



Permitted Use Development Permit Application Form

The Zoning Bylaw provides for permitted forms of development in each zoning district. Every person is required to obtain a development permit before commencing any use of land, including construction.

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 | \$ 215.00 |
| 2. Residential Building Permit | \$ 5.50/1000 construction value ¹ |
| 3. Agricultural Building Permit | no charge |
| 4. Commercial/Industrial Building Permit | \$ 5.50/1000 construction value ¹ |
| 5. Building Relocation Permit | \$ 250.00 |
| 6. Building Removal or Demolition Permit | \$ 25.00 |
| 7. Minor Variance | \$ 200.00 |

¹ **Minimum fee of \$100.00 applies**

NOTE: 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. receipt of full **payment** of the applicable application fee;
- c. 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, setback distances from the four property boundaries and dimensions of all proposed and existing buildings and structures;
 - 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, tree cover, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
- d. a **Letter of Intent** describing the following aspects of the proposed activity:
 - operational details including projected number of employees, seasons, days and hours of operation;
 - identification of any onsite storage locations and type, shown on the site plan
 - lighting and signage requirements including identifying their location and size on the site plan;
 - an estimation of traffic volumes generated to the property as a result of the proposed use;
 - identification of safeguards that may be required to minimize nuisances to adjacent properties including noise, dust and odours;
 - identification of the source and assessment of the capacity of the available water supply to accommodate the proposed use;
 - method of disposal of generated solid or liquid waste from the use; and
 - any additional information concerning the use that describes the nature and intensity of use proposed.
- e. submission of any **application appendices** if necessary;

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 may be issued within five (5) business days of receiving a complete application. Where new construction is being proposed, a minimum of ten (10) 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.



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

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

3) **The proposed development includes:**

New construction New signage Demolition

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

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

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

Country residential Industrial
 Agriculture Other: _____
 Commercial
 Detailed description of proposed land use: _____

6) **What municipal roads are used to access the property?**

Range Road _____
Township Road _____
Other _____

7) **Surrounding land uses:**

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

	Yes/No	If Yes, Please State Distance
a) Industrial or Commercial Site	_____	_____
b) Intensive Livestock Operation	_____	_____
c) Landfill or Waste Disposal Site	_____	_____
d) Mineral Resource Extraction Area	_____	_____
e) Sewage Lagoon	_____	_____
f) Urban Municipality	_____	_____
g) Stream, River or Body of Water	_____	_____
h) Recreation or Conservation Site	_____	_____
i) Other	_____	_____

8) **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:

