION:

Company _____ Contact Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Email Address: _____
Phone No.: (Work): _____ (Cell): _____ Property Owner Contractor

OWNER INFORMATION (if different than above):

Name: _____
Address: _____
City : _____ Province: _____ Postal Code: _____
Email Address: _____
Phone No.: (Home): _____ (Work): _____ (Cell): _____

CONTRACTOR INFORMATION (if different than above):

Company: _____ Contact Name: _____
Address: _____
City : _____ Province: _____ Postal Code: _____
Email Address: _____
Phone No.: (Work): _____ (Cell): _____
Possess current Riverdale Municipality Business License: Yes No Not required