



Clean Fill – Discretionary Use Application Form

The Zoning Bylaws enforced within Corman Park provides for discretionary land use and development which are deemed by Council to have one or more features or potential effects that warrant a proposal-specific review and which specifically require approval by a resolution of Council prior to initiating any activity or building construction.

Application Fees: \$750.00

Where development 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.

In addition to the above noted fees, the applicant shall be solely responsible for all costs associated with:

- a. satisfying Council's public notification policy;
- b. engagement of the necessary planning, engineering, legal or other professional expertise necessary to review an application and/or implement Council's decision; and
- c. registration of an interest on the title of the property proposed for development as prescribed by the Information Services Corporation (Land Titles).

The Municipality may at its discretion require a discretionary use proponent to provide a retainer in the amount of \$400.00 to be applied to the professional costs identified above.

Application Requirements

The following application requirements apply to initiate the review process. Additional information may be requested following initial review:

- a. a completed **application form** and **reclamation cost estimate calculations** (attached);
- b. receipt of full **payment** of the applicable application fee;
- c. a scaled **site plan** drawing showing, in detail, the site of the proposed discretionary use and including the following at a minimum:
 - north arrow and boundaries of the parcel including approximate dimensions;
 - location and dimensions of proposed filling, processing or storage activity on the property including the phasing and subsequent reclamation areas;
 - location of any accessory uses including but not limited to proposed hazardous material storage areas, fuel storage and handling, and wash down areas;
 - location and type of existing proposed berming, fences, hedges, and tree lines;
 - location and dimensions of existing and/or proposed buildings and structures and distances from the property boundaries;
 - location of all existing and proposed approaches, driveways and parking areas;
 - location, intensity, type, size and direction of all outdoor lighting;
 - location of all distinguishing physical features located on or adjacent to the property including but not limited to standing water, sloughs, streams, drainage ways, culverts, wetlands, slopes, bluffs, etc.; and
 - location of all existing and proposed utilities, easements or utility rights-of-way.

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.

Public Notification

Once the Planning Department has deemed the application complete, a summary of the applicant's proposal including a map or site plan will be mailed out to various provincial departments, public agencies and to all landowners within a 1.6 km (1 mile) radius of the subject property for comment. In addition, the comment form will be circulated to property owners adjacent to the proposed haul roads to obtain input on the proposed use.

All of the above contacts will be provided with a minimum of 21 days from the date of mailing to provide written comments. A contact number for the applicant and the Planning Department will be included on the comment form to allow ratepayers to have direct contact to discuss any concerns that may arise. Any written comments received will be included in the report provided to Council for consideration.

The applicant is responsible for all costs associated with this public notification and will be invoiced as such.

Decisions

Once the landowner comment period has elapsed and the Planning Department has reviewed all the required information, they will write a planning report including a recommendation to R.M. Council for approval or refusal based on the merits of the discretionary use application. Council will consider the recommendation of the Planning Department as well as any written or verbal landowner responses received during the process. Council has the ability to approve, approve with conditions or refuse a discretionary use application.

The timing of the decision associated with the notification, review and approval process will depend solely on the completeness and quality of information provided. Generally, once the required time for receiving responses to the written notifications has elapsed, and time is provided to address any concerns raised by ratepayers, a report is generated and presented to R.M. Council on behalf of the applicant by the Planning Department at its next regularly scheduled meeting. Under normal conditions, this process can be completed within 45-60 days of receiving a completed application.

A full summary of the discretionary use process is appended to this application form.

