

Subdivision Application Guide

Pursuant to the current RM of Edenwold Zoning Bylaw



100 HUTCHENCE ROAD, EMERALD PARK, SASKATCHEWAN, S4L 1C6 • PH: 306-347-2963 • FAX: 306-347-2970

This guide is designed to assist applicants in the subdivision application process. Please review this document, its policies and application form and contact the Planning and Development Department at 306-347-2963 or alexa.ohanley@edenwold-sk.ca if you have any questions or require assistance.

1. PRIOR TO SUBDIVISION APPLICATION

- A pre-application meeting is not mandatory; however, it is recommended that you contact the Planning and Development Department to discuss the scope of your development and any considerations from the Municipality.
- The applicant/owner is advised to contact Sask1stCall at to locate any natural gas, power, water, and telephone lines on the property prior to undertaking any excavation work. Sask1stCall is accessible by phone 1-866-828-4888.

2. APPLICATION REQUIREMENTS

- The Application to Subdivide Land (see attached) must be submitted to the Community Planning Branch of the Government of Saskatchewan in complete form and signed by the registered landowner(s) before it will be accepted for processing.
- A Plan of Proposed Subdivision will be required to accompany the Application to Subdivide Land. The Plan of Proposed Subdivision must be prepared by a Land Surveyor, or a Registered Professional Planner, registered in the Province of Saskatchewan.
- The Municipality may require any information that it deems necessary to review the application once referral by Community Planning (see below).

3. ADDITIONAL REQUIREMENTS THAT MAY APPLY

- In most subdivision cases, rezoning to the appropriate zoning district is required to accommodate for the proposed subdivision. An Application to Amend the Zoning Bylaw (see attached) may be required to be submitted to the Planning and Development Department to bring the proposed subdivision into compliance. The subdivision and rezoning application are processed concurrently by the Municipality.
- An Application to Amend the Official Community Plan (see attached) may be required to be submitted to the Planning and Development Department to bring the proposed subdivision into compliance with the designated future land uses. The subdivision and amendment applications are processed concurrently by the Municipality.
- A Concept Plan shall be required for subdivisions that include multiple lots or land uses and generally, cover a quarter section or more or the remaining portion of a quarter section that has already been subdivided or developed. The municipality may require a Concept Plan for a smaller area than one quarter section where it is deemed appropriate and necessary. The Concept Plan is expected to be a preliminary document, establishing general site

- information and plans that will be further refined as part of the Servicing Agreement. Refer to section 3.22 of the Zoning Bylaw for more information on Concept Plans and their requirements.
- A Comprehensive Development Proposal (CDP) must be submitted to the RM alongside an application to rezone, subdivide, re-subdivide, or re-develop three (3) or more lots/sites. The purpose of the CDP is to identify and address any issues related to the proposed development appropriately and to encourage high quality and compatible developments. The scope and required detail of the CDP will be based on the scale and location of the proposed development. The CDP is expected to be a preliminary document, establishing general site information that will be further refined as part of the Servicing Agreement. Refer to section 3.23 of the Zoning Bylaw for more information on CDPs and their requirements.
 - Council may require a developer to enter into a Servicing Agreement to ensure appropriate servicing for the subdivision pursuant to *The Planning and Development Act, 2007*. Refer to the RM's Servicing Agreement Fees and Securities Policy (attached) for more information. The agreement may provide for:
 - The undertaking and installation of storm sewers, sanitary sewers, drains, water mains and laterals, hydrants, sidewalks, boulevards, curbs, gutters, streetlights, graded, graveled, or paved streets and lanes, connections to existing services, area grading and levelling of land, street name plates, connecting and boundary streets, landscaping of parks and boulevards, public recreation facilities, or other works that Council may require, including both on-site and off-site servicing; and
 - The payment of levies and charges, in whole or in part, for the capital cost of providing, altering, expanding, or upgrading sewage, water, drainage and other utility services, public highway facilities or park and recreation space and facilities located within or outside the proposed subdivision and that directly or indirectly serve the proposed subdivision.
 - Applicants may be required to prepare and provide additional information as part of any application to the municipality including:
 - Geotechnical Report;
 - Engineered Water and Sewer Plan;
 - Stormwater Management Plan;
 - Phasing Plan;
 - Fire and Protective Services Capacity Report;
 - Site Grading and Elevation Plan;
 - Hydrogeological Impact Assessment and Flood Risk Study;
 - Traffic Impact Assessment;
 - Sensitive Environmental Area Analysis;
 - Landscaping Plan;
 - Water Testing;
 - Noise and Vibration Impact Study;
 - Wildlife Habitat Study;
 - Mineral Extraction Study;
 - Heritage Resource Impact Assessment;
 - Pedestrian Access Plan;
 - Public Consultation Plan; and
 - Cost-Benefit Analysis.

This guide applies to anyone subdividing land where the Province of Saskatchewan is the subdivision approving authority. In this situation subdivisions are reviewed by the Community Planning branch (CPB) of the Saskatchewan Ministry of Government Relations (GR).

The subdivision approval process is similar whether you are a private land developer or a municipality. All subdivisions must comply with *The Statements of Provincial Interest Regulations, The Dedicated Lands Regulation, 2009* and *The Subdivision Regulations, 2014* as set out under *The Planning and Development Act, 2007 (PDA)*.

Understanding the issues that may arise, the government agencies involved and the information they require will help facilitate the subdivision process and avoid or limit delays.

Do I require subdivision approval?

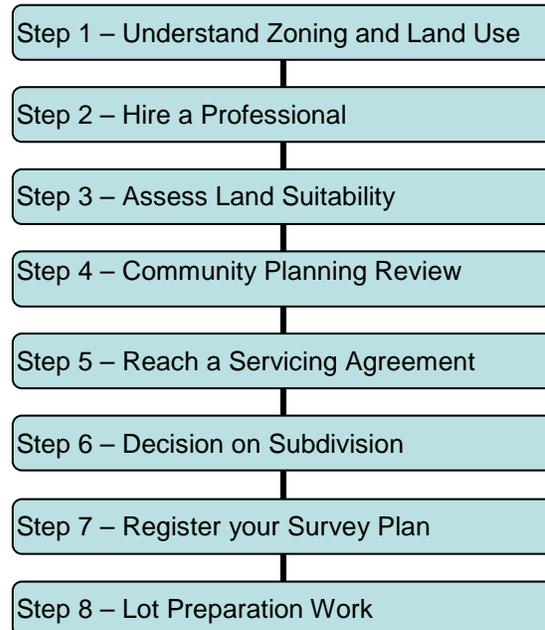
Subdivision approval is required to:

- obtain a new title to part of an existing parcel;
- move an existing property line;
- divide land into lots or roadways;
- subdivide property by removing a “parcel tie”;
- secure an interest in part of a parcel for mortgage, sale or easement; or
- secure an interest for a lease of part of a parcel with a term of 10 or more years.

Applications to subdivide require a plan prepared by either a Saskatchewan land surveyor (SLS) or a registered professional planner (RPP).

Remember: until the review of an application is complete and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.

The following step-by-step guide explains the subdivision process. It will help save time and money and help identify unexpected costs. The information in this guide is organized into eight steps:



Step 1: Understand Zoning and Land Use

If a municipality has a zoning bylaw it will establish zoning districts for areas within the municipality and list the permitted and discretionary uses in each zone. If a use is not listed within a zone as “permitted” or “discretionary” it is considered to be prohibited.

Permitted Use – A permitted use is a use of land or buildings or a form of development that is allowed in a zoning district. It also needs to comply with specific requirements in that particular zone such as development standards. If all requirements are met a request for a permitted use must then be submitted to and approved by the development officer.

Discretionary Use – A discretionary use is a use of land or buildings or a form of development that may be allowed at the discretion of a municipal council in a zone if certain

standards or conditions can be met. Prior to making a decision, council must evaluate the discretionary use's compatibility against criteria in the zoning bylaw, notify the public and hold a public hearing. Council may approve a discretionary use and may attach standards or conditions to the approval. The standards and conditions can be appealed to the local Development Appeals Board but the decision on the use cannot.

If your proposed development is in an area which is not zoned for that particular use you may wish to apply to council for a bylaw amendment. Depending on the situation council will consider adding the proposed land use to the list of permitted or discretionary uses within the existing zone or rezoning the land for a different use. For example, land may be rezoned from *Agriculture* to *Residential* to accommodate new housing developments.

Alternately you may revise your proposal to meet the existing bylaw requirements or relocate your proposal to a different zone where it is a permitted or discretionary use.

Step 2: Hire a Professional

Hiring a professional SLS or RPP is necessary in most cases to obtain approval.

Plans of proposed subdivision are required for all subdivision applications except some parcel tie-code removals. The plans must be prepared by an SLS or RPP.

Land surveyors and community planners deal with subdivision proposals regularly. Their experience and technical expertise can help speed up the process.

The survey or planning firm can:

- prepare an application and the plan of proposed subdivision;
- submit the application for the subdivision to CPB to review;
- help you acquire additional information requested by government agencies reviewing the subdivision; and
- assist you with any revisions to your subdivision application that may be needed.

Depending on the nature and complexity of the project, developers may also require the services of other professionals such as engineers to prepare geotechnical reports.

Note: Survey plans are not required in some parcel tie-code removal subdivisions. For additional information about parcel tie-code removals please visit the website at the end of this document.

Step 3: Assess Land Suitability

Before purchasing land for subdivision a developer should assess land suitability. Many of the problems that delay subdivisions may be avoided if the land chosen is suitable for subdivision and development.

Land Assessment Checklist

This checklist identifies the factors considered by the CPB when reviewing a subdivision and will help you recognize potential issues that may arise in an application. You may not be able to answer all the questions without seeking professional advice however the questions do identify the issues which should be addressed. Developers should be aware that each subdivision is unique and additional information may be required during the subdivision process.

List of Abbreviations

AG – Ministry of Agriculture
CPB – Community Planning Branch
DFO – The Department of Fisheries and Oceans Canada
ECON – Ministry of Economy
ED – Ministry of Education
ENV – Ministry of Environment
GR – Ministry of Government Relations
HER – Heritage Branch of the Ministry of Parks, Culture and Sport
HI – Ministry of Highways and Infrastructure
ISC – Information Services Corp
LSB – Local School Board(s)
MUN – Municipality
RHA – Regional Health Authority
SWC – Saskatchewan Water Corporation
SKE – SaskEnergy
SKP – SaskPower
SKT – SaskTel
TG – Trans Gas
WSA – Water Security Agency of Saskatchewan

If the answer to any of the following questions regarding the proposed site is "yes" seek advice from the agency or professional organization listed.

Topography

◆ Are there obvious topographic issues that could affect your ability to develop or potentially cause structural failure:

- land containing steep slopes;
- building sites on or near a drop-off such as a hill, cliff or coulee; or
- slumping, creeping or other indicators of slope instability?

For information contact: CPB, MUN.

Soils

- ◆ Is there any evidence of:
- loose or swampy soils;

- soils shifting, heaving or cracking such as. damaged foundations in the area;
- showing evidence of expansive soil conditions; or
- soils which may be polluted by a prior use or adjacent to a potentially polluting use?

For information contact: CPB, MUN, ENV, WSA

Surface and sub-surface drainage

- ◇ Is there obvious evidence of:
 - streams, ditches or natural drainage pathways;
 - pooling of water where buildings are existing or proposed;
 - drainage which may or may not be polluted from neighbouring lands onto your property;
 - possibly polluted drainage onto the land from adjacent uses; or
 - drainage from your property onto adjacent lands?

For information contact: CPB, WSA, ENV, MUN.

Potential for flooding, subsidence, landslides or erosion

- ◇ Is there:
 - a history of flooding in the area;
 - land below the safe building elevation which is 1:500 year flood elevation plus ½ metre for wave action;
 - building proposed near a water body;
 - swampy or wet soils; or
 - evidence of previous landslides or erosion?

For information contact: MUN, CPB, WSA, DFO, ENV.

Easements or Interests

- ◇ Are there any registered or non-registered easements/interests on the land?

Note: Utility companies are not required by law to register all interests on title.

- For information about registered easements/interests contact the ISC.
- For information on non-registered easements, to request line locations and to verify utility ownership, contact *Sask 1st Call* at 1-866-828-4888.

Communal Water Supply, Sewage Disposal and Solid Waste Disposal

- ◇ Will the municipality require the subdivision to provide:
 - water;
 - sewage disposal;
 - solid waste disposal; and/or
 - on-site septic requirements?

For information contact: MUN, CPB, ENV, RHA, WSA, SWC.

Servicing

- ◇ Does your subdivision proposal address:
 - road access;
 - graded, graveled or paved streets and lanes;
 - fire, police and ambulance services;
 - water and sewer connections;
 - power lines;
 - phone lines;
 - gas lines;
 - surface drainage systems; or
 - a temporary or permanent disruption to services elsewhere in the municipality?

Note: In order to facilitate servicing which meets development timelines, developers should contact utility companies as early as possible to discuss processes and scheduling requirements.

For information contact: CPB, MUN, SKP, SKT, SKE, TG.

Existing and proposed uses of land in the vicinity

- ◇ Is there a neighbouring, existing or proposed land use that could conflict with your development as a result of odour, dust, noise, traffic or light pollution such as:
 - a sewage treatment plant;
 - an industrial development;
 - a mining facility;
 - a large farming or intensive agricultural operation;
 - a storage site for gas, oil, mining materials or other flammable liquids on your property;
 - residential subdivisions; or
 - large entertainment complexes?

For information contact: CPB, MUN, AG, WSA, ENV, RHA.

Streets, lanes, traffic flow and public safety

- ◇ Does your proposal include new streets, roads or lanes?

If so, the design of the infrastructure is required to meet the standards set out in Section 16 of *The Subdivision Regulations, 2014*.

- ◇ Is your proposal adjacent to a provincial highway?
- ◇ Does your subdivision comply with the local zoning bylaw concerning:
 - sidewalk locations and designs;
 - intersections and access points;
 - walkways; and
 - curb crossings?

For information, contact: CPB, MUN, HI

Site design and orientation

- ◇ Does your subdivision comply with the local zoning bylaw concerning:
 - site size and shape;

- site location;
- site frontage;
- site shape;
- minimum front, side and back yard setbacks with a building;
- number of buildings allowed on a single site;
- building location and utility lines;
- minimum and maximum building size and height requirements; or
- maximum developable area for the proposed building(s)?

For information contact: CPB, MUN, *Sask 1st Call*, SKE, SKP, SKT, TG.

The protection of fish and wildlife habitats

- ◆ Is your proposed subdivision:
 - close to a wildlife reserve, protected wetland, environmental reserve land or other protected natural ecosystem;
 - draining into a lake or water body containing fish and wildlife; or
 - adjacent to a lake, river, or other tributary?

For information contact: CPB, MUN, WSA, DFO, or ENV.

The protection of significant natural or historical features

- ◆ Have you submitted a description of your subdivision for a heritage resource assessment? Check the website listed below.

For information contact: CPB, MUN, HER.

Setbacks

- ◆ Is your proposed residential subdivision:
 - within 1500 metres of a water intake for a water treatment plant;
 - between the reservoir and a line established for flood control or reservoir/water supply protection;
 - within 125 metres of an oil or gas well or facility;
 - less than 457 metres from a landfill;
 - less than 457 metres from a sewage treatment plant or sewage lagoon; or
 - within 300 metres of an intensive livestock operation?

For information contact: CPB, MUN, ECON, RHA, ENV, WSA, AG.

Public Lands

- ◆ Have you:
 - made arrangements to provide land for municipal reserve, school purposes, cash-in-lieu of land or have the requirement deferred; or
 - discussed where and how the reserve(s) must be given with council?
- ◆ Will the proposed subdivision:

- require a school, park or recreational facility;
- stress the capacity of existing civic facilities; or
- require additional civic facilities?

For information contact: CPB, MUN, EDU, LSB.

Although this checklist will not guarantee you will avoid delays in the subdivision and approval process, it will help you avoid common mistakes and predict possible issues.

Step 4: Community Planning Review

Subdivision applications are assigned to a Planning Consultant at CPB who works with the applicant and the municipality throughout the process.

The Planning Consultant will review the application for:

- compliance with any local or district official community plans and zoning bylaws;
- compliance with the PDA, *The Statements of Provincial Interest Regulations, The Subdivision Regulations, 2014* and *Dedicated Lands Regulations, 2009*.
- site suitability; and
- access and servicing requirements.

The Planning Consultant also refers the application to ministries and agencies which have been determined to have an interest in the proposal for comment. The applicant will be advised of the need for any additional information.

Step 5: Reach a Servicing Agreement

A servicing agreement is a legal contract a municipality may require a subdivision applicant to enter into under the PDA. A servicing agreement establishes the developer's responsibility to install or pay for services in a subdivision which will be maintained and operated by the municipality once installed.

The agreement may cover services and facilities that directly or indirectly serve the subdivision. It ensures that capital costs of servicing are paid for by the new development and that services are installed to municipal specifications and standards. Overall, it provides certainty and transparency for the developers, municipalities and homebuyers.

