



OFFICE USE:

Date Received:

Application # \_\_\_\_\_

### APPLICATION FOR DEVELOPMENT PERMIT

Development Permit Applications will take approximately **1-2 months** to process. This time may occasionally be less but many factors will contribute to whether or not a permit can be handled promptly. Some permits will be required to go to the Municipal Council, others may be required to give notification to surrounding landowners or other parties, and if the essential information is not provided then delays will occur.

#### Application Fees:

The following fees are applicable:

1. Permitted Use \_\_\_\_\_
2. Discretionary Use \_\_\_\_\_
3. Change of Use \_\_\_\_\_

If you are unsure of whether your use is permitted or discretionary please contact the Municipal Office and ask for clarification. The fees are based on an average cost to review and approve a permit.

#### Application Requirements:

Your permit shall not be considered complete until you submit **all** of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Completed application form        | <input type="checkbox"/> North Arrow  |
| <input type="checkbox"/> Copy of parcel picture from ISC   | <input type="checkbox"/> Site boundary, dimensions, and size  |
| <input type="checkbox"/> Applicant contact information     | <input type="checkbox"/> Dimensions of all existing and proposed structures   |
| <input type="checkbox"/> Registered owner information      | <input type="checkbox"/> Distances from all site boundaries from structures   |
| <input type="checkbox"/> Location of proposed development  | <input type="checkbox"/> Location of existing and proposed utilities, roads & approaches  |
| <input type="checkbox"/> Est.start and completion date     | <input type="checkbox"/> A site Drainage Plan is required with the location of all distinguishing physical features located on or adjacent to the property i.e. Sloughs, streams, slopes, wetlands etc. |
| <input type="checkbox"/> Description of existing land uses |   |
| <input type="checkbox"/> Description of proposed land uses |   |
| <input type="checkbox"/> Appropriate signatures            |   |
- Site plan included, and shows:

#### Development Information

1. Applicant: **email address:** \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal code: \_\_\_\_\_
2. Registered Owner (if different than above): **email address:** \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal code: \_\_\_\_\_
3. Legal Land Description:  
 LSD or 1/4 \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ W \_3\_  
 Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Urban Area \_\_\_\_\_

4. Provide description of existing use of land and buildings:

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5. Provide description of proposed use and development of land and buildings:

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6. Proposed development involves:

Principal building \_\_\_\_\_ Accessory building \_\_\_\_\_

**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	_____	_____
d) Stream or Large Body of Water	_____	_____

7. Estimated dates of development:

Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

8. What sewer/utilities currently exist? Show the location on the site plan

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9. Declaration of Applicant:

I/we further agree to comply with all Bylaws & Regulations of the Municipality respecting development and I/we acknowledge that it is my/our responsibility to ensure compliance with all Saskatchewan Regulations and Acts including The Uniform Building and Accessibility Standards Act, regardless of any review or inspection that may or may not occur by any official of the Municipality.

I/We agree that any expense incurred by the administration or application fees not paid may be added by the Municipality to the property tax roll of the Land and development and is deemed for all purposes to be a tax on the Land from the date it was added to the tax roll and forms a lien against the Land in favour of the Municipality from the date it was added to the tax roll.

I/We, \_\_\_\_\_ and, \_\_\_\_\_  
solemnly declare that all the above statements contained within this application are true, and I/we 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”.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

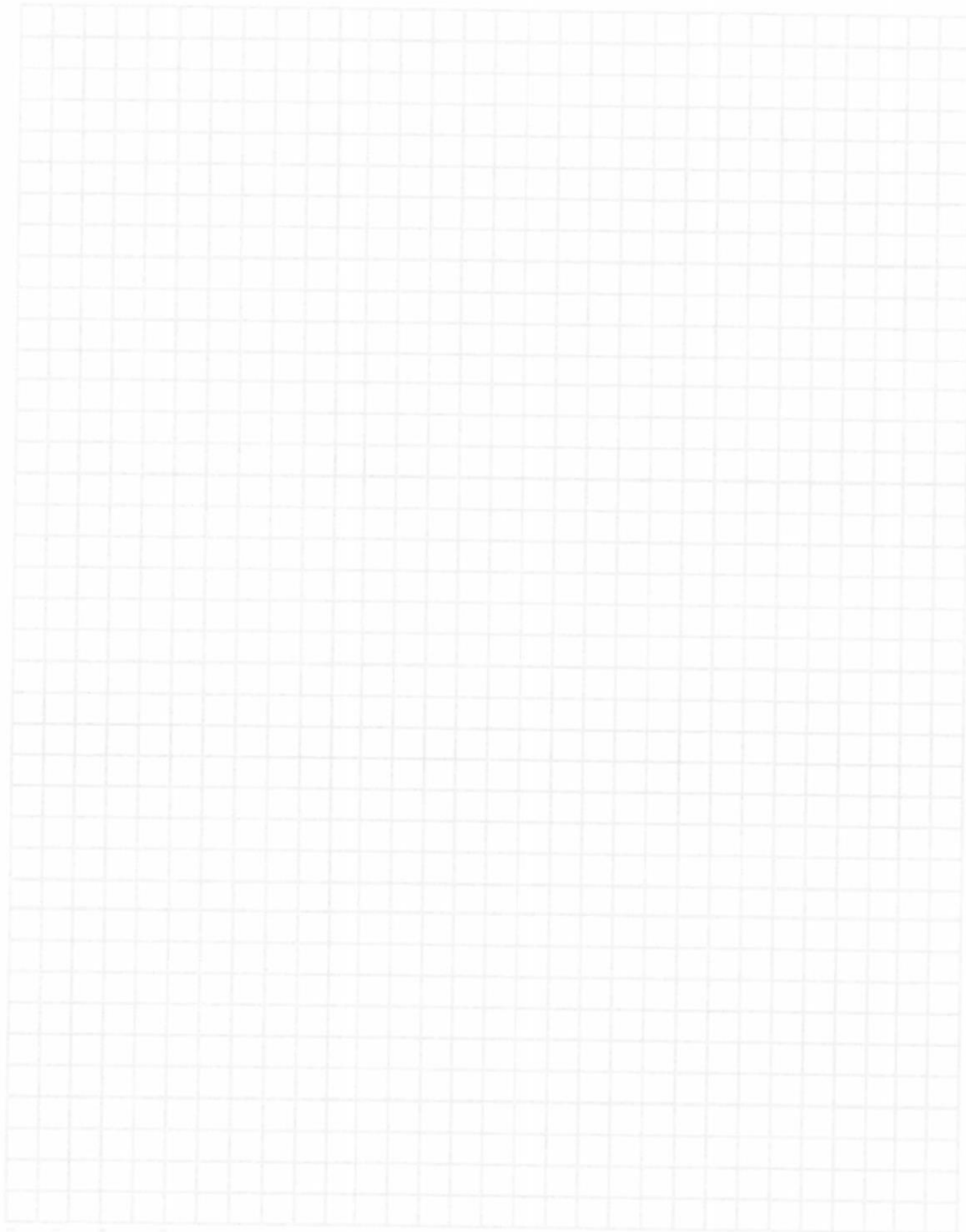
\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner Signature (if different  
From applicant)

NOTE: Development Permits not filled in properly with all necessary information and application fees will result in the development permit being returned to the applicant. This will result in a delay in processing the application, so

### 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:



Enter as much information as possible to ensure the Municipality can issue a permit in a timely manner.

10. Site Plan Example:

