



Online Permitting Guide

March 2026 Version

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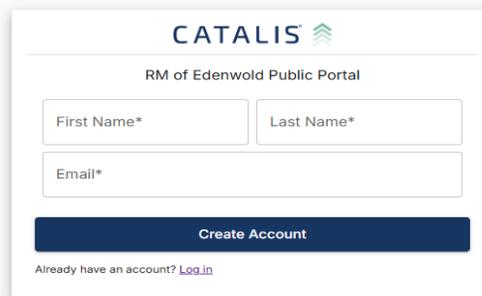
Getting Started

Welcome to the RM of Edenwold's Application Portal. This guide is intended to help you navigate the portal so that you can submit multiple types of applications including building permit, business license, and rezoning application online easily and efficiently.

Click the link below to access the Public Portal and get started:

**Click Here to
Access the Public Portal**

Next you'll need to Create a Catalis Account or login to your existing account.



The screenshot shows the 'CATALIS' logo at the top, followed by 'RM of Edenwold Public Portal'. Below this are three input fields: 'First Name*', 'Last Name*', and 'Email*'. A blue button labeled 'Create Account' is positioned below the fields. At the bottom, there is a link that says 'Already have an account? [Log In](#)'.

Once your account has been verified via email you may select the application process that applies to you. Below are some common projects along with required applications for each type of project. **Please do not start an application until you have all the required information ready and available.**

Constructing, Renovating, Moving or Changing the Occupancy of a Building

Building Permit Application & Development Permit Application

Placing a Sea Container

Building Permit Application & Development Permit Application

Erecting a Free-Standing Sign

Building Permit Application & Development Permit Application

Erecting an Attached or Temporary Sign

Development Permit Application

Erecting a Swimming Pool or Hot-Tub

Development Permit Application

Demolishing a Building

Building Permit Application

Operating a business out of a location within the RM

Development Permit Application & Business License Application

Operating a mobile / door-to-door business within the RM

Business License Application

Applying for a Discretionary Use Permit

Development Permit Application

Constructing or Extending a Driveway or Approach

Approach Application

Transferring an Occupancy or Landscaping Deposit

Building Permit Deposit Transfer

Landscaping or Erecting a Fence in the Fairway South Restrictive Covenant Area

Fairway South Landscaping & Fence Applications

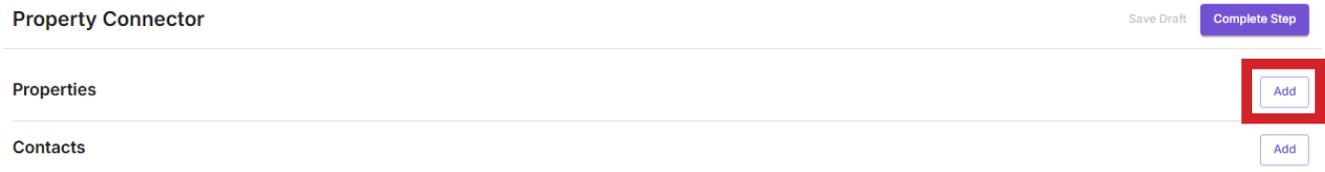
Rezoning a Property

Rezoning Application

Adding Properties

The first step of most applications is to add the relevant property information using the Property Connector.

The Business License & OCP/Zoning Bylaw Text Amendment Applications do not include the property connector.



The screenshot shows the 'Property Connector' interface. At the top right, there are 'Save Draft' and 'Complete Step' buttons. Below the title bar, there are two tabs: 'Properties' and 'Contacts'. The 'Properties' tab is active, and its 'Add' button is highlighted with a red square. The 'Contacts' tab also has an 'Add' button.

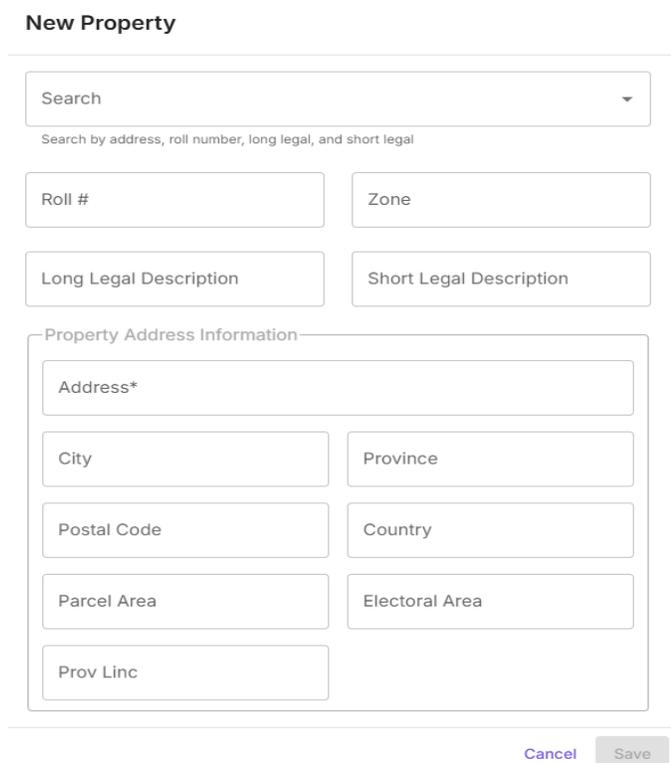
Use the **Search Bar** to Search for the property the application pertains to.

