



**Town of Altona  
Business Park  
Sales & Standards Policy**

## **POLICY STATEMENT**

The Town of Altona strives to foster economic and employment growth and wishes to establish a policy which will encourage commercial and industrial investment in our community.

## **PURPOSE**

The purpose of the Altona Business Park Sales & Standards Policy is to establish a framework which purchasers of lots in the development can plan and implement designs and establish criteria for development.

## **SCOPE**

This policy applies to all lots within the business park development north of 14<sup>th</sup> Avenue NW.

## **POLICY**

- 1) **Time restriction:** The purchaser's principal building from which it intends to carry on its business must be under construction and substantially complete on the property within a period of two (2) years following the date of closing. If, on the expiry of such period, the purchaser has not substantially completed construction, the Town will have the option to re-purchase the property at the original purchase price less any legal and closing costs.
- 2) **Buy back option:** If the purchaser determines that it no longer intends to develop the property and the purchaser wishes to resell it, the Town of Altona retains the right to buy back the lot at the original purchase price less any legal and closing costs.
- 3) **Offer to purchase:** When submitting an offer to purchase to the Town's realtor, the purchaser must submit a description of the

intended use of the property and provide timelines for construction of the principal building on the property (see form in Appendix A). The intended use must follow the Industrial General Zone regulations within the Town of Altona's Zoning By-law No. 1792/2021 (see Appendix B). The purchaser is encouraged to submit building and site plans along with elevations or renderings for review and consideration by Town Administration.

- 4) **Permits:** The purchaser must apply for and obtain all applicable development and building permits through the RPGA Planning District office or the MSTW Planning District office, whichever applies depending on the building size. All building permit applications will require the following:
- Survey certificate (if requested)
  - Detailed site plan
  - Lot grading plan
  - Landscape plan
  - Building floor plan
  - Building elevation drawings
  - Foundation plan
  - Cross sections
  - Exterior window & door schedule
  - Lintel schedule
  - Building envelope calculation for effective insulation values
  - General framer & concrete contractor contact information

**NOTE:** All required approvals for permits, certificates, development agreements, zoning by-law regulations, and other authorizations must be obtained before the development project commences construction to be eligible for municipal financial assistance.

Permits are also required from the Minister of Infrastructure to construct, modify, relocate a structure or sign, or to change or intensify the use of an existing structure within the control area

which is 125 feet from the edge of the Provincial Trunk Highway 30 (PTH 30) right-of-way. This regulation applies only to the most easterly 65 feet of business park lot 71, and lots 84 through 91.

More information about these permits can be found online at <https://www.gov.mb.ca/mti/hpd/permits.html>.

Application forms can be submitted online at: <https://forms.gov.mb.ca/highway-permits-application/index.html>, in person at any Manitoba Infrastructure regional office, by mail, or in person by appointment only to Manitoba Infrastructure's Highway Design Branch in Winnipeg.

- 5) **Development standards:** The purchaser must comply with all General Regulations (Part 4) within the Town of Altona's Zoning By-law No. 1792/2021.
- 6) **Purchaser responsibilities:** The purchaser will be responsible for any costs associated with developing the property including:
  - Driveways (variation required for width greater than 50 feet)
  - Culverts (standard of 18" in diameter and subject to Public Works approval)
  - Final grading including fill (lots are sold at 12" below finished grade)
  - Geotechnical investigations and reports
- 7) **Seller responsibilities:** The Town will provide the purchaser with a copy of the survey certificate.

## **COMPLIANCE**

Any prospective purchasers who wish to propose variations to the above policy may do so with the Town of Altona's realtor. Policy variations will be considered by Town of Altona Administration in consultation with the Business Growth Committee for approval or for referral to Town Council for a final decision.

Variations to the Town of Altona's Zoning By-law No. 1792/2021 must follow the legislated process and will be coordinated through the RPGA Planning District office.

## Appendix A – Purchase Offer Information Form

Purchaser: \_\_\_\_\_

Property Address: \_\_\_\_\_

### Intended Use of Property

Type of business: \_\_\_\_\_

New business to area?  Yes  No

Estimated new employment to be created:

- None, pre-existing jobs only (business relocation).
- 1-5 full time jobs
- 5-10 full time jobs
- Other: (Specify) \_\_\_\_\_

Anticipated completion date for construction of the principal building:

- Within 12 months of purchase
- 12-24 months of purchase
- Other: (Specify) \_\_\_\_\_

Principal building details:

Building area (ft<sup>2</sup>): \_\_\_\_\_

- Type of construction:
- Wood frame
  - Steel
  - Heated
  - Cold storage
  - Other: \_\_\_\_\_

**Appendix A – Purchase Offer Information Form (continued)**

Preliminary building and site plans for review and consideration by the Town are also appreciated, if available. Please attach the following documents if available:

Site Plan:  Attached  Not Available Yet

Building Plans:  Attached  Not Available Yet

Elevations/Renderings:  Attached  Not Available Yet

Other Supporting Documents:  Attached  Not Available Yet

*I, the undersigned purchaser, certify that the information provided in this form is accurate to the best of my knowledge.*

*I acknowledge and understand that to be considered in good standing and eligible for municipal financial assistance, all required approvals for permits, certificates, development agreements, zoning by-law regulations, and other authorizations must be obtained before the development project commences construction.*

*Purchaser Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## Appendix B – Industrial General Zone Regulations

### IG – Industrial General

**Intent:** This zone is intended to accommodate all kinds of industrial uses (with associated shipping traffic) including construction, manufacturing, processing, distribution, transportation, and warehouse uses. This zone includes developments that may pose dangers to health and safety or that may be offensive and disturbing to other properties and is located so that industries can operate or expand safely without negatively affecting other development [Reg 11.3].