When establishing a servicing fee municipalities should also consider the impact of the development on off-site infrastructure. For example, additional wastewater requirements from a new subdivision may require a new or expanded sewage lagoon. The total cost is then proportioned among existing and expected development that will use the lagoon. Off-site fees must be assigned to

a separate account along with accrued interest and may only be withdrawn for the specified construction projects.

A servicing agreement should have performance guarantees, construction specifications, time limits and a completion date. The agreement terminates when the developer completes construction of the services listed to the specifications of the municipality.

A servicing agreement will typically require the construction of the following on-site services:

- grading and leveling of the land;
- graded, graveled or paved roads, streets and lanes connecting to the subdivision;
- sidewalks, boulevards, curbs, gutters, lighting;
- storm sewers, sanitary sewers, drains, water mains, laterals, service connections and fire hydrants;
- street name plates and poles;
- landscaping of parks and boulevards;
- public recreation facilities; and/or
- any other public works that a council may require such as power, gas and telecommunication lines.

An agreement may also require the developer to pay servicing fees or off-site fees to the municipality to cover the capital costs of altering, expanding or upgrading infrastructure or services which directly or indirectly serve the subdivision. In this case the municipality installs the services which typically include:

- sewer, water, drainage or other utility systems;
- municipal streets and roads; and/or
- park and recreation space and facilities.

Most servicing agreements contain a warrantee period where the developer is required to repair any construction deficiency.

Note: As well as a servicing agreement developers will need to enter into a separate agreement with the individual utility companies, detailing the location and installation of services. Utility companies require approval from both the developer and the municipality before they will begin construction.

If a municipality requires a servicing agreement the applicant has 90 days to enter into the agreement. The time limit may be extended by mutual agreement.

Before a servicing agreement is signed the developer has the right to appeal the need for a servicing agreement or the terms of an agreement to the Saskatchewan Municipal Board.

The approving authority cannot approve the subdivision application if the servicing agreement is unresolved.

Step 6: Decision on Subdivision

At this point in the process you have likely resolved any issues, provided all appropriate information and signed a servicing agreement, should one be required.

If your land is properly zoned and you have addressed provincial and municipal requirements a decision can now be made on your application.

Your subdivision application may be:

- approved;
- approved in part;
- approved with conditions; or
- refused.

The decision is sent to the subdivision applicant which may be the surveyor, the municipality and any other parties, usually ministries and/or agencies who were determined to have an interest in the application.

Revisions and Appeals

If the developer disagrees with any conditions of approval an appeal can be filed with the Saskatchewan Municipal Board.

If a subdivision application is denied the developer may reapply once the issues have been resolved or the developer can appeal the decision to the Saskatchewan Municipal Board.

Information on appeals and an appeals guide can be found at the link at the end of this document

Step 7: Register Your Survey Plan

Once your subdivision has been approved and you have accepted the conditions of the approval you or your surveyor may contact the ISC to register your survey plan and apply for new titles to your subdivided land. This is the last step in the subdivision process.

Step 8: Site Preparation Work

Once the subdivision is registered sit, improvements can begin. After registering your survey plan you will need to prepare the site for building.

The developer is responsible for:

- acquiring all necessary permits and/or granting easements associated with the installation of utilities, infrastructure development or services;
- contouring as defined in the engineering plans;
- arranging for the installation of gas, telephone and electrical services. Contact with service agencies should be made in advance of final approval;

- arranging for the relocation of any existing utilities that do not conform to the purposed subdivision plan;
- installation of infrastructure outlined in the servicing agreement such as streets, curbs, lighting and/or sewer; and
- all applicable costs associated with joint use servicing charges.

Note: Do not wait until this final step to contact utility companies. Utility installation must be staged and shallow utilities such as telephone lines cannot be installed until the development is to final grade and deep utilities such as gas have been installed and the roads are completed to the sub-base stage.

At this point, the developer may also:

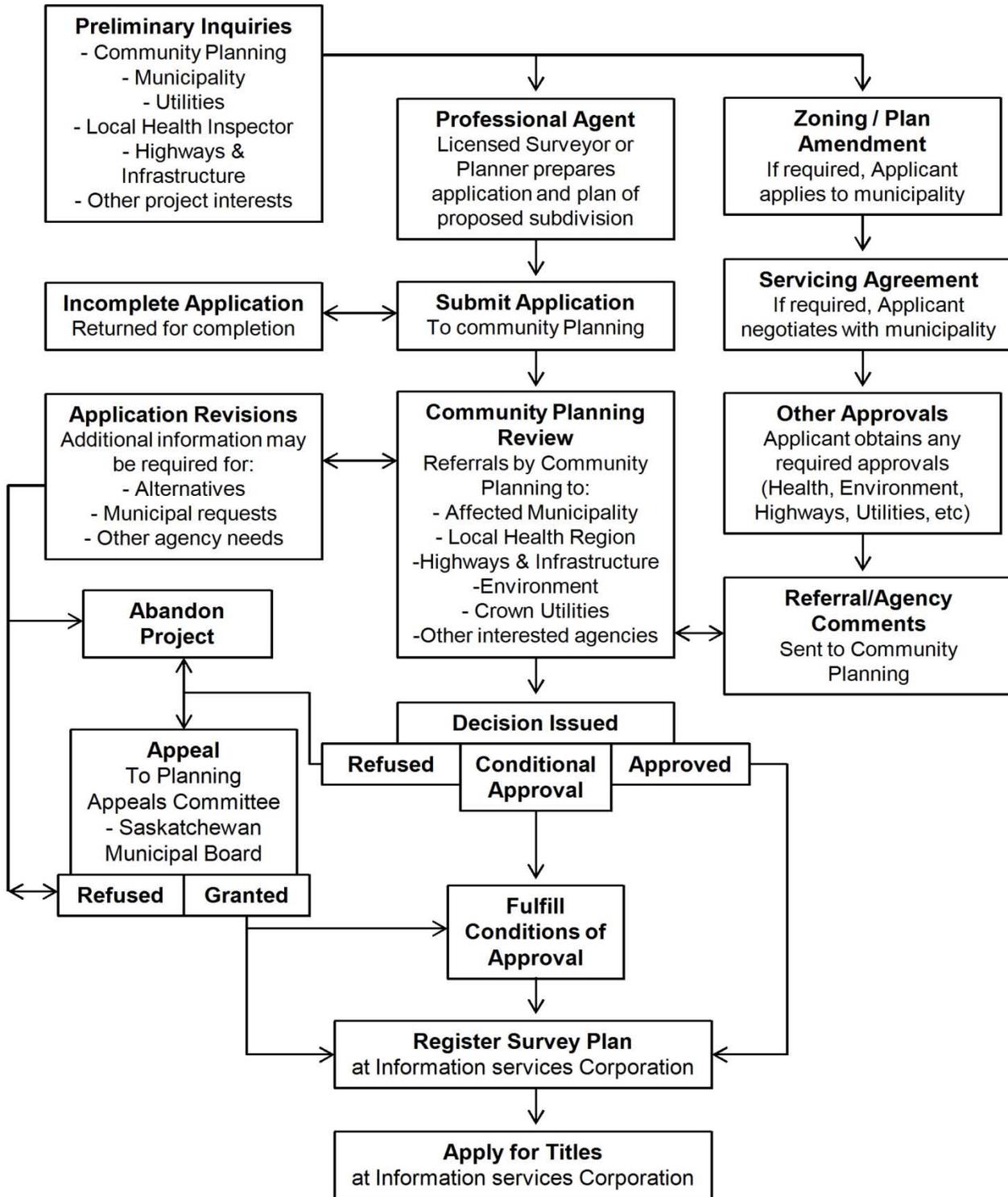
- begin marketing lots;
- develop sales contracts;
- obtain building permits;
- develop show structures; and
- begin municipal reserve development.

Conclusion

Although the subdivision process can be straightforward delays may arise. Developments requiring re-zoning may take time as they involve a legislated public process. Good relationships between developers and municipalities will help facilitate timely decisions.

By working together the developer, municipality and community will ensure the development is a good fit and will meet the present and future needs and interests of the community.

Subdivision Application Approval Process



Application to Subdivide Land

1. Location of Land to be Subdivided:

Municipality (City, Town, Village)

_____ 1/4 Sec. ___ Twp. _____ Rge. _____ Mer. _____

Lot(s) _____ Block(s)/Parcel(s) _____ Plan No. _____

2. The Proposed Subdivision involves:

- Plan of Proposed Subdivision
- Parcel Tie Removal
(describe and include parcel pictures)
- Other Subdividing Instrument
(lease, easement)

3. Legal and Physical Access to the Subdivision is via:

- Grid Road
- Main Farm Access
- Highway
- Urban Street
- Resource Road
- Road Allowance
- Paved
- Gravel
- Unimproved
- Northern Crown Land
- Trail

4. Physical Nature of the Land to be Subdivided:

a) What is the physical nature of the proposed lot(s) or parcel(s)?