For Urban & Country Residential Properties:

- Type in your Civic Address as you normally would
e.g. 2 Coral Place
- The rest of the fields will autopopulate.
- Any empty fields can be left blank.

For Rural Properties:

- Type in the Legal Land Location using the following format:
NW-1-19-18-2
- Parcels and LSD within a Quarter Section will also show up
- If a LSD does not show up try the following format instead:
LSD-5-25-17-18-2
- Fill in the address box with either the civic address or legal land location.
- Any other empty fields may be left blank.



The 'New Property' form includes a search bar at the top with a dropdown arrow and the text 'Search by address, roll number, long legal, and short legal'. Below the search bar are four input fields: 'Roll #', 'Zone', 'Long Legal Description', and 'Short Legal Description'. A section titled 'Property Address Information' contains several fields: 'Address*' (with an asterisk), 'City', 'Province', 'Postal Code', 'Country', 'Parcel Area', 'Electoral Area', and 'Prov Linc'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Search Bar Not Working?

- Ensure Quarter Sections are followed by a dash (e.g. NW-)
- **Some properties may be missing from the property connector or are not easily searchable. If this is the case:**
 1. Enter the legal land location into the long legal description box
 2. Enter the civic address or legal land location into the address box
 3. **If filling out a Development Permit application, select the Zoning District for the property in the Zone dropdown box** (if you are unsure of your property's Zoning District contact a Development Officer.
 4. All other boxes can be left blank

Adding Contacts

Next you'll need to add all relevant contacts for the project this includes the person applying "the applicant", as well as any contractors and the owner of the the property. The Business License & OCP/Zoning Bylaw Text Amendment Applications do not include the property connector.

Property Connector

Save Draft

Complete Step

Properties

Add

Contacts

Add

In most applications, you can enter multiple contractors as well as multiple property owners but only one applicant.

Please ensure you enter the contact of the person(s) you are applying on behalf of if you are applying on the behalf of someone else.

The search bar has been disabled for privacy reasons and is not functional.

Enter both the contact's name and the company name (if applicable).

Ensure the address you enter is your mailing address and not your civic address if you receive your mail at a PO Box.

Select the contact type.
You can check more than one box if the contact falls under more than one category!

When complete click the "Complete Step" button at the top of the page.

Complete Step

New Contact

Search

Search by name or company

Company Name

Name*

Email Address*

Phone Number*

Other Phone Number

Mailing Address*

City

Province

Postal Code

Country

Contact Type

Applicant

Owner

Contractor

Development Permit Application

Development Permits are required for all Development within the RM (including occupying a building) with the exception of accessory buildings under 10 square meters in area, granaries and bins, and landscape walls, fences and gates.

To submit a Development Permit Application follow the steps outlined below:

Getting Started

Applications, Permits, and Other Submissions for RM of Edenwold

Below are a list of applications, permits and other submissions that you can submit to RM of Edenwold. Once you find what you want to submit click the "Start" button to begin the process.

Approach Application Start >	Building Permit Application Start >	Development Permit Application Start >
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2. Add the relevant property to the property connector using the instructions outlined on [page 4](#).
3. Add all relevant contacts to the property connector using the instructions outlined on [page 5](#).

Land Use

1. Use the land use dropdown to select the proposed use of from a list. Type to search for a particular land use. This will tell you if the proposed use is permitted or discretionary (requires council approval). If a use does not show up in the list it is not permitted in the Zoning District you have selected.

Bylaw Zoning Bylaw 2019-20	
Zone AR - Agricultural Resource	Land Use Accessory Use/Building (Shed, Shop, Garage, etc.)

 Permitted
Permitted

If you did not connect a property and indicate the Zoning District for the property this feature will not work. Click the "Next" button to skip this step.

Unsure what Land Use your Project Falls Under?

A full list of land uses can be found on our website here: [Zoning Bylaw](#)

For New Homes

Search by type:

Single Family Dwelling

RTM

Modular or Manufactured Home

For Industrial Malls

Use:

General Industrial Type I OR

General Industrial Type II

Application

1. Indicate which contact will be paying for the permit.
2. Select the type of application using the dropdown box. If you require a minor variance with your application be sure to check the “Minor Variance Requested” box.
3. If the application is associated with a building permit and you applied for the building permit first indicate the permit number in the designated box.

Legal Land Location

4. Select the current zoning and existing use of land for the development site from the drop-down list.
5. Provide a detail description of the development. Be sure to **indicate the proposed use of the land/building.**

Current Zoning
CR3 Country Residential

Existing Use of Land
Residential

Provide a detailed description of proposed use of land and/or buildings:
Constructing a 2 storey, 3000 square foot single family dwelling with basement, attached garage & deck.

Lot: 36, Block: 9, Plan: 102136216, Ext: 0, Quarter, Section, Township, Range

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

6. Provide the legal land location.

Site Servicing

7. Provide details about how the site will be or is serviced. **This section won't apply to all applications (e.g. renovations).**

Site Servicing

Parcel access provided by: Other, Explain: Internal Subdivision Road

Water supply provided by: Other, Explain: White City Waterline

Existing Sewage System (please specify the type): On-site (septic, lagoon, mound, etc), Proposed Sewage System (please specify the type): Proposed Sewage System (please specify the type)

Existing Drainage (please specify): Natural, Proposed Drainage (please specify): Proposed Drainage (please specify)

Provide additional details only as needed.

Surrounding Land Use

8. To ensure development does not occur next to incompatible uses we then ask if any of the following uses are within 0.5km of the development. **Most of the time you will not check any of these boxes.**

Surrounding land uses:

Any of the following within 0.5 km of the proposed development?

- Intensive livestock operation
- Sewage lagoon or wastewater treatment facility
- Solid waste disposal facility or landfill
- Stream or large body of water
- Anhydrous ammonia facility
- Industrial

9. If any of the listed uses are within you will then be asked to provide your best estimate of the distance of the to the application property.

Declaration

10. If you are not the registered owner please check the declaration box.

Declaration

I am submitting on behalf of the registered owner(s)

11. Whether or not you checked the box you will then be asked to print your name in the box below. There are two signature spots, but only one name is required.

Document Upload

12. Upload any relevant documents. **This should always include a site plan**, and may include other certifications, drainage or other engineered plans, a letter of intent, etc. Click in the box at the bottom to upload files from your computer or device.

Document Upload



If you are applying for a project that also involves a Building Permit, please attach all building plans (with the exception of a site plan) to the Building Permit application and not the Development Permit application.

13. When the entire form is complete click the “Complete Step” button at the top of the page, and provide your signature. Your application has now been submitted for review.

Extra Steps for Discretionary Use Applications

If you are applying for a discretionary use you will need to provide additional information, including potential impacts caused by the development, any history of convictions, and any additional intended activities you intend to undertake

Many developments will not have impacts in all categories. Please indicate if the development will have no impact. Below is an example of what an application for a residential daycare may look like. This application only has minor impacts on traffic and noise. An application for a gravel pit or apartment will have vastly different impacts.

Supplementary Development Permit Information

Provide a summary statement to describe the potential impacts of the proposed development in each category (if no impacts are anticipated, please indicate that in the section)

<p>Roadways and Traffic: # of light vehicles, # of heavy trucks, roads affected (routing)</p> <p> Normal</p> <p>approx. 5 additional vehicles during pickoff/drop off hours.</p>	<p>Petroleum Facilities (i.e. underground tanks)</p> <p> Normal</p> <p>None.</p>
<p>Air Resources - emissions, dust</p> <p> Normal</p> <p>None.</p>	<p>Noise</p> <p> Normal</p> <p>Ambient noise from children.</p>
<p>Glare or Light Pollution</p> <p> Normal</p> <p>None.</p>	<p>Soil Resources</p> <p> Normal</p> <p>None.</p>
<p>Drainage (Storm water)</p> <p> Normal</p> <p>None.</p>	<p>Municipal Wastewater System</p> <p> Normal</p> <p>None.</p>

Minor Variance Application

If you indicated a minor variance was required with your application you will need to provide additional information.

