

**Conditional Use**

Name of Property Owner: Colleen Sigurdson  
 Name of Applicant: Colleen Sigurdson  
 Civic Address of Property: 629 Ottawa Ave, Brandon MB  
 Legal Description of Property: Lot 25 Block 5 Plan 289 BLTD

**References:**

BAPD Development Plan By-law No. 95/01/12  
 Applicable Secondary Plan By-law  
 City of Brandon Zoning By-Law No. 7124

**\*\*Prior to submitting a formal application, the Planning, Property & Buildings Department strongly recommends that all applicants meet with a Community Planner to complete a pre-application review\*\***

**Conditional Use Request:** To have 2 separate units in the home. (duplex)

*As the applicant, I confirm and verify to the City that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, the Zoning By-law, and the provisions of other relevant laws, by-laws or agreements.*

Signature of Applicant: Colleen Sigurdson Date: Feb 7/2018  
 Address: 1528 6<sup>th</sup> Street - Brandon MB Postal Code: R7A 3S1  
 Phone No.: (Primary) 204 720 3428 (cell) (Secondary) 204 726 8282 (daytime)  
 Email Address: colleens@interior-images.ca

Signature of Owner: Colleen Sigurdson Date: \_\_\_\_\_  
 Address: Same as Above Postal Code: \_\_\_\_\_  
 Phone No.: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

The personal information which you are providing is being collected under the authority of The Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of information, contact Jennifer Houlihan, FIPPA Coordinator, City of Brandon Planning, Property & Buildings Department, 638 Princess Avenue Brandon, Manitoba, R7A 0P3, Telephone 204-729-2116

<b>FOR PLANNING DEPARTMENT USE ONLY:</b>			
Community Planner: <u>Shenya Li</u>	Planning File No.: <u>C-04-18-B</u>	CityView No.: <u>2018-16</u>	
Date Application Received: <u>Feb 7/18</u>	Payment Date: <u>Feb 7/18</u>	Receipt No.: <u>18-6139</u>	Amount: <u>\$ 780.-</u>
<small>Conditional Use Application</small>			<small>REV 15/2009</small>

To: City of Brandon  
Planning, Property & Building Department  
638 Princess Ave, Brandon, MB, R7A0P3, Canada

Letter of Intent  
Feb 23<sup>rd</sup>, 2018

Applicant: Colleen Sigurdson  
Location: 629 Ottawa Ave, Brandon, MB, R7A1N1, Canada  
Title # 2815855/2  
Lot 25 Block 5 Plan 289 BLTO

Applicant contact information:  
Colleen Sigurdson  
1528 – 6<sup>th</sup> Street, Brandon, MB, R7A3S1  
Cell 204.720.3428, daytime, 204.726.8282  
Email: colleens@interior-images.ca


Proposal to have main floor unit separate from lower level unit.  
Creating a 2 Residential units.

The new suite on the lower level will require no additional development or expansion. There will be no changes to the footprint and volume of the existing house. Hence, it will be compatible with the general natures of the surrounding area.

The new suite on the lower level will pose no threat, and create no negative impact to the health or general welfare of the people living or working in the surrounding area.

The new suite on the lower level is consistent with the applicable provisions of the development plan by-law. It is also consistent with the provisions of the zoning by-law and any secondary plan by-law.

Thank you,  
Colleen Sigurdson

A handwritten signature in cursive script that reads "Colleen Sigurdson". The signature is written in dark ink and is positioned below the typed name.