

Information Guide

Development Appeals Board

Under *The Planning and Development Act, 2007* (the Act) a municipality with a zoning bylaw is required to have a Development Appeals Board. The Board must be appointed within 90 days after the zoning bylaw comes into effect. The Board's main purpose is to resolve disagreements over the administration of the zoning bylaw under the Act. It may also deal with certain orders issued under *The Municipalities Act* (the MA Act).

Board Membership

A Board is made up of not less than 3 members appointed by council (except approving authorities as discussed below). Council will determine the term of office for each member of the Board, the manner in which vacancies can be filled and the remuneration and expenses, if any, payable to each member. Municipal employees and members or employees of a planning commission of which the municipality is a member cannot be appointed to the Board. Also, a member of a municipal council cannot be a Board member except in the case of a District Development Appeals Board. The new Act permits municipalities to jointly establish District Development Appeals Boards which will provide more flexibility in the organization and operation of Development Appeals Boards. [Sections 214 and 215]

An approving authority can determine the eligibility, number and term of office of persons appointed to the Board. An approving authority can prescribe the procedures and any other matters to be followed by the Board. [Section 27]

Board Jurisdiction

After review of a development permit application, the municipality's Development Officer must notify the applicant in writing of the decision made on the application, and of the right to appeal the decision. The decision, concerning either existing or proposed development, may be appealed by any person affected:

- a) by the approval of development permit where it is alleged that the Development Officer misapplied the zoning bylaw in approving the proposal;
- b) by the refusal of the Development Officer to issue a development permit because the proposal contravenes the zoning bylaw;
- c) by council's approval of a discretionary use (or form of development) with development standards or conditions (Note: only the standards or conditions may be appealed);
- d) by the refusal of, approval with terms and conditions of, or revocation of an approval to, an application of a minor variance;
- e) by interim development control where there is a policy plan or zoning bylaw and a permit is refused, approved with terms or development standards, or not decided on within 30 days;

- f) by council's refusal or failure to make a decision within 30 days of receiving a development permit application verified complete by the Development Officer;
- g) by council's imposition of terms and conditions on a permit in a demolition control district or architectural control district; or
- h) by an order to repair or correct contraventions under a Nuisance Bylaw, Property Maintenance Bylaw and/or Zoning Bylaw adopted under *The Municipalities Act* (Sections 364 and 365) or *The Planning and Development Act, 2007* (Section 242)

An appeal may not be made to a Development Appeals Board where:

- a refusal is issued because a proposal contravenes the zoning bylaw land use provisions;
- a discretionary use application is refused;
- council refuses to amend a zoning bylaw or to rezone land (refusal to remove a "Holding" designation may be appealed – further explanation to follow); or
- the decision concerns a subdivision application if the municipal council is not designated as a subdivision approving authority under the Act.

Starting an Appeal

Anyone starting an appeal must send written notice of appeal to the Secretary of the Development Appeals Board:

- within 30 days of a Development Officer's decision being issued;
- within 30 days of the failure of a council to make a decision;
- within 30 days of receiving a permit with terms and conditions; or
- within 15 days if appealed under *The Municipalities Act* or 30 days under *The Planning and Development Act, 2007* of an order being served to repair or correct contraventions.

A notice of appeal must be accompanied by any filing fee set by the Board to a maximum of \$50.

The Board must hold a public hearing on the appeal within 30 days of receiving a notice of appeal unless the Board holds regularly scheduled meetings, in which case, a hearing may be set for the first or second meeting after receipt of the notice of appeal.

Hearing Notices

At least ten days before the hearing, the Board must notify all affected parties of the hearing. The notice must be served by personal service, ordinary mail or registered mail. Affected parties include: the appellant (the person starting the appeal), the owner (if the owner and the appellant are not the same person), the municipal council, all landowners within 75 metres of the property affected by the appeal and any other landowners as required by the municipal zoning bylaw

The appellant and council must provide the Board with all material relating to the appeal at least five days before the hearing. This may include copies of the application, decision, site plans, reports, minutes, bylaws, pictures, drawings, and a zoning district map. The municipality must supply original documents or certified true copies. The Board must make all related materials available to the public for inspection prior to the commencement of the hearing

Hearing Conduct

The hearing must be open to the public. Any person notified of the hearing, or who may be affected by the results, must be allowed to make presentations or submissions to the Board. The Board must give fair consideration to any comments received. If necessary, the Board Chair may administer oaths or affirmations to persons making presentations.