- Wooded/Treed
- Cultivated
- Pasture
- Hilly
- Level/Flat
- Low/Swampy
- Adjacent to a Lake, River or Creek

Describe the physical nature in more detail:

b) Drainage:

How will the proposed lot(s) or parcel(s) be drained? Natural Ditches Curb and Gutter Storm

Do you propose to discharge surface water into a highway ditch or waterway? Yes No

Show drainage courses on the Plan of Proposed Subdivision.

5. Land Use:

a) What is the land presently used for?

- Agriculture Residential Seasonal Recreation (Cottage) Commercial Industrial Other

Describe the present land use in more detail:

b) What is the **intended** use of the proposed lot(s) or parcel(s)?

- Agriculture Residential Seasonal Recreation (Cottage) Commercial Industrial Other

Describe the intended land use in more detail:

c) Are there any buildings on the land being subdivided? Yes No

Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/Parcel Picture.

6. Services:

a) Water Supply is:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Existing | <input type="checkbox"/> Proposed | <input type="checkbox"/> Not Required |
| <input type="checkbox"/> Communal System | <input type="checkbox"/> Cistern | <input type="checkbox"/> Lake / Waterbody |
| <input type="checkbox"/> Municipal Well | <input type="checkbox"/> Private Well | <input type="checkbox"/> Other |

Describe / specify proposed water source: _____

b) Sewage Disposal is:

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing | <input type="checkbox"/> Proposed | <input type="checkbox"/> Not Required |
| <input type="checkbox"/> Private-On-Site | <input type="checkbox"/> Mound | <input type="checkbox"/> Chamber |
| <input type="checkbox"/> Jet | <input type="checkbox"/> Municipal/Communal | <input type="checkbox"/> Absorption Field |
| | <input type="checkbox"/> Lagoon | <input type="checkbox"/> Septic Tank |
| | | <input type="checkbox"/> Holding Tank |
| | | <input type="checkbox"/> Other |

Describe / specify proposed sewage disposal system: _____

Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.

7. Utility Services:

- Electric power is: Existing Proposed Not Required Not Available
- Telephone service is: Existing Proposed Not Required Not Available
- Natural gas is: Existing Proposed Not Required Not Available

8. Surrounding Land Users:

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or
 If in an Urban Municipality, are any of the following within 500 m? Check all that apply. Use Section 9 (Additional Comments) to identify surrounding land use details.

	If checked, please state distance:
<input type="checkbox"/> Airport	
<input type="checkbox"/> Intensive Livestock Operation	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon	
<input type="checkbox"/> Landfill for disposal of garbage or refuse	
<input type="checkbox"/> High Voltage Power Transmission Line	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify)	
<input type="checkbox"/> Industrial Commercial Operation (specify)	
<input type="checkbox"/> National, Provincial or Regional Park	
<input type="checkbox"/> Residential Lot(s)	
<input type="checkbox"/> Water Body or Course	
<input type="checkbox"/> Cemetery	
<input type="checkbox"/> School Bus Route	
<input type="checkbox"/> Urban Municipality	
<input type="checkbox"/> Water Treatment Plant or Reservoir	
<input type="checkbox"/> Oil or Gas Well or Facility (within 500m)	

9. Additional Comments:

10. Other Requirements:

1. Applications must include a current copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$300 per parcel (non-refundable) plus \$150 for issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to *The Freedom of Information and Protection of Privacy Act* and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11. Applicant(s): *(persons making application and to whom correspondence should be addressed)*

a) Name of registered owner of land to be subdivided:

Name: _____

Address: _____

City/Town/Village: _____

Prov: _____ Postal Code: _____

Email: _____ Tel: _____

b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: _____ Company: _____

Address: _____

City/Town/Village: _____

Prov: _____ Postal Code: _____

Email: _____ Tel: _____

c) Declaration by registered owner or authorized designate:

I, _____ hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. I understand that submittal of this application does not entitle the applicant to engage in the work applied for and there shall be no construction, site preparation work undertaken nor entering into any binding agreements for such work or selling the proposed property until such application is approved and the permit is issued. I also understand that all work must be permitted in compliance with all applicable provincial, federal, and local laws. I hereby swear that all statements contained with this application are true, and I 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*.

Signature: _____ Date: _____

Name: _____ Address: _____

City/Town/Village: _____ Prov: _____ Postal Code: _____ Tel: _____

Replies are to be sent to (please specify from above): a b c

Email: _____

Utility Declaration Form



Utility Requirements under
The Planning and Development Act, 2007,
The Saskatchewan Telecommunications Act,
The SaskEnergy Act and The Power Corporation Act.

I (We), _____ of
(full legal name - no initials)

(address or community of residence)
in the Province of Saskatchewan, hereby declare that:

1. I am (We are) the registered owner(s) as defined by subsection 2(d) of *The Subdivision Regulations 2014*, of the land being subdivided on the attached plan of proposed subdivision (plan) dated _____ and signed by _____ a Saskatchewan Land Surveyor/Registered Professional Planner.
2. The legal description of the land being subdivided is:

Parcel Number	Title Number	Lot/Parcel	Block	Plan Number

Reference Description: ___ ¼ Section ___ Township ___ Range ___ W ___ Meridian.

3. I (We) have viewed the subdivision plan or parcel tie removal and understand there may be existing utility lines that may or may not be registered on title.
4. I (We) understand the existing utility lines are in place pursuant to unregistered statutory easements and that utility companies have no legal obligation to remove or relocate them.

I (We) agree to either 5A or 5B. **(Please strike out the non-applicable paragraph below, either 5A or 5B.)**

- 5A. I (We) have no objection to the location of the utility lines on the land to be subdivided and will grant any formal written easement agreements or forms as may be required by the utility company owning the line(s).

OR

- 5B. I (We):
 - a) Request removal or relocation of existing _____ power, gas or telecommunications utility lines **(circle the appropriate utility)** indicated on the plan/application for subdivision approval and have contacted the utility company owning the lines and will grant a new easement if required;
 - b) Have no objection to the location of other utility lines and will grant any formal written easement agreement or form as may be required by the utility company owning the line(s) upon written request.

Utility Declaration Form

Page 2

- 6. If a formal written easement agreement is granted, I (we) will not sell or transfer any part of the land until the **easement** is returned to the utility company and registered on the title to the land, if required.

- 7. I (We) agree that if I (we) fail to return a formal written easement agreement to the utility company within a reasonable period of time, I (we) will have otherwise deemed to consent to the location of the utility line(s) in their current location.

- 8. I (We) understand that this application agreement and declaration will remain in force and bind any successor owners of title to the parcel(s) of land created by this subdivision. Please supply the name, address and phone number of the utility company representative contacted about moving existing lines or extending new lines if required as part of 5B.

_____	_____	_____
_____	_____	_____
_____	_____	_____

I (We) understand this form may expedite subdivision application review and I (we) agree to signing all of the necessary easements as requested by the utility companies.

Signed in the _____,
in the Province of Saskatchewan,
this _____ day of _____, 20__.

Signature of Landowner

Signature of Landowner

Signature of Landowner

Signature of Landowner

Email address of landowner(s)

This form must be submitted to the Community Planning Branch, Ministry of Government Relations with a completed *Application to Subdivide Land*.

Community Planning File: _____



RM of Edenwold No. 158

Application to Amend the Zoning Bylaw – Zoning District Maps

100 Hutchence Road

Emerald Park, SK S4L 1C6

Phone: (306) 771-2522 Fax: (306) 771-2631

Email: info@edenwold-sk.ca

Fee Submitted: _____

Date: _____

Applicants should refer to Bylaw No. 2019-19, the Official Community Plan, and Bylaw No. 2019-20, the Zoning Bylaw, as well as *The Planning and Development Act, 2007*, for further information.

Applicant

Phone Number

Mailing Address

Registered Land Owner OR Same as above

Registered Owner Phone Number

Registered Owner Mailing Address

Legal Land Description of Subject Property

ZB Map to be Amended (#)

Description of Proposed Amendment:

Declaration by Applicant

I, _____ of _____
in the Province of Saskatchewan, solemnly declare that, to the best of my knowledge, all the statements contained within this application are true, and I 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*.

Furthermore, I understand that I am responsible for all costs associated with the proposed amendment, and more specifically, agree to pay for the cost of advertising the public "Notice of Intent to Amend the Zoning Bylaw" in accordance with Section 207 of *The Planning and Development Act, 2007*, regardless of whether it is approved by the Ministry of Municipal Relations of the Council of the RM of Edenwold No. 158

Date: _____ **Name:** _____ **Signature:** _____



RM of Edenwold No. 158

Application to Amend the Official Community Plan – Appendix A Maps

100 Hutchence Road
Emerald Park, SK S4L 1C6
Phone: (306) 771-2522 Fax: (306) 771-2631
Email: info@edenwold-sk.ca

Fee Submitted: _____

Date: _____

Applicants should refer to Bylaw No. 2019-19, the Official Community Plan, and Bylaw No. 2019-20, the Zoning Bylaw, as well as *The Planning and Development Act, 2007*, for further information.

Applicant

Phone Number

Mailing Address

Registered Land Owner OR Same as above

Registered Owner Phone Number

Registered Owner Mailing Address

Legal Land Description of Subject Property

OCP Map to be Amended (#)

Description of Proposed Amendment:

Declaration by Applicant

I, _____ of _____
in the Province of Saskatchewan, solemnly declare that, to the best of my knowledge, all the statements contained within this application are true, and I 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*.

Furthermore, I understand that I am responsible for all costs associated with the proposed amendment, and more specifically, agree to pay for the cost of advertising the public "Notice of intent to Amend the Official Community Plan" in accordance with Section 207 of *The Planning and Development Act, 2007*, regardless of whether it is approved by the Ministry of Municipal Relations of the Council of the RM of Edenwold No. 158

Date: _____ Name: _____ Signature: _____



Municipal Reserve – Cash-in-lieu Policy

Approval Date: December 19, 2017

Takes Effect: January 1, 2018

Amended: May 23, 2023

Background

The requirements pertaining to municipal reserve and money in lieu of municipal reserve for subdivision files are defined in sections 186 and 187 of *The Planning and Development Act, 2007*.

Single-Parcel Country Residential Developments – Outside the Development Overlay Area

1. For all single-parcel country residential developments that are subdivided from lands located outside of the Development Overlay Area as shown on the map attached as Appendix A, the following payment shall be required in lieu of land dedication:
 - a. \$6,500 per acre (the equivalent of \$16,250 per hectare)
2. The complete amount owing shall be provided to the applicant in writing by the municipality.
3. Payment shall be required prior to signing of the Servicing Agreement for the proposed subdivision, as required, and prior to the passing of a motion by the municipal Council to recommend approval of the proposed subdivision.

All Developments within the Development Overlay Area and All Developments Excluding Single-Parcel Country Residential Developments Outside the Development Overlay Area

1. (a) For all developments within the Development Overlay Area as shown on the map attached as Appendix A

and

(b) for all developments outside the Development Overlay Area as shown on the map attached as Appendix A excluding single-parcel country residential developments,

In accordance with section 187(b) of the *Planning and Development Act, 2007*, a percentage of the value of the land is required to be paid for by the applicant to the municipality in lieu of that land that would have been dedicated. The municipality shall engage a qualified appraiser to determine the value of the land. In the occasion that the qualified appraiser determines the subdivision area contains lands that are considered unusable, the appraiser may take the total

value of the land and divide it by the total number of acres to be subdivided to determine the true value of the land per acre.

2. In accordance with section 187(b) of the *Planning and Development Act, 2007*, the applicant is required to pay the municipality cash in lieu of municipal reserve at a rate of 10% in the case of land subdivided for residential purposes and 5% in the case of land subdivided for non-residential purposes on the basis of the value of the land determined by the qualified appraiser.
3. The complete amount owing shall be provided to the applicant in writing by the municipality.
4. Payment shall be required prior to signing of the Servicing Agreement for the proposed subdivision, as required, and prior to the passing of a motion by the municipal Council to recommend approval of the proposed subdivision.

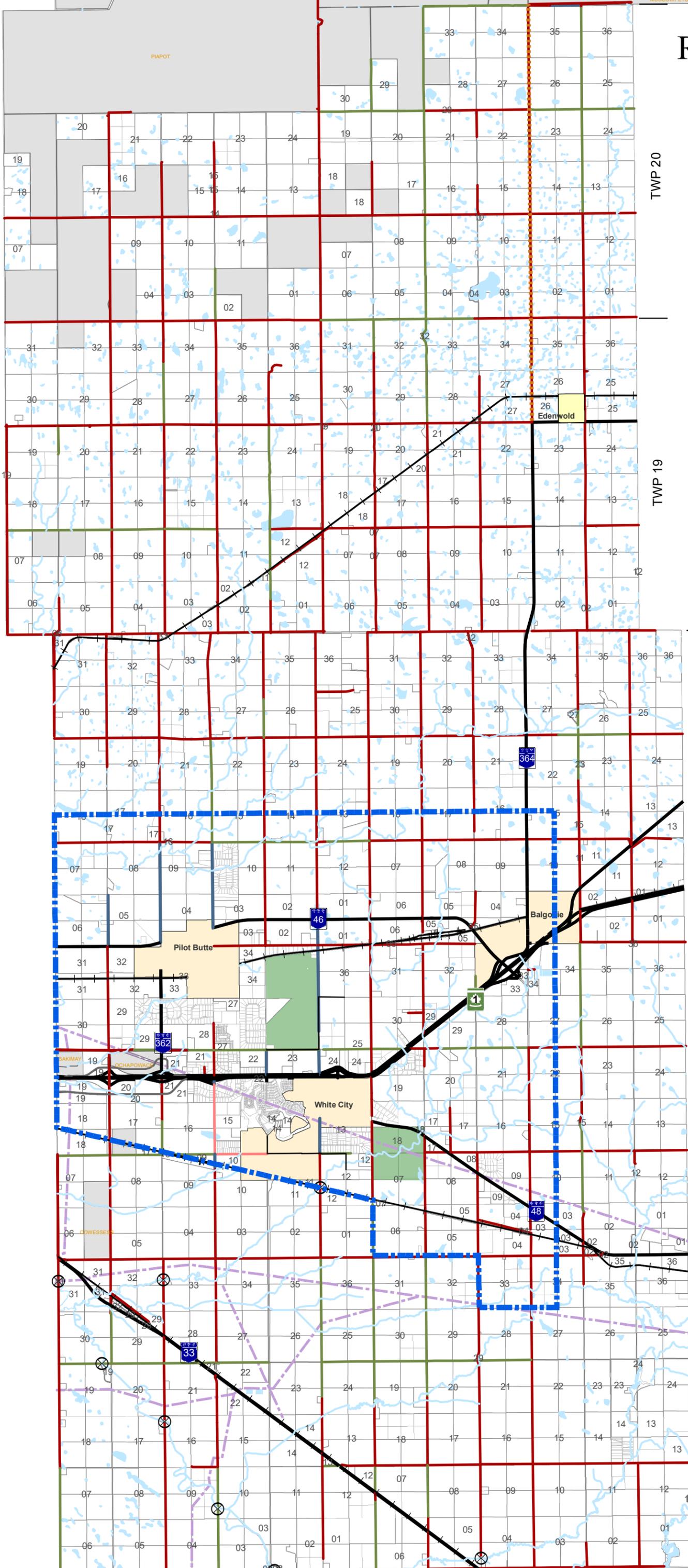
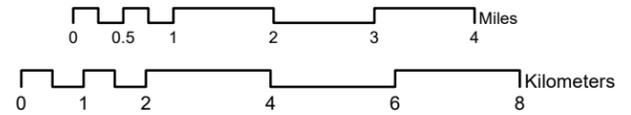
Rural Municipality of Edenwold No. 158

Development Overlay Area



Legend

- Development Overlay Area
- Highway
- Highway Service Road
- High Profile Municipal Road
- Municipal Dirt
- Municipal Gravel
- Municipal Paved
- Bridge
- Lagoon
- Water Treatment Plant
- CTP Road
- Railroad
- Urban Municipality
- Pipelines
- Watercourse
- Waterbody
- Park





Servicing Agreement Fees and Securities Policy

Approval Date: May 22, 2018

Takes Effect: May 22, 2018

Amended: Feb 8, 2022

1. Purpose

The purpose of this policy is to:

- Define the fees for infrastructure, facilities and services to be charged to developers who subdivide property in the municipality
- Elaborate the method that will be used to calculate the fees for a proposed subdivision
- Outline the fee payment schedule based on a Developer Ranking System
- Define the amount of security required for the subdivision and subdivision services based on the Developer Ranking System

2. Background

Subsection 172(1) of *The Planning and Development Act, 2007* provides the municipality with the ability to enter into an agreement with a subdivision applicant to provide for services, infrastructure or facilities that will serve the proposed subdivision directly or indirectly.

