

Comprehensive Development Review Reports

Comprehensive Development Review (CDR) reports are required by municipal bylaw to be prepared and submitted in support of any application to rezone or subdivide land for multi-parcel country residential, commercial, industrial, or intensive recreational purposes and also where residential development in excess of three building sites on a ¼ section is proposed on severed parcels within agricultural districts.

CDRs are intended to provide R.M. Council and Administration with a complete overview of how the proposed development successfully integrates itself physically, socially, and financially with existing properties, owners, and development in the immediate vicinity. In addition to addressing matters of land use integration, a CDR is intended to assess the capacity of the supportive municipal and provincial infrastructure as it relates the demand created by the proposed development.

This document is provided as a companion to the Official Community Plan and Zoning Bylaw and is intended to itemize and summarize the various topics to be covered within the report but is not intended to remove or replace these established bylaws. The original bylaws, policies, and regulations should be consulted for official interpretations.

The geographical area and extent of analysis considered within the CDR will be determined by the Municipality based upon the complexity of the application and the potential offsite effects of the proposed development but at a minimum must encompass all adjacent properties including all properties contained within existing adjacent multi-parcel subdivisions.

The attached checklist is intended to guide the preparation of the CDR by identifying the key topics to be included within the report. The report itself should be broken into two sections the first section containing the bulk of the written narrative regarding the proposed development followed by a series of appendices comprising all of the technical reports commissioned as part of the technical review and records of consultation with the public and with the various regulatory bodies. The headings provided in the checklist maybe utilized for the report headings.

The first section of the CDR should summarize the proposed development and draw conclusions from the technical reports and consultations appended to the end of the report. These technical reports are not simply required as a means of satisfying the municipal submission requirements but they should provide the basis for supporting the development concept. It is the expectation of the Municipality that the evolution of the development concept would follow closely with the acquisition of technical information through these required studies. It is important that the studies are appended to the final report but it is equally important that the applicant makes reference to these reports within the first section of the report clearly summarizing the recommendations from these reports and communicating to the Council how the development concept has responded to these technical conclusions.

Once a preliminary draft CDR has been prepared, you are encouraged to set up a meeting with the R.M. Planning Department to discuss the proposal. This is not mandatory but encouraged.

Your final CDR must be submitted for R.M. Administration's review prior to a recommendation being made on the subdivision and/or rezoning application to Council. The final submission must include:

1. Two (2) bound copies of the final CDR (additional copies will be required at a later date);
2. A single complete digital copy of the CDR in a PDF format;
3. A completed rezoning application along with the applicable fee;
4. An AutoCAD file containing the Plan of Proposed Subdivision; and
5. A signed and dated Plan of Proposed Subdivision in a PDF format.

In addition to the items identified above, the attached Summary of Servicing Worksheet should be completed and submitted with the final report. This worksheet is intended to provide a summary and specifications for the property servicing. Cost estimates are to be included for the purposes of calculating the financial security that will be required within a development and servicing agreement.

Comprehensive Development Review (CDR) Checklist

1. Background:

+ Introduction:

This section of the report is intended to introduce and describe the proposed subdivision and/or rezoning to familiarize the R.M. with what is proposed.

- Where is the development located within the municipality? Provide a legal description of the property
- What is the total land area intended for subdivision and/or rezoning?
- What is the purpose of the development?
- How many lots are proposed?
- Why was the proposed location chosen for subdivision and/or rezoning?
- Briefly identify any unique or significant aspects of the property that are important for reviewing the application.

2. Description of Proposed Development & Land Use :

+ Land use context:

This section is intended to provide a detailed description of the proposed development and describe the proposed land use(s) including identification of existing land use(s) in the area.