A written record or minutes of the hearing must be made and kept on record for public inspection. The failure to do so may invalidate the Board's decisions. A Board member who has any personal or pecuniary interest as described in Subsection 2 (2) of the Act in a matter before the Board must declare the interest, take no further part in the procedures, and not vote on the matter.

Board Decisions

The Board must make a decision within 30 days of the hearing. A decision is made by a majority vote of the Board members constituting a quorum. A tie vote is a negative decision.

In making a decision, the Board:

- a) is bound by the policies of the Official Community Plan;
- b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the zoning bylaw;
- c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and
- d) may confirm, revoke or vary the decision of the Development Officer, the Council or an approving authority, including any conditions attached to the decision, if in its opinion that action would not:
 - grant the applicant a special privilege inconsistent with restrictions on neighbouring properties in the same zoning district;
 - relax the provisions of the bylaw in such a manner as to be contrary to the purposes and intent of the zoning bylaw; or
 - injuriously affect the neighbouring properties.

A Board's decision cannot change a municipal zoning bylaw since the decision is limited to the circumstances affecting only a specific property. However, a number of similar decisions may warrant council giving consideration to amending a zoning bylaw.

The Board's decision must be in writing and signed by the Board Chair. Within ten days of making a decision, the Board shall send a copy of the decision to all affected parties including the appellant, the owner, the council, all assessed owners within 75 metres of the boundary of the appellant's land that is the subject of the appeal and any other person who was notified of the appeal as per the zoning bylaw. A decision may be voided unless it:

- outlines the facts of the case;
- states the decision; and
- gives clear, specific reasons for the decision.

Further Appeal

The Board's decision does not take effect for 30 days from the date of the decision, and has no effect if a further appeal is made to the Saskatchewan Municipal Board. Within 20 days of receiving a copy of the decision, any party receiving the copy may send another written notice of appeal, and a \$50 filing fee to the Planning Appeals Committee of the Saskatchewan Municipal Board.

Planning Appeals Committee

The Planning Appeals Committee of the Saskatchewan Municipal Board may hear any appeal of a decision made by a Development Appeals Board. The Committee may also hold hearings in the following situations:

- a) a decision on a subdivision application that:
 - a. refused the application;
 - b. approved only part of the application;
 - c. approved the application subject to development standards; or
 - d. revoked the approval of an application.
- b) where a servicing agreement is not formalized within 90 days of a related subdivision application being submitted to a council by Community Planning Branch, Government Relations or, after 90 days have expired, or the terms and conditions of a servicing agreement in the case of approving authorities these appeals would go to the local Development Appeals Board;
- c) where a subdivision application was not decided on within 90 days of the application being in complete and final form;
- d) the application of development levies or servicing agreement fees, or the factors considered in the calculation of development levies and servicing agreement fees, within 30 days of a written request for payment;
- e) an objection by the subdivision applicant to produce any information requested by an approving authority, other than information that is required by the subdivision regulations to accompany the application;

- f) in a direct control district, council's failure to approve after 60 days, plans and drawings submitted for a proposed development, or after 90 days, the terms and conditions of a related development agreement;
- g) in planning areas in the Northern Saskatchewan Administration District, any decision on a development permit application where it is alleged that the Development Officer misapplied a development control or a permit is refused because the proposal would contravene a development control;
- h) under interim development control where there is no existing policy plan or zoning bylaw, where a permit that is refused, approved with terms or development standards or not decided within 60 days, and
- i) a council's refusal to remove a Holding or "H" designation under a zoning bylaw.

If an appeal is made to the Committee, it must hold a public hearing and may render a decision as is done by a Board. The Committee has additional power to:

- order a zoning holding provision removed;
- revise or issue a decision on a subdivision application; or
- determine the terms and conditions of a servicing agreement.

The Committee's decisions are final unless any party of the appeal, within 30 days of the decision, submits a stated case on a point of law or jurisdiction to the provincial Court of Appeal.

The Committee's address is:

Planning Appeals Committee
Saskatchewan Municipal Board, 4th Floor
Room 480, 2151 Scarth Street
REGINA SK S4P 2H8

For more information the Saskatchewan Municipal Board, Planning Appeals Committee at (306) 787-6244 or visit the website (http://www.smb.gov.sk.ca/planning_appeals.htm).