Please note: Minor Variance approvals can only up reduce a setback by up to 10%

1. Indicate what type of variance you are requesting.
 - From a building to a property lot line
 - From a building to another building
2. If reducing the setback from the property line, you will then be asked to indicate which setbacks you would like to be reduced. **You may select multiple options.**
3. Provide the distance you would like the minimum setback reduced to (maximum 10%).
4. Provide a detailed description. Include the setback you are reducing, the distance you are reducing it to and how you calculated your 10% variation distance.
5. Proceed with your application as normal. **You will be charged an additional minor variance fee in addition to the regular permit fee.**

Payment

After you submit you application you'll be redirected to the payment page.

Fees for development permits are automatically calculated. You may pay at the time of application or upon issuance of the permit.

If you are simultaneously submitting a building permit application it is recommend that you wait to pay, as all fees can then be invoiced at once.

You will be sent an invoice when your permit is ready and payment is due. If you are not ready to pay you may close the webpage and return to this step at any time.

When you are ready to pay:

1. Select Payment Method Using the Dropdown
 - If paying by mail, online or by electronic bill payment select **Mail in payment.**
 - If paying at the RM office select **Pay in person.**
2. Click "Confirm Method" to confirm your intended payment method.
3. If paying in person, pick up your permit at the RM Office.
If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

Payment Step

 You must confirm the payment method before you can complete.

Complete Step

Details

If you would like to pay by electronic bill payment or online credit card, please select mail in payment.

Item	Amount	
Development Permit Fee	\$125.00	
	Subtotal	\$125.00
	Total	\$125.00
	Total Paid	\$0.00

Payment method

Pay in person

Confirm Method

Applicant Instructions

You can make your payment in person during regular office hours (Mon - Fri 9 am to 5 pm). We accept debit, cash and cheque.

Please visit our office at:

100 Hutchence Road, Emerald Park, SK S4L 1C6

A full list of payment methods can be found on our website here: [Payment Methods](#)

Advertising Payment

If your application was for a discretionary use you will also be responsible for the costs of advertising your application.

You may request a fee review at any time, however fees will not be confirmed until advertisements have been placed in the Quad Town Forum and the number of public notice letters required has been calculated.

You will be sent an invoice once fees have been reviewed and payment is due.

Once fees have been reviewed and you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office.

If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

Building Permit Application

STOP:

All Building Permit Applications (with the exception of applications to demolish a building) require an associated Development Permit Application. If you have not yet submitted a separate Development Permit Application for your project, please do so prior to or simultaneously to submitting your Building Permit application.

To submit a Building Permit Application follow the steps outlined below:

Getting Started

1. Select Building Permit Application.

Applications, Permits, and Other Submissions for RM of Edenwold

Below are a list of applications, permits and other submissions that you can submit to RM of Edenwold. Once you find what you want to submit click the "Start" button to begin the process.

Approach Application Start >	Building Permit Application Start >	Development Permit Application Start >
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2. Add the relevant property to the property connector using the instructions outlined on [page 4](#).

3. Add all relevant contacts to the property connector using the instructions outlined on [page 5](#).

Application

1. Select the type of application using the dropdown box.

Residential detached garages, workshops & sheds fall under Detached Accessory Building.

If you are uncertain which application form to use contact a Development Officer.

2. If the you have already submitted your development permit application, please indicate the permit number in the in the Development Permit # box.

Legal Land Location

3. Provide the legal land location for the building.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

Legal Land Location for Proposed Development:

Lot 20	Block 6
Plan 87R45448	Ext
Quarter	Section
Township	Range
Subdivision Emerald Park	

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

Floor Area & Building

4. Provide floor areas for each section of the building. You only need to fill out the boxes that apply to your project.

If you are submitting a solar panel application this section will not show up.

Floor Area

Ground Floor	Unit Sq. Feet
Second Floor	Unit
Basement	Unit
Accessory/Other	Unit
Other	Unit

Be sure to select the correct unit from the dropdown list.

5. Provide construction details including an estimated value of construction and an anticipated construction start date.

Please note construction is not permitted to start until a permit has been issued and paid for.

Building

Estimated Value of Construction*
\$

Required

Anticipated Construction Date

Length Unit
Feet

Width Unit

Height Unit

Be sure to select the correct unit from the dropdown list.

6. Provide the dimensions of the building.

Water Services

This section will only show up if you have selected an application type that may require a water connection.

7. Indicate whether you will be connecting to the RM water supply.

8. If yes indicate whether you are submitting a commercial or residential application.

9. If submitting a commercial/industrial application indicate whether a larger than the standard water connection 1 inch water connection is required.

Declaration & Third Party Cost Acceptance Forms

10. Read and sign the declaration by printing your name.

11. Read and sign the third party cost acceptance form by printing your name.

Contact to be Invoiced

12. Indicate which contact should be invoiced for this application.

Upload Plans & Forms

13. Upload the required documents. The documents required will depend on the type of application you selected in the beginning. You will need to download the required forms listed and fill them out. Also upload any additional documents (e.g. building plans, energy calculations, etc). For residential projects the Plan Review Checklist will indicate what other documents are required.