Bulk/Use Table 5-9 Industrial General Zone										
Use Class <small>P=Permitted C=Conditional *Use-Specific Standard Applies Underline = Only as a Secondary Use</small>		Minimum Requirements						Max. Requirements		Use Specific Standard
		Site Area (sq.ft.)	Site Width (ft)	Front Yard (ft)	Side Yard (ft)	Corner Side Yard (ft)	Rear Yard (ft)	Height (ft)	Site Coverage (%)	
Agricultural Processing Facility	C	10,000	100	20	10	15	20	45	60	
Auctioneering Establishment (not including livestock)	C	10,000	100	20	10	15	20	45	60	
Auto Body Paint and Repair Service	P	10,000	100	20	10	15	20	45	60	
Auto Wrecking and Salvage Yard	C	10,000	100	20	10	15	20	45	60	
Automobile, Recreational Vehicle, Mobile Home, or Agricultural Implement Sales / Rentals / Repairs	P	10,000	100	20	10	15	20	45	60	
Business Support Service	P	10,000	100	20	10	15	20	45	60	
Cannabis, Cultivation and Production	C	10,000	100	20	10	15	20	45	60	
Chemical Processing and Storage	C	10,000	100	20	10	15	20	45	60	
Commercial School	P	10,000	100	20	10	15	20	45	60	
Community Garden	P*	10,000	100	20	10	15	20	45	60	6.7
Concrete Batch Plant or Asphalt Plant	C	10,000	100	20	10	15	20	45	60	
Contractor Service	P	10,000	100	20	10	15	20	45	60	
Dangerous Goods or Agrichemical Storage Facility	C*	10,000	100	20	10	15	20	45	60	6.16
Drive-Through Facility	C	10,000	100	20	10	15	20	45	60	
Emergency Services	P	10,000	100	20	10	15	20	45	60	
Equipment Rental and Sales	P	10,000	100	20	10	15	20	45	60	



## Appendix B – Industrial General Zone Regulations (continued)

Use Class P=Permitted C=Conditional *Use-Specific Standard Applies <u>Underlines</u> = Only as a Secondary Use	Minimum Requirements						Max. Requirements		Use Specific Standard	
	Site Area (sq.ft.)	Site Width (ft)	Front Yard (ft)	Side Yard (ft)	Corner Side Yard (ft)	Rear Yard (ft)	Height (ft)	Site Coverage (%)		
Equipment Repair (Household Repair Service)	P	10,000	100	20	10	15	20	45	60	
Fleet Service	P	10,000	100	20	10	15	20	45	60	
Fuel Yard	C	10,000	100	20	10	15	20	45	60	
Funeral Service / Crematorium	P	10,000	100	20	10	15	20	45	60	
Kennel or Animal Shelter	P	10,000	100	20	10	15	20	45	60	
Manufacturing	P	10,000	100	20	10	15	20	45	60	
Microbrewery	P	10,000	100	20	10	15	20	45	60	
Planned Unit Development	C	5 acres	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6.14
Public Works Facility	P	10,000	100	20	10	15	20	45	60	
Recreation Centre or Facility	P	10,000	100	20	10	15	20	45	60	
Recycling Facility	C	10,000	100	20	10	15	20	45	60	
Restaurant	C	10,000	100	20	10	15	20	45	60	
Retail and Warehouse Sales	C	10,000	100	20	10	15	20	45	60	
Salvage Operation / Yard	C	10,000	100	20	10	15	20	45	60	
Self-Service Storage Facility	C	10,000	100	20	10	15	20	45	60	
Sewage Treatment Site	C	10,000	100	20	10	15	20	45	60	
Shipping Containers	<u>P*</u>	n/a	n/a	NP	10	15	5	20	n/a	
Solar Collector (Commercial)	<u>P*</u>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6.10
Solar Collector (On-Site Use)	<u>P*</u>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6.10
Trucking Operation	P	10,000	100	20	10	15	20	45	60	
Utility and Public Works	P	5,000	100	20	10	15	20	45	60	
Veterinary Clinic	P	10,000	100	20	10	15	20	45	60	
Waste Disposal Site	C	10,000	100	20	10	15	20	45	60	
Accessory/Secondary Buildings & Structures	P	n/a	n/a	NP	10	15	5	20	n/a	