



## Development Permit Application Form

The Zoning Bylaw provides for permitted and discretionary forms of development in each zoning district. Every person is required to obtain a development permit before commencing any construction or use of land except as provided within the bylaw.

The following forms of development do not require a development permit:

1. agricultural operations excluding intensive agriculture and Intensive livestock;
2. the erection of any fence, wall, gate;
3. the erection of a single residence wind turbine, satellite dish, television antennae, or radio antennae;
4. the construction or placement of a temporary building, the sole purpose of which is incidental to the erection or alteration of a building for which a building permit has been granted;
5. internal alterations and maintenance to a residential building, provided that the use, building footprint or intensity of use of the building including the number of dwelling units within the building or on the site does not change;
6. landscaped areas, driveways and parking lots, provided the natural or designed drainage pattern of the site and adjacent sites are not adversely impacted; or
7. disposal of clean fill on a site where the clean fill is generated by construction or demolition activity on that site, subject to compliance with all federal and provincial requirements.

A building permit is separate from a development permit. A development permit acknowledges the use of land and buildings and its compliance with the Official Community Plan and Zoning Bylaw. A building permit refers to building construction and compliance with the National Building Code of Canada and is governed by the Municipal Building Bylaw.

### Application Fees:

The following fees are applicable:

- |  |  |
|--|--|
| 1. Permitted Use                         | \$ 125.00                                    |
| 2. Residential Building Permit           | \$ 5.00/1000 construction value <sup>1</sup> |
| 3. Agricultural Building Permit          | no charge                                    |
| 4. Commercial/Industrial Building Permit | \$ 5.00/1000 construction value <sup>1</sup> |
| 5. Building Relocation Permit            | \$ 250.00                                    |
| 6. Building Removal or Demolition Permit | \$ 10.00                                     |
| 7. Minor Variance                        | \$ 100.00                                    |

<sup>1</sup> Minimum fee of \$100.00 applies

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000.00, whichever is less.

## Application Requirements

The following is required in order to make an application:

- a. a completed **application form** (attached);
- b. submission of any **application appendices** if necessary;
- c. receipt of full **payment** of the applicable application fee;
- d. a scaled **site plan** drawing showing, in detail, the site proposed for development including the following at a minimum:
  - north arrow;
  - boundaries of the parcel including approximate dimensions;
  - location and dimensions of existing buildings and structures, and proposed buildings and structures and distances from the four property boundaries;
  - location of all existing and proposed utilities;
  - location of all existing and proposed approaches and driveways; and
  - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes bluffs etc...

If different from the applicant, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

## Decision Time Frame

The timing associated with the provision of a development permit will be based upon the completeness and quality of information provided on the application. Generally, for a permitted use where new construction is not being proposed, a development permit maybe issued within three days of receiving a complete application. Where new construction is being proposed, a minimum of ten business days is required to review, process and issue a permit.

*Disclaimer:* The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



## Development Permit Application Form

1) Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

NOTE: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

2) **Legal description of land proposed for development**

All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
 LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_  
 Registered Plan No. \_\_\_\_\_  
 Certificate of Title No. \_\_\_\_\_

3) **Existing use of land intended for development:**

Country residential  Industrial   
 Agriculture  Other: \_\_\_\_\_  
 Commercial   
 Detailed description of current land use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4) **Proposed new use of land and buildings:**

Country residential  Industrial   
 Agriculture  Other: \_\_\_\_\_  
 Commercial

Detailed description of proposed land use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) **The proposed development includes:**

New construction                       New signage                       Demolition

6) **Surrounding land uses:**

Are any of the following within 1.6 km (1 mile)?

	Yes/No	If Yes, Please State Distance
a) Intensive Livestock Operation	_____	_____
b) Landfill or Waste Disposal Site	_____	_____
c) Sewage Lagoon or Land Fill	_____	_____
d) Stream or Large Body of Water	_____	_____

7) **Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_

in the Province of Saskatchewan, solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