- What is the current and proposed use (zoning) of the land intended for subdivision and/or rezoning? Provide a breakdown for the various proposed land uses in the development area (measured in hectares and acres) – especially significant for residential developments to determine Municipal and Environment Reserve requirements and development densities.
- Identify the anticipated stages or phases for the development of the lands if applicable.
- Include a scaled, dimensioned site plan (or a Plan of Proposed Subdivision) identifying the location of buildings or structures, any utility lines or easements, watercourses, standing bodies of water, wooded areas and other important features existing on the property.
- Summarize and graphically represent the existing land uses within the vicinity of the site. Are any of the following within 1.6 km (1 mile); if so please illustrate the distance and location:
 - a) Industrial or Commercial Site
 - b) Intensive Livestock Operation
 - c) Mineral Resource Extraction Areas (Gravel Deposits)
 - d) Sewage Lagoon
 - e) Solid Waste Disposal Facility (Land Fill, Waste Transfer Station)
 - f) Urban Municipality
 - g) River, Stream or Large Body of Water

h) Recreation or Conservation Site

i) Other

- How will the development relate to the existing land uses in the vicinity (include both opportunities and challenges created)?
- What **public facilities** or amenities are intended to be constructed within the development? Describe the amenity or facility and identify the planned administrative or management strategy for these facilities?
 - Management structure
 - Operational details
 - Maintenance requirements
 - Insurance requirements
- What is the intended soft and hard **landscaping** for public areas?
- What **lighting** is intended for public areas?

Hazard Lands:

- Does the property **exhibit any natural or manmade hazardous conditions**? How are these intended to be mitigated?
 - flooding
 - slope instability
 - ground contamination

Natural and Heritage Resources:

- Have the appropriate provincial agencies been contacted to determine whether the lands contain or the subdivision and/or rezoning may affect **an existing natural, historical or heritage resources**? Attach confirmation of consultation/correspondence received.
 - Please visit <http://www.pcs.gov.sk.ca/landsearch> to perform a free Heritage Sensitivity Search
 - 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
- What strategy is proposed to mitigate the effects of the subdivision and/or rezoning on these resources, or seek to integrate these resources into the subdivision and/or rezoning?
- Identify any significant sustainable development or environmental management practices intended to be employed within the development.

3. Official Community Plan, Zoning Bylaw and Other Policy Review:

Policy context:

This section is intended to identify the various municipal policies pertaining to the proposed development along with a summary of how the proposed development responds to these policies.

- Clearly identify the sections of the Official Community Plan, Zoning Bylaw and other relevant R.M. policies which pertain to the development.
- Itemize each policy statement and provide statements of how the proposed development satisfies these policy statements.

- Where specific professional expertise is required, attach all reports as an appendix to the submission and provide an executive summary within the body of the CDR.

4. Servicing:

Roadways:

- Describe and visually identify the principal **provincial and municipal roadways** used to access the property.
- Assess the current capacity of existing provincial and municipal roadways to adequately service the property after development has been completed. Describe the type, frequency and pattern of traffic anticipated to be generated. ***Please note in some instances a traffic impact analysis maybe required***
- Provide a total length of new roadway to be constructed, if required. ***Please note that the road must be constructed at least 100 metres past any property approach***
- Identify the roadway standard for all newly constructed roadways serving the development including basic specifications and surfacing.
- Has the application been referred to the Ministry of Highways and Infrastructure (MHI)? Are there any traffic restrictions in the development area? Attach correspondence received from MHI.

Drainage:

- Describe and graphically identify the general topography of the property.
- How does the development propose to manage **drainage** from a 1:100 year storm event?
 - o Engineered report should include a graphic representation of the predevelopment drainage patterns as well as post development drainage patterns, including the location and method of onsite containment and method of discharge so that post development offsite drainage does not exceed predevelopment rate of offsite flows.
 - o The report should include a statement unequivocally stating that as designed, the engineered strategy will accommodate a 1:100 year storm event.
 - o What percentage of each lot within the development is anticipated contain impermeable compacted surfacing? How is this managed in the engineered design?
 - o What easements are needed to facilitate the system? (indicate on PPS)
 - o What is the proposed ownership of the lands containing these facilities?
 - o If the facilities cross or are contained on private lands, how are they to be maintained and protected? (If by easement, attach a copy of the terms of agreement restricting development and protecting the utility)
 - o If these facilities cross or are contained on public lands, what is the anticipated lifespan of the facilities? What are the operation and maintenance requirements assumed by the R.M. upon dedication? For example, storm water pond maintenance requirements to maintain capacity and water quality