Click on either upload box to upload up to 10 items from your computer or device. If you have more than 10 items, you can use the second box to upload a total of 20 items.

PBI Forms ^

Please submit the forms linked below, along with a site plan, any building plans, and other supporting documents as outlined in the Plan Review Checklist (included in the linked forms).

[PIF](#)

[Plan Review Checklist](#)

[Accessory Building PBI Spec Sheet](#)

[Spray Foam Installer Verification Form](#)

Uploads



Uploads



14. When the entire form is complete click the “Complete Step” button at the top of the page, and provide your signature. Your application has now been submitted for review.

Payment

After you submit you application you'll be redirected to the payment page.

Payment is calculated following a comprehensive review by the RM's building official (PBI). You may request a fee review at any time, however fees will not be confirmed until the Building Permit is ready.

You will be sent an invoice when your permit is ready and payment is due. If you are not ready to pay you may close the webpage and return to this step at any time.

When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click “Confirm Method” to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office. If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

A full list of payment methods can be found on our website here: **Payment Methods**

Payment Reviewed on November 13, 2025 at 9:59 PM ⚠ You must complete the payment before you can complete submission. Complete Step

Details

If you would like to pay by electronic bill payment or online credit card, please select mail in payment.

Item	Amount
Accessory Building (Non-insulated)	\$276.00
	Subtotal \$276.00
	Total \$276.00
	Total Paid \$0.00

Payment method: Pay in person Confirm Method

Applicant Instructions

You can make your payment in person during regular office hours (Mon - Fri 9 am to 5 pm). We accept debit, cash and cheque.

Please visit our office at:

100 Hutchence Road, Emerald Park, SK S4L 1C6

Approach Permit Application

Approach permits are required for all new approaches, driveways and driveway extensions.

To submit an Approach Application follow the steps outlined below:

Getting Started

1. Select Approach Application.

Applications, Permits, and Other Submissions for RM of Edenwold

Below are a list of applications, permits and other submissions that you can submit to RM of Edenwold. Once you find what you want to submit click the "Start" button to begin the process.

Approach Application Start >	Building Permit Application Start >	Development Permit Application Start >
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2. Add the relevant property to the property connector using the instructions outlined on [page 4](#).

3. Add all relevant contacts to the property connector using the instructions outlined on [page 5](#).

Application

1. Select the zoning district / type of property the approach or driveway provides access to.

Zoning District*

- Agricultural
- Country Residential
- Urban Residential
- Fairway South Residential
- Commercial/Industrial
- Other

2. Provide the legal land location for the property the approach or driveway provides access to.

Lot 20	Block 6
Plan 87R45448	Ext
Quarter	Section
Township	Range

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

3. Use the drop-down list to select the proposed material(s) for the approach. You may check off more than one material. If you select "Other" you will be asked to specify.

Proposed Materials

- Asphalt
- Stamped Asphalt
- Concrete
- Decorative Concrete (Exposed Aggregate Concrete/Stamped Concrete etc.)
- Gravel/Clay
- Other

4. Click on the box to upload a site plan displaying the location and measurements of the approach.

Site Plan showing location and measurements of driveway/approach*



5. If you have applied for another permit related to this application (i.e. a Building Pmit for the building the driveway provides access to) you indicate the permit number in the Related Permits Box.

6. Read and agree to the terms and conditions of the permit by signing your name.

1. I agree to comply with the bylaws of the municipality and acknowledge that it is my responsibility to ensure compliance with all bylaws and applicable acts and regulation regardless of any review of drawings or inspections that may or may not be carried out by an inspector.

2. I agree to indemnify and save harmless the R.M. of Edenwold No.158 from and against all loss, costs, charges, damages and expenses related to approach construction on the subject land.

3. I have reviewed and agree to the applicable design standards, regulations, requirements and restrictions outlined below.

4. I have attached a site plan, approved by the developer if necessary, displaying the location and measurements of the driveway approach to my application.

Applicant Full Name (print)* Justin Trudeau	Date* 11/13/2025 
--	--

7. When the entire form is complete click the “Complete Step” button at the top of the page, and provide your signature. Your application has now been submitted for review.

There is no fee for approach permits.

When you permit has been approved you will contacted via email.

Fairway South Landscaping & Fence

Applications

In the Fairway South restrictive covenant area permits are required to landscape your property or erect a fence. Permits are not required outside of this area.