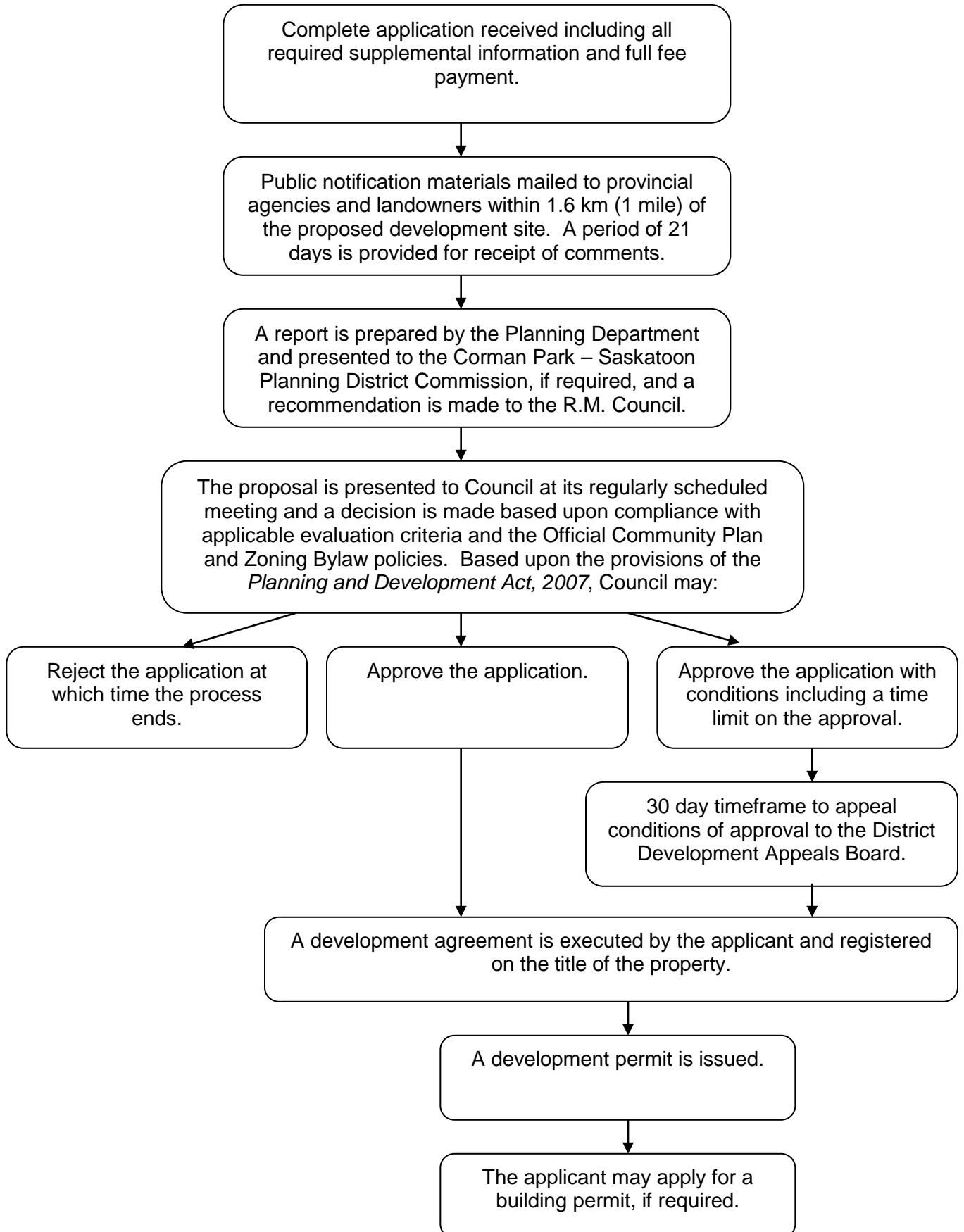
Appeals

Council may approve the application, reject the application, or approve the application with conditions, including a condition limiting the length of time that the use may be conducted on the site in order to secure the objectives of the Zoning Bylaw.

The Planning and Development Act, 2007 limits the ability for an applicant to only appeal any conditions of approval applied by Council. There is no ability to appeal Council's refusal of a discretionary use application.