Wastewater:

- What type of domestic **wastewater (sewage) system** exists or is being proposed?
- Has the Saskatoon Health Region been contacted to ensure the existing or proposed system is viable for the proposed development? Attach any correspondence from the Saskatoon Health Region.
- Residential developments require confirmation of approval for the system proposed by the appropriate regulatory agency (Saskatoon Health Region and/or Water Security Agency) – attach to report
- Residential developments may require the establishment of a utility to monitor these systems – report should outline management strategy for this purpose

Potable Water Supply:

- What is the source of **potable water supply** intended for the development?
 - In the case of a ground water supply located within the subdivision or to be developed for the parcels in the subdivision, an engineering report of sufficient tests to prove the adequacy and quality of the source.
 - In the case of water to be supplied by another person or corporation, an agreement to supply the water.
- Where is it sourced?
- What is its capacity?
- Is it sufficient to provide for fire suppression on individual lots?
- What onsite storage is required?
- Identify and describe the entity responsible for the supply, repairs and maintenance of water supply lines within the development?

Geotechnical:

- The report should include a preliminary geotechnical investigation to determine building restrictions and suitability of the lands to accommodate the intended development.

Shallow Utilities:

- Describe and assess the availability of various **shallow utilities** including but not limited to natural gas, power, telecommunications (i.e. telephone and internet).

Solid Waste:

- How does the development propose to manage **solid waste** generated from the development?

Municipal & Protective Services:

- Is the development adequately serviced by existing **schools, fire services and other supportive services**? How is this to be managed? Attach correspondence from the applicable school division, fire department and police service.

5. **Summary of Required Public Consultation:**

Public Consultation:

This section is intended to identify the applicant's public consultation plan as well as report on the results of the consultation.

As part of the CDR the applicant must provide evidence of significant and effective public consultation with landowner's within 1.6 km (1 mile) of the proposed site. This public consultation must occur prior to submitting the CDR to the R.M. for review.

*The CDR must acknowledge **all** comments received during the public consultation whether positive, negative or neutral. It is expected that the applicant will have attempted to incorporate the findings of the consultation within the development proposal wherever possible to ensure that the development is perceived as beneficial to the area. If a comment cannot be addressed within the proposal an explanation as to why this cannot occur is required.*

- What form of consultation program was chosen? Identify the method, number and timing of consultations:
 - mail-out content/questionnaires;
 - presentation materials/Open House(s);
 - online materials/survey;
 - door-to-door contact;
 - other
- Submit a summary of findings, clearly identifying comments, ideas and areas of support and challenges presented through the consultation process.
- Identify strategies to respond to the opportunities and challenges presented within the consultation and how potential solutions may be incorporated within the proposal. The applicant should provide a response to any comments made concerning the development that arises as a result of the consultation in terms of how the concern or comment be integrated into the development.

6. **Map Checklist:**

- Context map identifying the subject property along with identification of adjacent land uses, significant public roadways
- Plan of Proposed Subdivision (if subdivision is involved) including all necessary lot dimensions, built structures, easements and utilities, public lands and development phasing
- Pre and post-development drainage plans including topographic contours, drainage patterns, drainage facilities and patterns of flow
- Utilities plan showing existing and proposed extensions of shallow utilities in the development area
- Landscape plan and cross section of public lands if applicable showing plantings, hard landscaping, property screening and lighting

7. **Technical Reports/Agency Responses:**

- Preliminary Geotechnical Investigation
- Rare plant survey and wildlife habitat inventory

- Heritage Sensitivity Search
- Engineered drainage report
- Ground and surface water evaluation
- Traffic Impact Analysis, as required
- Proposed wastewater treatment system, including a hydrogeological study as required
- Confirmation of services (gas, electricity, telecommunications, local school district, protective services, etc.)
- Phase 1 Environmental Impact Assessment where the previous use of land may pose a risk to occupants and new land development

Summary of Property Servicing



Development Name: _____

Developer Name: _____

Legal Land Location: _____

The purpose of these worksheets is twofold. Firstly, the worksheets are intended to provide the Municipality with a summary of the various services which are being constructed included any technical specifications. The second reason for these worksheets is to aid the developer in itemizing the various costs of servicing the development for the purpose of calculating the amount of financial security to be provided to the Municipality.

