

APPENDIX “A” - Development Permit Application Requirements

DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Every development permit application shall include:

1) Application Form

A completed application form.

2) Site Plan

Two copies of a proposed development site plan.

3) Building Plan

A plan showing, with labels, the elevations, floor plan, and a perspective drawing of the proposed development.

4) Landscape Plan

A landscape plan showing, with labels, the following:

- a) the existing topography,
- b) the vegetation to be retained and/or removed,
- c) the type and layout of:
 - i. hard (e.g., structures) and soft (e.g., vegetation) landscaping,
 - ii. the open space system, screening, berms, slopes,
 - iii. other, as required, to effectively administer this Bylaw,
- d) the types, sizes and numbers of vegetation materials;
- e) areas to be damaged or altered by construction activities and proposed methods of restoration;
- f) a schedule of site stripping and grading, construction, and site restoration, including methods to be employed to reduce or eliminate erosion by wind, water, or by other means; and
- g) historical and archaeological heritage resources and management areas (a Heritage Resource Assessment as prescribed under The Heritage Property Act may be required).

5) Vicinity Map

A vicinity map showing, with labels, the location of the proposed development in relation to adjacent lands:

- a) Nearby municipal roads, highways and railways,
- b) Significant physical features, environmentally sensitive areas, and more or less pristine natural areas or features, especially undisturbed grassland, wooded ravines, and water feature or stream courses,
- c) Critical wildlife habitat and management areas,
- d) Mineral extraction resources and management areas, and
- e) Other as required, to effectively administer this Bylaw.

6) Certificate of Title

A copy of the Certificate of Title, indicating ownership and all encumbrances.

7) Valid Interest

Development permit applicants shall be required to provide information, to the Development Officer's or Council's satisfaction, that they have a current, valid interest in the land proposed for development.

- a) Proof of current valid interest may include:
 - i. proof of ownership
 - ii. an agreement for sale
 - iii. an offer or option to purchase
 - iv. a letter of purchase
 - v. a lease for a period of more than 10 years
 - vi. other, as determined and accepted by Council, or the Development Officer.

8) Site Description for Subdivision Applications

- a) A proposed plan of subdivision prepared by a Saskatchewan Land Surveyor or Professional Community Planner and signed by the registered site owner or appointed agent;
- b) A metes and bounds description prepared by the Information Services Corporation, which is accompanied by an accurate sketch;
- c) Photographic Information
- d) Photographs showing the site in its existing state.

Note: Prior to making a decision on a subdivision, permitted or discretionary use, Council may refer the application to whichever Government Agencies, the District Corridor Planning Group, or interested groups, as Council may consider appropriate. Council also may require the application to be reviewed by planning, engineering, legal, or other professionals, with the cost of this review to be borne by the applicant (refer to Section 3).