3. Applicability

This policy applies to all subdivisions in the Rural Municipality of Edenwold, regardless of location.

*Subdivisions to accommodate public utilities and subdivisions exclusively for agricultural purposes may be exempt.

4. Fee Amounts

The fees are broken down into the following categories:

- Water (section 4.1 below)
- Sewer (section 4.2 below)
- Roads (section 4.3 below)
- Storm Drainage, Culverts and Bridges (section 4.4 below)
- Miscellaneous (section 4.5 below)

The map included as Appendix A shows the Development Overlay Area.

4.1. Water

Municipal water connection fees are detailed in the RM of Edenwold's Water Connection Bylaw. A listing of water and sewer projects in each area is included as Appendix B.

4.2. Sewer

Municipal sewer connection fees are detailed in the RM of Edenwold's Sewer Connection Bylaw. A listing of water and sewer projects in each area is included as Appendix B.

4.3. Roads

Single-Parcel Development in any location, and Multi-Parcel Development and Bare Land Condominium Residential Units Outside the Development Overlay Area	\$1,055.00
Multi-Parcel Development and Bare Land Condominium Residential Units Within the Development Overlay Area, South of Highway No. 1	\$2,840.00
Multi-Parcel Development and Bare Land Condominium Residential Units Within the Development Overlay Area, North of Highway No. 1	\$3,300.00

A listing of the road projects in each area is included as Appendix B.

4.4. Storm Drainage, Culverts and Bridges

Single-Parcel Development in any location, and Multi-Parcel Development and Bare Land Condominium Residential Units Outside the Development Overlay Area	\$415.00
Multi-Parcel Development and Bare Land Condominium Residential Units Within the Development Overlay Area, South of Highway No. 1	\$925.00
Multi-Parcel Development and Bare Land Condominium Residential Units Within the Development Overlay Area, North of Highway No. 1	\$1,065.00

A listing of the storm drainage, culverts and bridges projects in each area is included as Appendix B.

4.5. Miscellaneous

Single-Parcel Development in any location, and Multi-Parcel Development and Bare Land Condominium Residential Units Outside the Development Overlay Area	\$4,940.00
Multi-Parcel Development and Bare Land Condominium Residential Units Within the Development Overlay Area, South of Highway No. 1	\$5,450.00
Multi-Parcel Development and Bare Land Condominium Residential Units Within the Development Overlay Area, North of Highway No. 1	\$4,940.00

A listing of the miscellaneous projects and services is included as Appendix B.

4.6. Method of Application/Fee Calculation

The fees are based on the capital costs for infrastructure and services for one detached dwelling per residential lot.

All fees will be charged based on the most accurate and up-to-date information available regarding the intended land use at the time of subdivision.

The following section outlines how the fees apply to all land uses.

4.6.1. Residential Use and Other Facilities Intended for Residential Accommodation

The fees for residential lots, residential units and residential condominium units will be charged as follows:

Detached home (including RTMs and mobile homes)	100% of fees per category per lot
Semi-detached homes	90% of fees per category per lot
Townhomes	85% of fees per category per lot
Apartment buildings	65% of fees per home (unit) per category per lot
Carehome	50% of fees per room per category per lot

The municipality shall refer all applications for alternate housing forms including hotels, motels, short-term stay facilities, etc. to our Municipal Engineer for determination of the appropriate fees.

4.6.2. Non-Residential Use

For all lots that are intended to be used for a single principal building or a single land use with typical impacts on the municipality’s infrastructure, facilities and services, a single fee will be charged per category per lot. Where lots are designed for more than one principal building, such as multi-unit buildings, strip malls or multi-purpose commercial centres, or higher-intensity land uses, the municipality shall refer the application to the Municipal Engineer for determination of the appropriate fees. The Development Officer, in consultation with the Municipal Engineer, as required, shall be responsible for determining if the intended land use(s) will have typical impacts on the municipality’s infrastructure, facilities and services or above-average impacts. Any land use that will result in above-average impacts will be classified as a “higher-intensity land use” for the purposes of the calculation of the servicing agreement fees. Land uses may be classified as “typical” in one category (i.e. drainage, miscellaneous) and “higher-intensity” in another (i.e. roads).

Examples of typical land uses for the roads category:

- Retail store
- Business office
- Restaurant
- Warehouse
- Storage facility
- Industrial or heavy-vehicle operation with fewer than 20 truck trips per day

Examples of higher-intensity land uses for the roads category:

- Truck wash
- Hospital
- Stadium
- Industrial or heavy-vehicle operation with more than 20 truck trips per day
- Manufacturing plant

5. Fee Payment Schedule

The fee payment schedule outlined below is based on the Developer’s Classification Table as shown in Appendix C. This table represents a minimum requirement for each Developer Class, but a larger first payment or a more restrictive timeline may be required at Council’s discretion. The payment schedule for each subdivision shall be outlined in the Servicing Agreement document.

Developer Class	Minimum Percentage of Fees Due at First Trigger Point*	Schedule for Remaining Fees	Payment Deadline**
A	25%	Optional (as lots or units are sold, as groups of lots or units are sold, etc.)	5 years after the first trigger point*
B	50%	An equal portion of outstanding fees shall be required each year	5 years after the first trigger point*
C	75%	An equal portion of outstanding fees shall be required each year	3 years after the first trigger point*
D	100%	n/a	n/a

* For most subdivisions, the first trigger point will be the date of signing of the Servicing Agreement. For subdivisions that are occurring well ahead of development on the lots, the first trigger point may be the date on which the “-H” Holding Provision is removed from the zoning of the proposed lots.

** Payment deadlines can be extended by written mutual agreement by the Developer and Council

6. Performance Securities

Performance Securities shall be provided to the RM of Edenwold as assurance that the Developer will carry out all development in accordance with the terms and conditions of the Servicing Agreement and in accordance with the timelines defined in the Servicing Agreement document. Performance Securities shall be provided to the RM of Edenwold as a Letter of Credit or a Certified Cheque.

The Performance Security schedule outlined below is based on the Developer’s Classification Table as shown in Appendix C. The amount of security to be provided shall be based on the total value of Tangible Capital Assets for the subdivision, which includes all costs related to the design, construction and installation of infrastructure and services for the subdivision including roads, water lines/facilities, sewer lines/facilities and stormwater facilities. This table represents a minimum requirement for each Developer Class, but a higher percentage of security may be required at Council’s discretion.

Category	Security Required at the First Trigger Point*
A	25%
B	40%
C	60%
D	75%

* For most subdivisions, the first trigger point will be the date of signing of the Servicing Agreement. For subdivisions that are occurring well ahead of development on the lots, the first trigger point may be the date on which the “-H” Holding Provision is removed from the zoning of the proposed lots.

7. Servicing Agreement Document

The servicing agreement fees and securities for a specific subdivision proposal shall be defined by the municipality in a servicing agreement document, which shall be executed by both the applicant/developer and the municipality before the proposed subdivision can be approved. Where applicable, the water connection fees and sewer connection fees for the proposed subdivision shall also be defined in the servicing agreement document in accordance with the relevant bylaws. The fee payment schedule shall be laid out in the servicing agreement document.

8. Appeal Process

Section 176 of *The Planning and Development Act, 2007* outlines appeal options related to servicing agreements. Any appeal related to a servicing agreement shall be made to the Saskatchewan Municipal Board.

9. Revision

This Servicing Agreement Fees Policy shall be revised as required by the municipality.

10. Appendices

The following appendices are attached to this Policy:

Appendix A – Development Overlay Area Map

Appendix B – Listing of Projects and Costs

Appendix C – Developer Classification Table

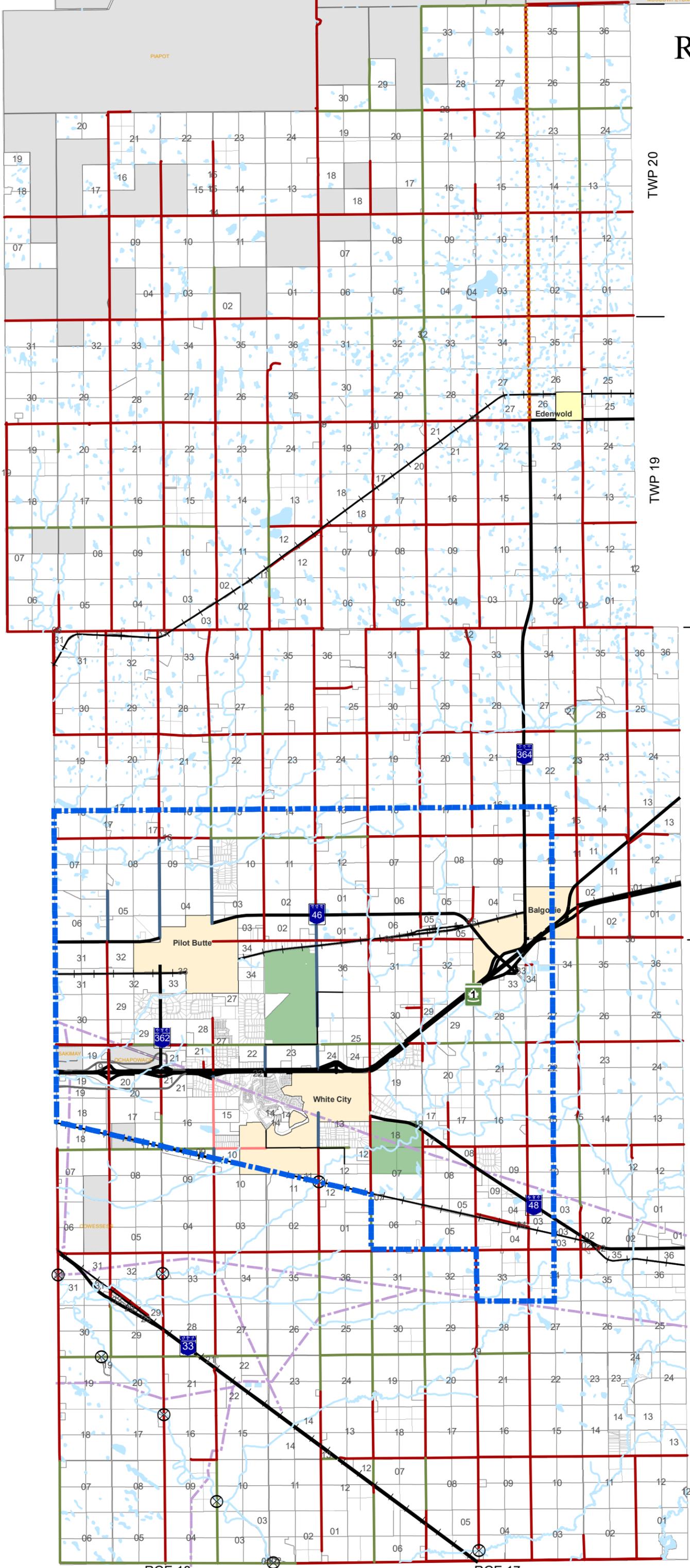
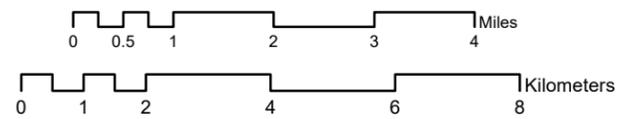
Rural Municipality of Edenwold No. 158

Development Overlay Area



Legend

- Development Overlay Area
- Highway
- Highway Service Road
- High Profile Municipal Road
- Municipal Dirt
- Municipal Gravel
- Municipal Paved
- Bridge
- Lagoon
- Water Treatment Plant
- CTP Road
- Railroad
- Urban Municipality
- Pipelines
- Watercourse
- Waterbody
- Park



WATER:

Capital Cost Summary Estimates - Mar 2018

Project	Timeline	Cost (M)	% Charged	Dev. Levy Portion	Permits Per Year
All Projects					
North/South Highway Loop (i.e. Cindercrete to Redhead)	2025	1	100	\$ 1,000,000	130
Well Rehab	2025	0.67	40	\$ 268,000	130
WTP Upgrade	2025	0.95	40	\$ 380,000	130
Water Capital Reserve (\$120,000/year)	Ongoing	2.52	65	\$ 1,638,000	130
South Projects					
Upsize West Great Plains Main (Redhead line)	2030	2	100	\$ 2,000,000	90
South Water Reservoir	2030	5.2	100	\$ 5,200,000	90
Great Plains Industrial Park South Loop	2020	0.5	40	\$ 200,000	90
North Projects					
Upgrades to system (Water Reservoir - paid separately)	2025	6	0	\$ -	40
Upsize Metz Main	2020	0.3	80	\$ 240,000	40
Rural Water Line - NE Extension Phase I	2022	0.2	100	\$ 200,000	40
Rural Water Line - NE Extension Phase II	2025	0.3	100	\$ 300,000	40
Rural Water Line - NE Extension Phase III (Edenwold)	2022	2.96	100	\$ 2,960,000	40
All Permits				\$ 3,286,000	
South Permits				\$ 7,400,000	
North Permits				\$ 3,700,000	

+20% Eng & Contingencies:

All Permits	\$ 3,943,200
South Permits	\$ 8,880,000
North Permits	\$ 4,440,000

TOTAL: \$ 17,263,200

Levy Calculation:

South Permits					
\$	3,943,200	/21 years	\$ 187,771	/year/130 permits	\$ 1,444
\$	8,880,000	/21 years	\$ 422,857	/year/90 permits	\$ 4,698
					\$ 6,143
				Say \$	6,145 (Single Permit)
North Permits					
\$	3,943,200	/21 years	\$ 187,771	/year/130 permits	\$ 1,444
\$	4,440,000	/21 years	\$ 211,429	/year/40 permits	\$ 5,286
					\$ 6,730
				Say \$	6,730 (Single Permit)

SANITARY SEWER:

Capital Cost Summary Estimates - Mar 2018

Project	Timeline	Cost (M)	% Charged	Dev. Levy Portion	Permits Per Year
All Projects					
Emerald Park Lagoon Decommissioning	2018	0.11		100 \$ 110,000	130
Sewer Capital Reserve (\$230,000/year)	Ongoing	4.83		50 \$ 2,415,000	130
South Projects (Outside WWA area)					
Industrial Park South Loop	2020	1		65 \$ 650,000	50
Lift Station & Force Main	2020	1		100 \$ 1,000,000	50
North Projects (Outside WWA area)					
Butte Street Low Pressure Line	2022	0.3		100 \$ 300,000	50
North Wastewater System c/with Septage Receiving	2022	6.6		65 \$ 4,290,000	50
All Permits				\$ 2,525,000	
South Permits				\$ 1,650,000	
North Permits				\$ 4,590,000	

+20% Eng & Contingencies:

All Permits	\$ 3,030,000
South Permits	\$ 1,980,000
North Permits	\$ 5,508,000

TOTAL: \$ 10,518,000

Levy Calculation:

WWA Area Permits					
\$	3,030,000 /21 years	\$ 144,286 /year/130 permits	\$	1,110	
			Say \$	1,110	(Single Permit)
South Permits					
\$	3,030,000 /21 years	\$ 144,286 /year/130 permits	\$	1,110	
\$	5,010,000 /21 years	\$ 238,571 /year/50 permits	\$	4,771	
			Say \$	4,770	(Single Permit)
North Permits					
\$	3,030,000 /21 years	\$ 144,286 /year/130 permits	\$	1,110	
\$	5,508,000 /21 years	\$ 262,286 /year/50 permits	\$	5,246	
			\$	6,356	
			Say \$	6,355	(Single Permit)

ROADS:

Capital Cost Summary Estimates - Mar 2018

Project	Timeline	Cost (M)	% Charged	Dev. Levy Portion	Permits Per Year
All Projects					
Two Miles of Clay Cap/3 years (calculate costs to 2035)	Ongoing	1.6		35 \$ 560,000	130
One Mile of Upgrade/3 years (calculate costs to 2030)	Ongoing	1.9		35 \$ 665,000	130
Road Capital Reserve (Rebuild/Recap)	Ongoing	3.36		35 \$ 1,176,000	130
South Projects					
HWY No. 1/Bypass Connection	2018	0.5		35 \$ 175,000	90
Betteridge Road	2018	3.05		65 \$ 1,982,500	90
Percival Industrial Drive East - Upgrading	2018	1		65 \$ 650,000	90
North Projects					
Butte Street North	2019	0.2		35 \$ 70,000	40
East-West Connection	2030	3		50 \$ 1,500,000	40
All Permits				\$ 2,401,000	
South Permits				\$ 2,807,500	
North Permits				\$ 1,570,000	
				+20% Eng & Contingencies:	
All Permits				\$ 2,881,200	
South Permits				\$ 3,369,000	
North Permits				\$ 1,884,000	
TOTAL:				\$ 8,134,200	

Levy Calculation:

Fringe					
\$	2,881,200 /21 years	\$ 137,200 /year/130 permits	\$	1,055	
			Say \$	1,055	(Single Permit)
South Permits					
\$	2,881,200 /21 years	\$ 137,200 /year/130 permits	\$	1,055	
\$	3,369,000 /21 years	\$ 160,429 /year/90 permits	\$	1,783	
			\$	2,838	
			Say \$	2,840	(Single Permit)
North Permits					
\$	2,881,200 /21 years	\$ 137,200 /year/130 permits	\$	1,055	
\$	1,884,000 /21 years	\$ 89,714 /year/40 permits	\$	2,243	
			\$	3,298	
			Say \$	3,300	(Single Permit)