The restrictive covenant area includes:

- 173, 175 and 178-208 Fairway Road
- 350-372 Emerald Park Road
- All of Huber Bay
- All of Huber Drive

All Landscaping & Fence Plans must be first approved by the Developer, Great Plains Leaseholds:
30-28 Great Plains Road, Emerald Park, SK
306-525-9516
greatplains@sasktel.net

Landscaping and Fence Permit applications must be submitted separately.

To submit an Landscaping or Fence Application follow the steps outlined below:

Getting Started

1. Select Fairway South Landscaping & Fence Applications.

Fairway South Landscaping & Fence

Applications

Submit an application for either a landscaping or fence permit. Residents outside of Fairway South d... Show more

[Start >](#)

2. Add the relevant property to the property connector using the instructions outlined on [page 4](#).
3. Add all relevant contacts to the property connector using the instructions outlined on [page 5](#).

Application

1. Use the drop-down to indicate whether you are submitting a landscaping permit application or a fence permit application.
2. If know, indicate the Building Permit # for your dwelling in the Building Permit # box.
3. Provide the Legal Land Location for your property.

Legal Land Location for Proposed Development: ^

Lot	Block
Plan	

Landscaping

4. Read the landscaping standards and refund process box. Click the check box to indicate you have read and understand the requirements.
5. Upload your landscaping plan by clicking the box. The plan must be first approved by Great Plains Leaseholds.

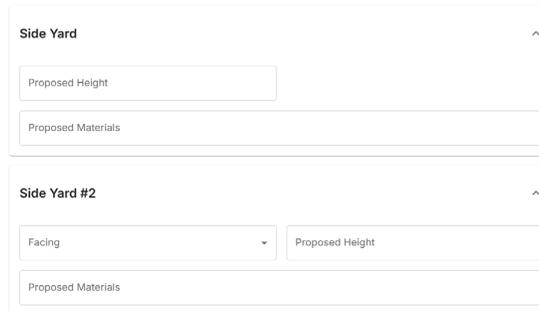


A rectangular box with a dashed border. At the top center, it says "Landscaping Plan*". In the center of the box is a small icon of a cloud with an upward-pointing arrow, indicating an upload function.

6. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

Fence

4. Indicate whether the fences along the two side yards will be different materials or heights using the dropdown.
5. Indicate the proposed height and materials for each side of the fence. If you indicated that the side yards are to be different you will also be asked which direction the second side yard is facing.



The form contains two sections. The first section is titled "Side Yard" and has a dropdown arrow on the right. It contains two input fields: "Proposed Height" and "Proposed Materials". The second section is titled "Side Yard #2" and also has a dropdown arrow on the right. It contains three input fields: "Facing" (a dropdown menu), "Proposed Height", and "Proposed Materials".

Be sure indicate if you are using ft or m when providing fence heights.

4. Read the fence standards box. Click the check box to indicate you have read and understand the requirements.
5. Upload your fence by clicking the box. The plan must be first approved by Great Plains Leaseholds.



A rectangular box with a dashed border. At the top center, it says "Fence Plan*". In the center of the box is a small icon of a cloud with an upward-pointing arrow, indicating an upload function.

6. When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.

There is no fee for landscaping or fence permits.

When you permit has been approved you will contacted via email.

If you submitted a landscaping permit application you will be advised of the next steps towards reclaiming your landscaping deposit.

Building Permit Deposit Transfer

If you would like to transfer a occupancy deposit and/or landscaping deposit held in your name to a new owner you will use the Building Permit Deposit Transfer application.

STOP:

If you are not the current deposit holder do not use this application. Only the current deposit holder may request a deposit transfer. If you are unsure who holds the deposit for your property please contact a Development Officer.

Getting Started

1. Select Building Permit Deposit Transfer.

Building Permit Deposit Transfer

Transfer a occupancy or landscaping deposit associated with a building permit to a different party.

Start >

2. Add the relevant property to the property connector using the instructions outlined on [page 4](#).

3. Add all relevant contacts to the property connector using the instructions outlined on [page 5](#). **For this application you are the deposit holder and the party you are transferring the deposit to is the new owner.**

Application

1. Indicate the Building Permit # associated with the deposit you are transferring.
2. If known, provide the original receipt # for the payment in which the deposit was taken.
3. Select which deposit(s) you are transferring.

Legal Land Location

4. Provide the legal land location for the building.

Legal Land Location for Proposed Development:

Lot 20	Block 6
Plan 87R45448	Ext
Quarter	Section
Township	Range
Subdivision Emerald Park	

Deposits

Please select the deposits you would like to transfer.