A notice of appeal must be provided to the North Corman District Development Appeals Board Secretary along with the required fee **no later than 30 days** from receiving a copy of the written decision from the Planning Department. A **\$50.00 appeal fee** is required and must be submitted with the notice of appeal to the **Secretary of the North Corman District Development Appeals Board, 111 Pinehouse Drive, Saskatoon, SK, S7K 5W1.**

Process Overview





Clean Fill – Discretionary Use Application Form

1) Applicant: _____
Address: _____

Phone: _____ Cell: _____ Fax: _____
Email: _____

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:

Owner(s): _____
Address: _____
City: _____
Postal Code: _____
Phone: _____ Cell: _____ Fax: _____
Email: _____

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

All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3
LSD(s) _____ Lot(s) _____ Block(s) _____
Registered Plan No. _____
Certificate of Title No. _____

3) **Existing use of land:**

Country Residential Industrial Commercial
Agriculture Other: _____
Description of current land use: _____

4) **Proposed development involves:**

Type I Clean Fill (non-commercial) Type II Clean Fill (commercial)
Renewal of Type I Permit Renewal of Type II Permit

5) **Purpose of the Clean Fill Operation and description of the types of materials being deposited on the site:**

6) **Estimated amount of fill required:** _____ metres³.

7) **Does the operation involve any processing activities?**

Yes No

If yes, please describe the process: _____

8) **Surrounding land uses:**

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

	Yes/No	If Yes, Please State Distance
a) Residential Site	_____	_____
b) Recreation or Conservation Site	_____	_____
c) Industrial or Commercial Site	_____	_____
d) Sewage Lagoon or Land Fill	_____	_____
e) Urban Municipality	_____	_____
f) Stream or Large Body of Water	_____	_____
g) Other	_____	_____

9) **Operational details:**

a. Identification of safeguards to minimize noise, dust and odours

Type and location: _____

b. Method of potable water provision and solid/liquid waste disposal, if applicable:

Type and location: _____

c. Onsite lighting provided: Yes No

Type and location: _____

d. Chemical/fuel storage proposed onsite: Yes No

Type and location: _____

10) **Proposed hours and days of operation:** (check all that apply)

Collection: M T W Th F S S Hours of operation from _____ to _____

Processing: M T W Th F S S Hours of operation from _____ to _____

Hauling: M T W Th F S S Hours of operation from _____ to _____

11) **Haul months (check all that apply):**

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

12) **Level of Usage of Haul Roads:**

Average daily number round trips: _____

Maximum daily haul (number round trips): _____

Annual frequency of maximum daily hauls: _____

Trailer capacity (metric tonne/trailer): _____

Trucks will be using engine retarder braking systems: Yes No

13) **Is a new approach from a municipal road or provincial highway required?**

Yes No

14) **Municipal roads to be used in hauling material:** (Please include Map)

15) **Proposed after use and reclamation of the property:** _____

16) **How will onsite and offsite drainage be managed?** Describe the topography of the property and graphically identify contours, drainage ways or water bodies/streams, etc.

17) **Does the property exhibit any natural or manmade hazardous conditions such as flooding, slope instability or ground contamination?**

Yes No

If yes, please provide appropriate information such as geotechnical reports, drainage plans, Environmental Site Assessments, etc. to assess the property.

18) Please visit <http://www.pcs.gov.sk.ca/landsearch> to perform a free **Heritage Sensitivity Search**. *Correspondence/clearance reports must be attached with application.*

19) Please visit <http://gisweb1.serm.gov.sk.ca/wildlifelogin/form.asp> to perform a free **Wildlife Application Search** for viewing rare and endangered element occurrences *Correspondence/clearance reports must be attached with application.*

If natural, historical or heritage resources exist what strategy is proposed to mitigate the effects, or integrate these resources into the proposed operation? _____

20) **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: _____ APPLICANT SIGNATURE: _____

DATE: _____ LANDOWNER SIGNATURE: _____
(required if differs from applicant)

For Office Use Only	
Date Received:	
Receipt Number:	
Amount Paid:	

Site Plan

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