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:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Copy of parcel picture from ISC <input type="checkbox"/> Applicant contact information <input type="checkbox"/> Registered owner information <input type="checkbox"/> Location of proposed development <input type="checkbox"/> Est.start and completion date <input type="checkbox"/> Description of existing land uses <input type="checkbox"/> Description of proposed land uses <input type="checkbox"/> Appropriate signatures | <ul style="list-style-type: none"> <input type="checkbox"/> North Arrow <input type="checkbox"/> Site boundary, dimensions, and size <input type="checkbox"/> Dimensions of all existing and proposed structures <input type="checkbox"/> Distances from all site boundaries from structures <input type="checkbox"/> Location of existing and proposed utilities, roads & approaches <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. |
|--|---|

- 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:

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

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

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

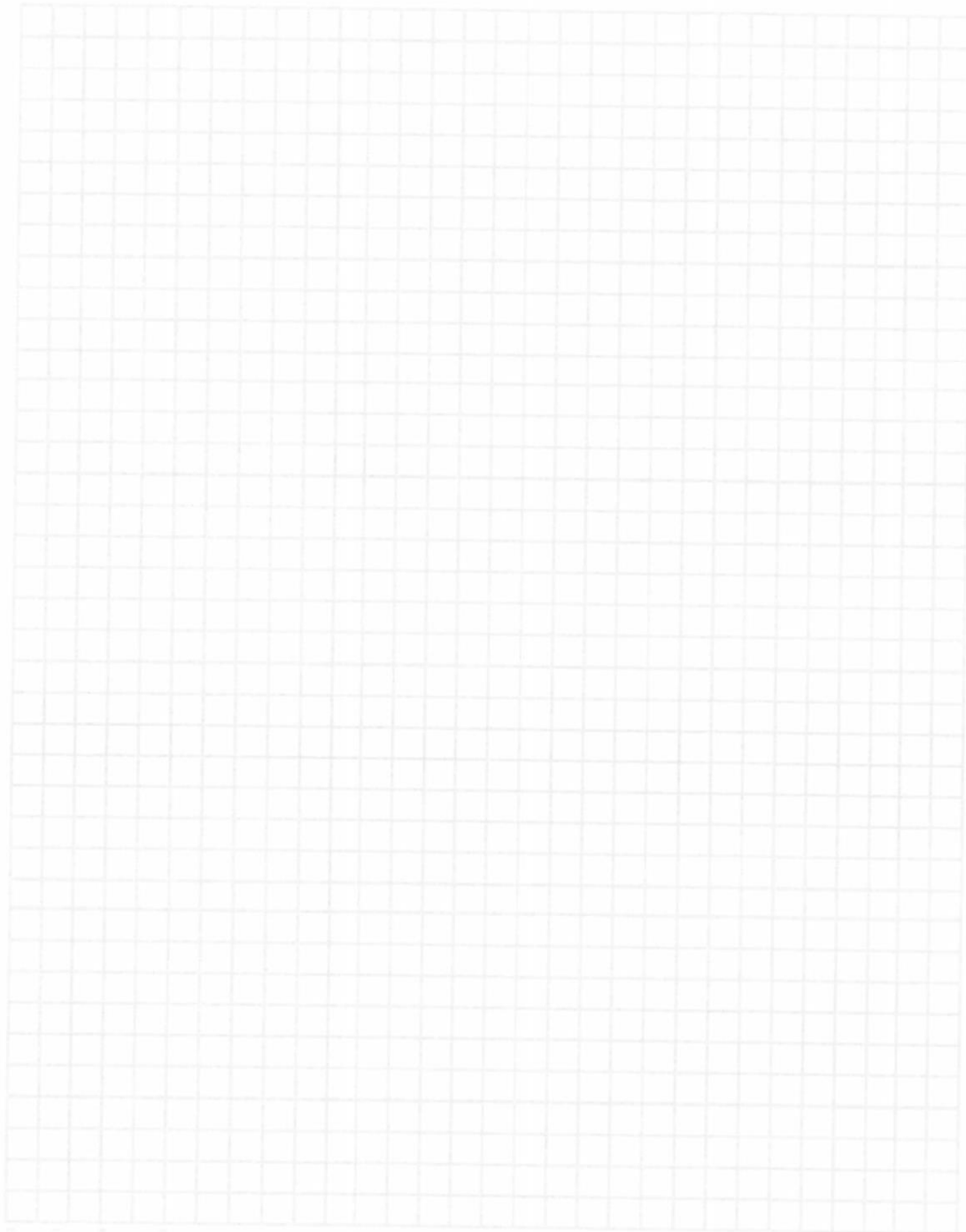
Date

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

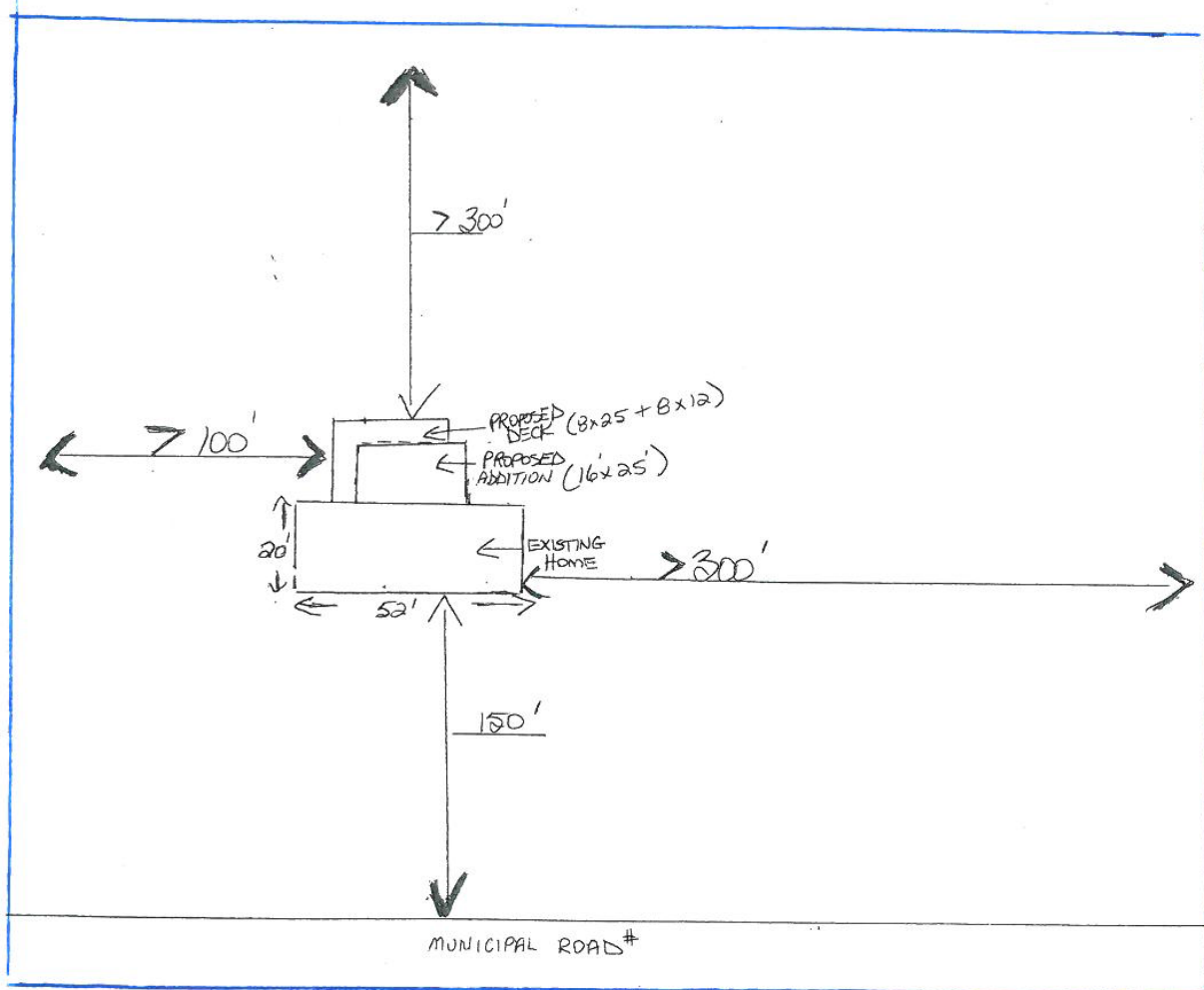
Site Plan

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:



Development Permit Checklist

Applicant:

Land Location:

Verify landowner:

Tax roll notes:

Zoning District:

Purposed use:

ISC Vegetation picture:

Relevant zoning bylaw section:

Relevant OCP section:

Is it a permitted use for zoning? Yes / No

Required setback for zone?

Front –

Side –

Rear –

Any zoning restrictions?

Building permit required? Yes / No