- Residential Occupancy Deposit (\$2000.00)
- Commercial Occupancy Deposit (\$3000.00)
- Landscaping Deposit (\$3000.00)

5. When the entire form is complete click the **“Complete Step”** button at the top of the page, and provide your signature. Your application has now been submitted for review. Both you and the new owner will be contacted to confirm the transfer request has been received and filed.

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

Business Licence Application

STOP:
If you are operating a business out of a physical location in the RM and do not have a Development Permit please submit a Development Permit Application simultaneously to your Business License Application.

To submit a Business Licence Application follow the steps outlined below:

Getting Started

1. Select Business Licence Application.

Application

Applicant Information

1. Provide your name and contact information or the information of the person who should be contacted regarding this application (not the general business email or name).

Business Details

2. Provide the name of the business as you would like it to appear on the issued license.
3. Enter contact information for the business, including mailing address.
4. Select the type of business and business format from the drops down lists. You may select more than field for both categories.

The screenshot shows a form with a dropdown menu titled "Type of Business" and a list of checkboxes for business formats. The dropdown menu is open, showing the following options: Commercial, Industrial, Service, Agricultural, and Other. To the right of the dropdown menu, there are checkboxes for the following business formats: Store-Front, Contractor / Shop, Office, Door-to-Door / Mobile, and Other.

5. Enter a description of your businesses. This should provide a clear picture what type of activities take place as a part of your business.

The screenshot shows a form with a text area titled "Business Description". The text area contains the following text: "Lyft Inc. maintains an online enabled platform which connects passengers with drivers using their personal vehicles to provide prearranged transportation services."

6. If your business has a website, you may also provide the website. This helps us determine additional details about your business if needed.
7. Provide the number of employees working at the indicated location.
8. If known, provide the incorporation date of your business.

Location

9. Provide location details for your business. **This section will not show up if you indicated that your business was door-to-door or mobile.**

Civic Address	
Lot / Unit	Block
Plan	Ext
Quarter	Section
Township	Range
Subdivision	

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

If you are within a subdivision you do not need to indicate the Quarter, Section, Township & Range. Rural properties will need to indicate this information.

Declaration

11. Read and sign the declaration by printing your name.

12. **When the entire form is complete click the “Complete Step” button at the top of the page, and provide your signature. Your application has now been submitted for review.**

There is no fee for Business Licences.

When your licence has been approved you will contacted via email.

Rezoning Application

To submit a Rezoning Application follow the steps outlined below:

Getting Started

1. Select Rezoning Application.
2. Add the relevant property to the property connector using the instructions outlined on [page 4](#). **If you are rezoning a section of land associated with a subdivision application you will need to search for the source parcel.**
3. Add all relevant contacts to the property connector using the instructions outlined on [page 5](#).

Application

Legal Land Location

1. Enter the land location for the property you are applying to rezone.
 - Multiple numbers can be entered if you are rezoning multiple properties within the same subdivision plan simultaneously.
 - If you are rezoning a section of land associated with a subdivision application enter the land description as it will be for subdivided land.

Legal Land Location

Lot	Block Proposed A
Plan	Ext
Quarter SE	Section 1
Township 17	Range 18

Please indicate the extension number if known for rural properties, especially if the quarter section is split into multiple parcels.

Rezoning Information

2. Provide the current Zoning District for the property and the proposed Zoning District for the property, using the dropdown lists.
3. Provide the current land use type and the proposed land use type for the property using the. You may select multiple options. If you select Other you will be asked to specify.

Current Use of Land

- Agriculture
- Commercial
- Industrial
- Residential
- Other

4. Indicate whether you have a concurrent subdivision application with Community Planning using the drop-down box (All subdivision requests must go through the Government of Saskatchewan's Community Planning branch).

If you are not subdividing the answer will be No.

If you select Yes you will be asked to provide the Community Planning File #.

Do you have a concurrent subdivision application with the Community Planning?

- Yes
- No, but I will be submitting one
- No / N/A

5. Indicate whether you are rezoning to a Contract Zone. If you select yes you will be asked to provide details about the Contract Zone. **Contract zones are for specific situations only. Please consult a Planner before applying.**

6. Use the dropdown box to indicate whether an Official Community Plan Amendment (OCP) is required in association with your application. **Most rezonings will not require a OCP amendment.**

All properties are designated as a specific type of use in the RM's Official Community Plan. If you are rezoning to zone that does not align with the indicated future use on the Future Land Use Map (FLU) or in the Emerald Park Sector Plan an Official Community Plan amendment is required. **Please contact a Planner for more details.**

Declaration

7. Read and sign the declaration by printing your name.

8. **When the entire form is complete click the "Complete Step" button at the top of the page, and provide your signature. Your application has now been submitted for review.**

Payment

After you submit you application you'll be redirected to the payment page.