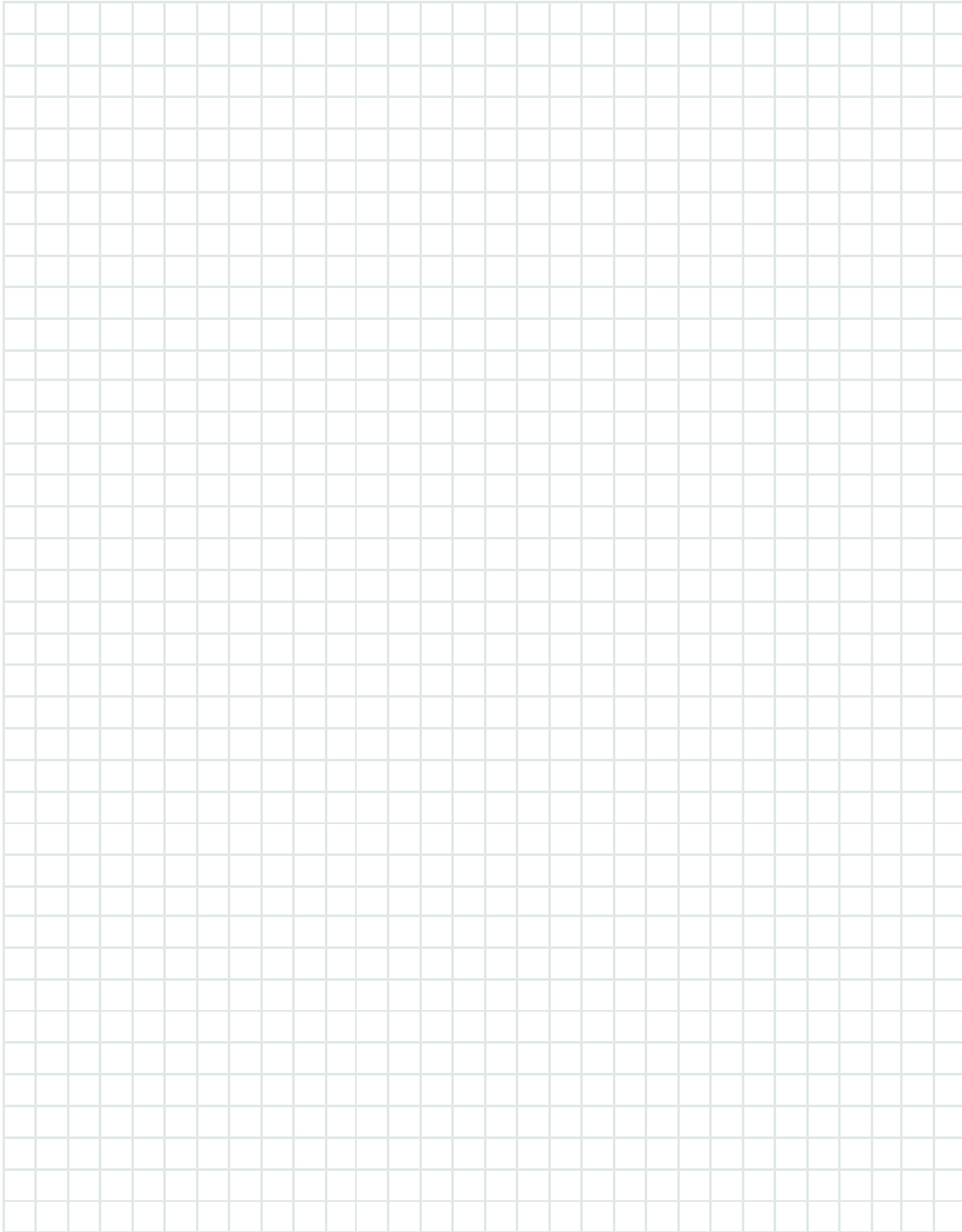
I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ LANDOWNER SIGNATURE: \_\_\_\_\_  
(if required)

## Site Plan

In order to process the development permit application, all submissions must include a completed site plan map of the proposed project; submission of an incomplete site plan map will be considered as an incomplete application and returned to the applicant:





## **Building Relocation Permit Instructions**

This form is applicable and notice is required when a building is being relocated within a property, to a new property within the R.M. or into the R.M. from another municipality.

### **Process Overview:**

1. Contact the R.M. to confirm the property is eligible for a building permit.
2. Submit the attached application along with any other applications necessary for the proposed construction along with the required fees.
3. The R.M. will have the building inspected before it is moved and issue a report indicating whether or not the structure is suitable to be relocated.
4. If the building is suitable to be relocated, a completed building permit application form shall be submitted along with 2 copies of construction plans for the foundation along with any additional construction proposed.
5. Upon review of the submitted plans, a development and a building permit may be issued subject to addressing any remedial measures identified in the plan review.
6. After the permits have been issued for the relocation and replacement of the building as well as the construction of the foundation, the applicant is responsible for contacting MuniCode Services Ltd., the Municipality's appointed Building Official to arrange for all required inspections.
7. Pre-move inspections are not required for the placement of new Ready to Move Home (RTM) or mobile homes. Relocated RTM's are subject to all of the requirements contained herein.



**Development Permit Application Form – Appendix B  
Building Relocation Permit**

**1) Building is being relocated** (check applicable):

- within the same property within the municipality
- from a different property within the municipality
- from outside the municipality

**2) Legal Description of property where the structure is currently located:**

Municipality: \_\_\_\_\_  
All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_

**3) Contact Information for existing owner if different than applicant** (to arrange an inspection):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**4) Timing of Relocation:**

Estimated timing of relocation: \_\_\_\_\_  
Building dimensions: \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
Name of building mover: \_\_\_\_\_  
Route Proposed for relocation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_