

# Rural Municipality of Meadow Lake #588 Policy

Policy #PD-002

Policy Title: Planning and Development Procedures

**Policy Objective:**

To help developers and clients complete their subdivision and development requests while complying with the Federal, Provincial, and Local regulations and procedures

**Authority:**

Council Resolution #270/16

Dated: August 8/16

**Background:**

1. Subdivisions and Building are becoming more aggressive and there are situations where problems could arise with the placement of the subdivision or building (ie: flood area, building codes, etc.)
2. In order to protect the landowner, the adjacent landowners, the future purchases, etc. the governments of Canada and Saskatchewan have come up with Rules, Regulations and Procedures that are to be followed by the property owners and developers.
3. In order to protect the Rural Municipality from future legal situations, we must comply with the regulations as set by the Federal and Provincial Governments.
4. Also, Community Planning, a Ministry of the Provincial Government are the final approving authority for any subdivisions. The Rural and Urban Municipalities may agree with the subdivision/development, however if the development does not comply with Federal or Provincial guidelines, then Community Planning may not allow the development to proceed.

**Policy:**

1. Subdivisions
  - a. All subdivisions must be completed by a legal surveying company as hired by the developer/landowner;
  - b. All subdivisions must go to Community Planning prior to being obtained by the RM office. Community Planning sends a request to the Council for their comments and also states the Municipal Reserve Acres if applicable. **PLEASE NOTE THAT COMMUNITY PLANNING IS THE FINAL APPROVING AUTHORITY**
  - c. The RM Council reviews the subdivision application and considers:
    - i. Where it fits in the OCP and Zoning Bylaws. If a change is necessary, then the developer/landowner will be invoiced for any costs incurred in amending the bylaw and **if Community Planning will allow the change.**
      1. Fees for a bylaw amendment are set in Policy #GG-006
    - ii. If a **Municipal Reserve requirement** is necessary, then the council will set a monetary value of:
      1. Contact SAMA and get the assessed value of the required acres necessary to complete the valuation of the monetary value of the land.
      2. Residential properties are 10% of the Assessed Value of the property;
      3. Commercial properties are 5% of the Assessed Value of the Property.
2. Development Permits
  - a. As a requirement of the Zoning Bylaw, a development permit is required on all building within the RM of Meadow Lake with the exception of:
    - i. Grain bins

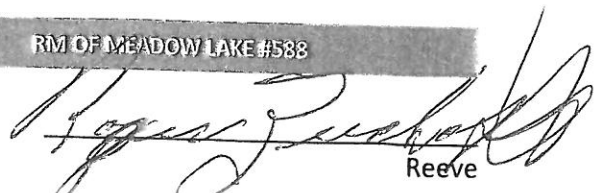
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Replacing – PD002-June 8/15 – Res #163/15



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- b. A fee for the development Permit is set in accordance with Policy #GG-006 and Bylaw #1/15 (Building Bylaw);
  - c. Discretionary Development Permits will be required to be reviewed by Council for approval at their regular council meeting or Development Committee Meeting. All discretionary permits are to be in the office on or before 14 days prior to the council or Development Committee meeting.
  - d. Rejected applications may request a re-review and this request must be made in writing a minimum of 14 days prior to the next regular council meeting.
3. Building Permits
- a. Fees for building permits are set in Bylaw #1/15 and also in Policy #GG-006 and Policy #PD-001.
  - b. Building Officials
    - i. Must be a member in good standing with the Building Association
    - ii. Must have a liability insurance policy and present this prior to inspections.
    - iii. Must be a member of the Workers Compensation Board of Saskatchewan
    - iv. Appointed by Council
    - v. If an individual requests the use of a building official that is not appointed by council, then an application in writing must be completed and the building official must respond with his/her acceptance.
  - c. Compliance
    - i. Must comply with the Building Bylaw as set by the Council for the RM of Meadow Lake and approved by Building Standards.
    - ii. Must comply with the Official Community Plan and Zoning Bylaw for the RM of Meadow Lake, as well as the District Plan for the North of Divide Planning Commission.
  - d. Procedure for a Building Permit
    - i. Apply for a Development Permit.
    - ii. Upon receipt of the Development Permit Approval – then you apply for a building permit.
    - iii. Work with the Building Official – fill out the Building Permit and return it to the RM of Meadow Lake office along with:
      - 1. Application for building permit
      - 2. 2 sets of copied Engineered plans for the building
      - 3. Plan Review from Building Inspector
      - 4. Elevation Plans may be requested
  - e. Commercial Development
    - i. Commercial development shall be defined as development located on commercial subdivisions which relate to any one of the following conditions:
      - 1. Provide services directly to the public;
      - 2. Involve processing or manufacturing
    - ii. There shall be a full assessment on the land
    - iii. The RM shall not be responsible for utilities or services such as water and sewer, etc.