STORM DRAINAGE, CULVERTS/BRIDGES:

Capital Cost Summary Estimates - Mar 2018

Project	Timeline	Cost (M)	% Charged	Dev. Levy Portion	Permits Per Year
All Projects					
Bridge/Culvert Replacement every 5 years	Ongoing	1.25		35 \$ 437,500	130
Drainage Studies	Ongoing	0.2		80 \$ 160,000	130
Miscellaneous Drainage Projects	Ongoing	1		35 \$ 350,000	130
South Projects					
RM Lagoon Outlet	2018	1		80 \$ 800,000	90
Emerald Park Drainage Improvements (charge separately)	2018 -	-		-	-
North Projects					
Pilot Butte Creek Lowering	2020	0.3		35 \$ 105,000	40
Pilot Butte Creek Drainage Improvements	2020	0.3		50 \$ 150,000	40
Boggy Creek Drainage Improvements	2022	0.4		50 \$ 200,000	40
All Permits				\$ 947,500	
South Permits				\$ 800,000	
North Permits				\$ 455,000	
				+20% Eng & Contingencies:	
All Permits				\$ 1,137,000	
South Permits				\$ 960,000	
North Permits				\$ 546,000	
TOTAL:				\$ 2,643,000	

Levy Calculation:

Fringe					
\$	1,137,000 /21 years	\$ 54,143 /year/130 permits	\$	416	
			Say \$	415	(Single Permit)
South Permits					
\$	1,137,000 /21 years	\$ 54,143 /year/130 permits	\$	416	
\$	960,000 /21 years	\$ 45,714 /year/90 permits	\$	508	
			\$	924	
			Say \$	925	(Single Permit)
North Permits					
\$	1,137,000 /21 years	\$ 54,143 /year/130 permits	\$	416	
\$	546,000 /21 years	\$ 26,000 /year/40 permits	\$	650	
			\$	1,066	
			Say \$	1,065	(Single Permit)

MISCELLANEOUS:

Capital Cost Summary Estimates - Mar 2018

Project	Timeline	Cost (M)	% Charged	Dev. Levy Portion	Permits Per Year
All Projects					
RM Shop Expansion	2020	1.5		35 \$ 525,000	130
RM Office Expansion	2025	1.5		35 \$ 525,000	130
Fire Hall & Equipment	Ongoing	2		65 \$ 1,300,000	130
Recreation Centre & Pathways	2025	20		35 \$ 7,000,000	130
Administration Fee (costs to 2035)	Ongoing	1.89		100 \$ 1,890,000	130
South Projects					
Emerald Park Lagoon Conversion	2019	1		80 \$ 800,000	90
All Permits				\$ 11,240,000	
South Permits				\$ 800,000	
				+20% Eng & Contingencies:	
All Permits				\$ 13,488,000	
South Permits				\$ 960,000	
TOTAL:				\$ 14,448,000	

Levy Calculation:

Fringe

\$	13,488,000 /21 years	\$ 642,286 /year/130 permits	\$	4,941
			Say \$	4,940 (Single Permit)
South Permits				
\$	13,488,000 /21 years	\$ 642,286 /year/130 permits	\$	4,941
\$	960,000 /21 years	\$ 45,714 /year/90 permits	\$	508
			\$	5,449
			Say \$	5,450 (Single Permit)

Costs Per Lot

Fringe

Roads	\$	1,055
Drainage	\$	415
Miscellaneous	\$	4,940
	\$	6,410 Single Permit

Applies to single lot development or any development outside of the development overlay area

South Side within WWA area

Water	\$	6,145
Sewer	\$	1,110
Roads	\$	2,840
Drainage	\$	925
Miscellaneous	\$	5,450
	\$	16,470

North Side within WWA area

Water	\$	6,730
Sewer	\$	1,110
Roads	\$	3,300
Drainage	\$	1,065
Miscellaneous	\$	4,940
	\$	17,145



Developer Classification Table

Class	Description
A	<ul style="list-style-type: none"> - Being party to 3 or more Servicing or Development Agreements with the RM of Edenwold in the past 10 years where: <ul style="list-style-type: none"> o All development was carried out in accordance with the terms and conditions of the Servicing or Development Agreement o All payments including Servicing or Development Agreement fees and security items were submitted prior to the deadlines stated in the Servicing or Development Agreement o Infrastructure and services were constructed in accordance with the timelines outlined in the Servicing or Development Agreement <p>AND</p> <ul style="list-style-type: none"> - All taxes levied on all properties owned by the Developer in the RM of Edenwold have been paid in full and on time (the municipality will consider a period of up to 3 years, as applicable)
B	<ul style="list-style-type: none"> - Being party to 1 or more Servicing or Development Agreements with the RM of Edenwold in past 10 years where: <ul style="list-style-type: none"> o All development was carried out in accordance with the terms and conditions of the Servicing or Development Agreement o All payments including Servicing or Development Agreement fees and security items were submitted prior to the deadlines stated in the Servicing or Development Agreement o Infrastructure and services were constructed in accordance with the timelines outlined in the Servicing or Development Agreement <p>OR</p> <ul style="list-style-type: none"> - A reference from another municipality certifies the completion of 2 or more Servicing or Development Agreements in the past 10 years where development was carried out in accordance with the terms and conditions of the Servicing or Development Agreement, all payments including Servicing or Development Agreement fees and security items were submitted prior to the deadlines stated in the Servicing or Development Agreement and infrastructure and services were constructed in accordance with the timelines outlined in the Servicing or Development Agreement <p>AND</p> <ul style="list-style-type: none"> - All taxes levied on all properties owned by the Developer in the RM of Edenwold have been paid in full and on time (the municipality will consider a period of up to 3 years, as applicable)
C	<ul style="list-style-type: none"> - No previous Servicing or Development Agreements with the RM of Edenwold in the past 10 years <p>OR</p>

	<ul style="list-style-type: none"> - Entered into 1 or more Servicing or Development Agreements with the RM of Edenwold where <i>most</i> but not <i>all</i> requirements were met <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - All taxes levied on all properties owned by the Developer in the RM of Edenwold have been paid in full and on time (the municipality will consider a period of up to 3 years, as applicable)
D	<ul style="list-style-type: none"> - Entered into 1 or more Servicing or Development Agreements with the RM of Edenwold, but was involved in a major breach of the terms and conditions of the Servicing or Development Agreement <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Taxes levied on any property owned by the Developer in the municipality were not paid in full by the annual payment deadline (the municipality will consider a period of up to 3 years, as applicable).

Notes

The classification of a developer may be adjusted based on positive performance as follows:

- A developer will be re-classified from Category C to Category B once the criteria for Category B have been met.
- Similarly, a developer will be re-classified from Category B to Category A once the criteria for Category A have been met.
- A developer will be re-classified from Category D to Category C under the following circumstances:
 - o the conditions of the Servicing or Development Agreement(s) for which the developer failed to meet have been met to the satisfaction of the municipality; and
 - o the Developer has paid all taxes owing to the municipality in full by the annual payment deadline for a period of 3 consecutive years.

The classification of a developer may be adjusted based on negative performance as follows:

- A developer will be re-categorized from Category A to Category B or from Category B to Category C for repeated minor breaches (3 or more) of the terms of a Servicing or Development Agreement(s).
- A developer will be re-categorized from Category A to Category B or from Category B to Category C for late payment of taxes levied on any property owned by the Developer up to two months after the payment deadline.
- A developer will be re-categorized from Category A, Category B or Category C, directly to Category D for a major breach of the terms of a Servicing or Development Agreement.
- A developer will be re-categorized from Category A, Category B or Category C, directly to Category D for late payment of taxes levied on any property owned by the Developer if not paid within two months of the payment deadline.

The following items are considered a major breach:

- Commencement of construction prior to receiving all necessary permits and approvals from the municipality
- Failure to complete construction within the timelines set out in the Servicing or Development Agreement
- Failure to complete infrastructure to the standard set out in the Servicing or Development Agreement
- Failure to renew the Security in accordance with the terms of the Servicing or Development Agreement
- Other infractions of the Servicing or Development Agreement that result in significant negative impacts or potential significant negative impacts on the development, nearby properties or the municipality, as determined by the municipality

The following items are considered a minor breach:

- Infractions of the terms of the Servicing or Development Agreement that result in insignificant negative impacts on the development, nearby properties or the municipality, as determined by the municipality