Summary of Property Servicing Worksheet 1: Roadways

To be submitted by an applicant for the purposes of summarizing the design standards for a development and calculation of financial security. **Complete a separate worksheet for each type of roadway being constructed or upgraded for the development.**

1. Type of roadway:

- Residential internal subdivision road
- Municipal road – main farm access
- Primary haul road
- Industrial/Commercial internal subdivision road

2. Specifications:

- a. length of road to be constructed or upgraded: _____ metres
- b. right of way width _____ metres
- c. road sub-grade width: _____ metres
- d. road top width: _____ metres
- e. back slope : _____
- f. side slope: _____
- g. ditch width: _____ metres
- h. method of erosion control: _____
- i. anticipated design speed _____ km/hr
- j. estimated road lifespan: _____ years
- k. culvert locations (attach site plan) and sizes:

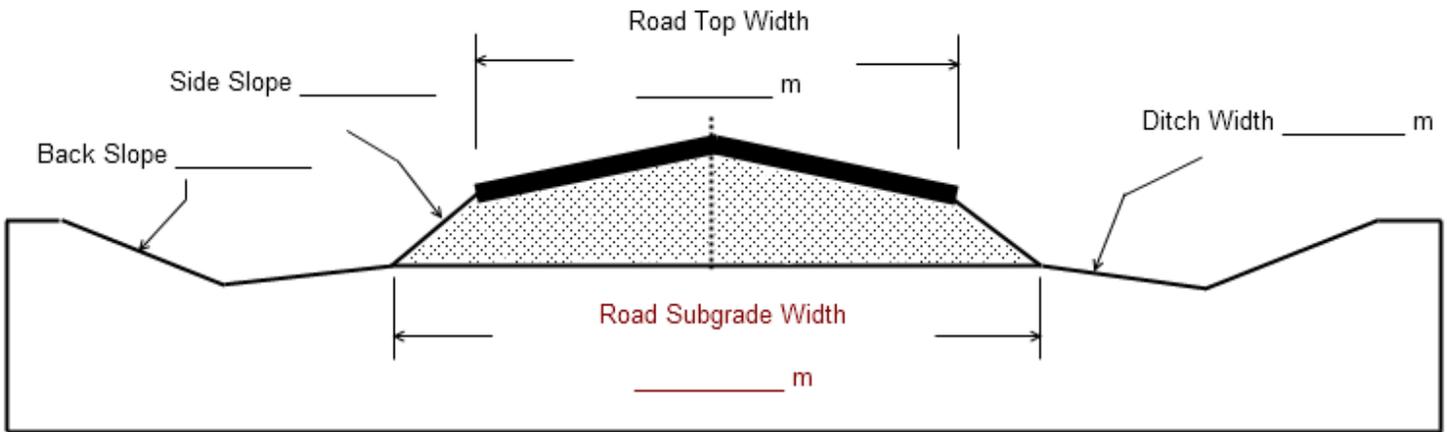
number: _____	type: _____	size: _____ mm
number: _____	type: _____	size: _____ mm
number: _____	type: _____	size: _____ mm
number: _____	type: _____	size: _____ mm
number: _____	type: _____	size: _____ mm

Comments: _____

l. road surfacing:

- Gravel Chip seal Asphalt Other

surface thickness: _____ m³/km



3. **Cost estimates:** Provide cost estimate for each component of construction attaching quotes and contracts where necessary to verify estimates.