Before you can pay, fees must first be confirmed by a Planner. You may request a fee review at any time. **You will be sent an invoice once fees have been confirmed.**

When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person you may pay at the RM Office at anytime. If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

A full list of payment methods can be found on our website here: **Payment Methods**

Advertising Payment

All rezoning applications require public notification, and thus have associated advertising fees. You will be responsible for the costs of advertising your application.

You may request a fee review at any time, however fees will not be confirmed until advertisements have been placed in the Quad Town Forum and the number of public notice letters required has been calculated.

You will be sent an invoice once fees have been reviewed and payment is due.

Once fees have been reviewed and you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office.

If paying another way, wait to receive a invoice (if you have not already) and then send payment. Include the invoice # with the payment.

OCP / Zoning Bylaw Text Amendment

Text amendments modify the text of a bylaw to help accommodate new development. An example of a text amendment is the addition of a new use to a section of the Zoning Bylaw. **It is recommend that you speak to a Planner prior to submitting a text amendment application.**

To submit an OCP / Zoning Bylaw Text Amendment application follow the steps outlined below:

Getting Started

1. Select OCP/Zoning Bylaw Text Amendment.

Application

Applicant Information

1. Provide your name and contact information or the information of the primary person who should be contacted regarding this application.
2. If there is a secondary person who should be contacted with regards to this application click the “Additional Contact” Additional Contact? Box. You will then be asked to indicate which contact should be invoiced for the costs of the application.

Text Amendment Information

3. Select the type of application from the drop-down box. You may apply for text amendments to both the OCP & Zoning Bylaw simultaneously.

4. Provide details about the proposed amendment include which section are to be amended and how.

Declaration

7. Read and sign the declaration by printing your name.

8. When the entire form is complete click the “Complete Step” button at the top of the page, and provide your signature. Your application has now been submitted for review.

The screenshot shows a web form for submitting an application. The 'Application Type' dropdown menu is open, showing four options: 'Zoning Bylaw (ZB) Amendment' (selected), 'OCP Amendment', and 'Both ZB & OCP Amendment'. Below the dropdown, the 'Section(s) to be Amended' field contains 'ZB 2.0 & 19.2'. The 'Description of Proposed Amendment' field contains the following text: 'Section 2 - Defintions: Data Centre Facility means a building or buildings used for the housing of computer servers, data-storage systems and network equipment, ncluding power generation and associated support infrastructure such as electrical switchgear, uninterruptible power supply (UPS) systems, backup generators, mechanical cooling systems, telecommunications fibre entry, and ancillary uses for the operation and maintenance of the facility.' and '19.2 - Discretionary use: Data-Centre Facility'.

Payment

After you submit your application you'll be redirected to the payment page.

Fees for OCP and Zoning Bylaw Text Amendments are automatically calculated. You should submit payment as soon as possible after applying.

When you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person you may pay at the RM Office at anytime. If paying another way, wait to receive an invoice (if you have not already) and then send payment. Include the invoice # with the payment.

Advertising Payment

All text amendment applications require public notification, and thus have associated advertising fees. You will be responsible for the costs of advertising your application.

You may request a fee review at any time, however fees will not be confirmed until advertisements have been placed in the Quad Town Forum.

You will be sent an invoice once fees have been reviewed and payment is due.

Once fees have been reviewed and you are ready to pay:

1. Select Payment Method Using the Dropdown

- If paying by mail, online or by electronic bill payment select **Mail in payment.**
- If paying at the RM office select **Pay in person.**

2. Click "Confirm Method" to confirm your intended payment method.

3. If paying in person, pick up your permit at the RM Office.

If paying another way, wait to receive an invoice (if you have not already) and then send payment. Include the invoice # with the payment.

A full list of payment methods can be found on our website here: [Payment Methods](#)

Questions?

Have additional questions?

Contact our Office or a Development Officer/Planner:

RM of Edenwold
info@edenwold-sk.ca
306-771-2522
100 Hutchence Road
Emerald Park SK, S4L 1C6

Planning & Development
planning@edenwold-sk.ca

For Inquires Related to the Online Application System, Building Permits, Development Permits, Fairway South Permits, Business Licences, Text Amendments or Minor Variance Requests:

Development Officer / Planner I
Sydney Buzash
sydney.buzash@edenwold-sk.ca
306-347-2965

For Inquires Related to Subdivision, Rezoning, or Official Community Plan Map Amendments:

Planner I
Xavier Perpetua
xavier.perpetua@edenwold-sk.ca
306-347-2973