- a. land acquisition \$ _____
- b. Design and engineering _____
- c. preliminary earthwork & sub grade construction _____
- d. road construction _____
- e. surfacing _____
- f. culverts _____
- g. signage _____
- h. line painting, curbing etc... _____
- i. re-vegetation and erosion controls _____

TOTAL ESTIMATED COST \$ _____

For Office Use Only:

Date of receipt of preliminary construction plans: _____/_____/_____ (d/m/y)

Date of approval of preliminary construction plans: _____/_____/_____ (d/m/y)

Date of receipt of as-built drawings: _____/_____/_____ (d/m/y)

Date of final inspection: _____/_____/_____ (d/m/y)

Summary of Property Servicing Worksheet 2: Water Supply Lines

To be submitted by an applicant for the purposes of summarizing the design standards for a development and calculation of financial security. ***Complete a separate worksheet for each type of waterline being constructed or upgraded for the development.***

4. Type of waterline:

- Potable
 Non potable
 Fire suppression

5. Specifications:

- a. length of water supply line constructed: _____ metres
- b. water supply line diameter: _____ mm
- c. depth of line: _____ metres
- d. water supply line material : _____
- e. # fire hydrants: _____
- f. # curb stops: _____ metres
- g. minimum water supply line depth: _____ metres

6. Cost estimates: Provide cost estimate for each component of construction attaching quotes and contracts where necessary to verify estimates.

- a. land acquisition and /or easements \$ _____
- b. Design and engineering _____
- c. materials & labour _____
- d. trenching and or drilling _____
- e. installation _____
- f. backfill and re-vegetation _____
- g. hydrants and pump stations _____
- TOTAL ESTIMATED COST \$ _____

For Office Use Only:

Date of receipt of preliminary construction plans: _____/_____/_____ (d/m/y)
 Date of approval of preliminary construction plans: _____/_____/_____ (d/m/y)
 Date of receipt of as-built drawings: _____/_____/_____ (d/m/y)
 Date of final inspection: _____/_____/_____ (d/m/y)

Summary of Property Servicing Worksheet 3: Shallow Utilities & Public Amenities

To be submitted by an applicant for the purposes of summarizing the design standards for a development and calculation of financial security.

7. **Shallow Utilities:** Provide cost estimate for each utility attaching quotes and contracts where necessary to verify estimates.

		<u>Estimate Supplied</u>
a. Natural Gas	\$ _____	<input type="checkbox"/>
i. Service Capacity	_____	
b. Electricity	_____	<input type="checkbox"/>
i. Service Capacity	_____	
c. Telephone	_____	<input type="checkbox"/>
d. Other:	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
TOTAL ESTIMATED COST UTILITIES	\$ _____	

8. **Public Amenities:** List and provide a cost estimate for each public facility as well as the costs of developing public lands within the development.

a. Engineering and design	\$ _____	
b. Site Grading and Landscaping	_____	
c. Lighting	_____	
d. Recreational Facilities	_____	
e. Fencing	_____	
f. Other:	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL ESTIMATED COST PUBLIC AMENITIES	\$ _____	

9. **Other:** Include relevant statement and contracts to verify estimates

a. Legal	\$ _____	
b. Survey	_____	
c. Storm water retention system	_____	
d. _____	_____	
e. _____	_____	
TOTAL ESTIMATED COST OTHER	\$ _____	

Summary of Property Servicing Worksheet 4: Drainage Works

To be submitted by an applicant for the purposes of summarizing the design standards for a development and calculation of financial security.

10. Drainage Works: Provide a cost estimate for the construction of drainage works for the development attaching quotes and contracts where necessary to verify estimates.

- | | |
|--|----------|
| a. Design and Engineering | \$ _____ |
| b. Site grading and excavation | _____ |
| c. Culverts and drainage channels/swales | _____ |
| d. Re-vegetation | _____ |
| e. Pump | _____ |
| f. Other control structures | |
| i. _____ | _____ |
| ii. _____ | _____ |
| iii. _____ | _____ |

TOTAL ESTIMATED COST DRAINAGE WORKS \$ _____

11. Storm Pond Design Specifications:

- | | | |
|---------------------------|-----------------------------------|-----------------------------------|
| a. Pond Type: | <input type="checkbox"/> Wet pond | <input type="checkbox"/> Dry Pond |
| b. Pond depth: | _____ m | |
| c. Water holding capacity | _____ m ³ | |

Summary of Estimated Costs

Roadways:	\$	_____
Waterlines:		_____
Shallow Utilities:		_____
Drainage Works/Lot Preparation:		_____
Other:		_____
Total Estimated Costs:		=====