

# Development Permit Application Guide

Pursuant to the current RM of Edenwold Zoning Bylaw



100 HUTCHENCE ROAD, EMERALD PARK, SASKATCHEWAN, S4L 1C6

• PH: 306-771-2522 •

FAX: 306-347-2970

This guide is designed to assist applicants in the development permit process. Please review this document, development permit checklist and application form and contact the Planning and Development Department at 306-347-2965 or [ss.planning.rm158@sasktel.net](mailto:ss.planning.rm158@sasktel.net) if you have any questions or require assistance.

## 1. PRIOR TO DEVELOPMENT PERMIT APPLICATION

- A pre-application meeting is not mandatory; however, it is recommended that you call the Planning and Development department to discuss your development.
- 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.

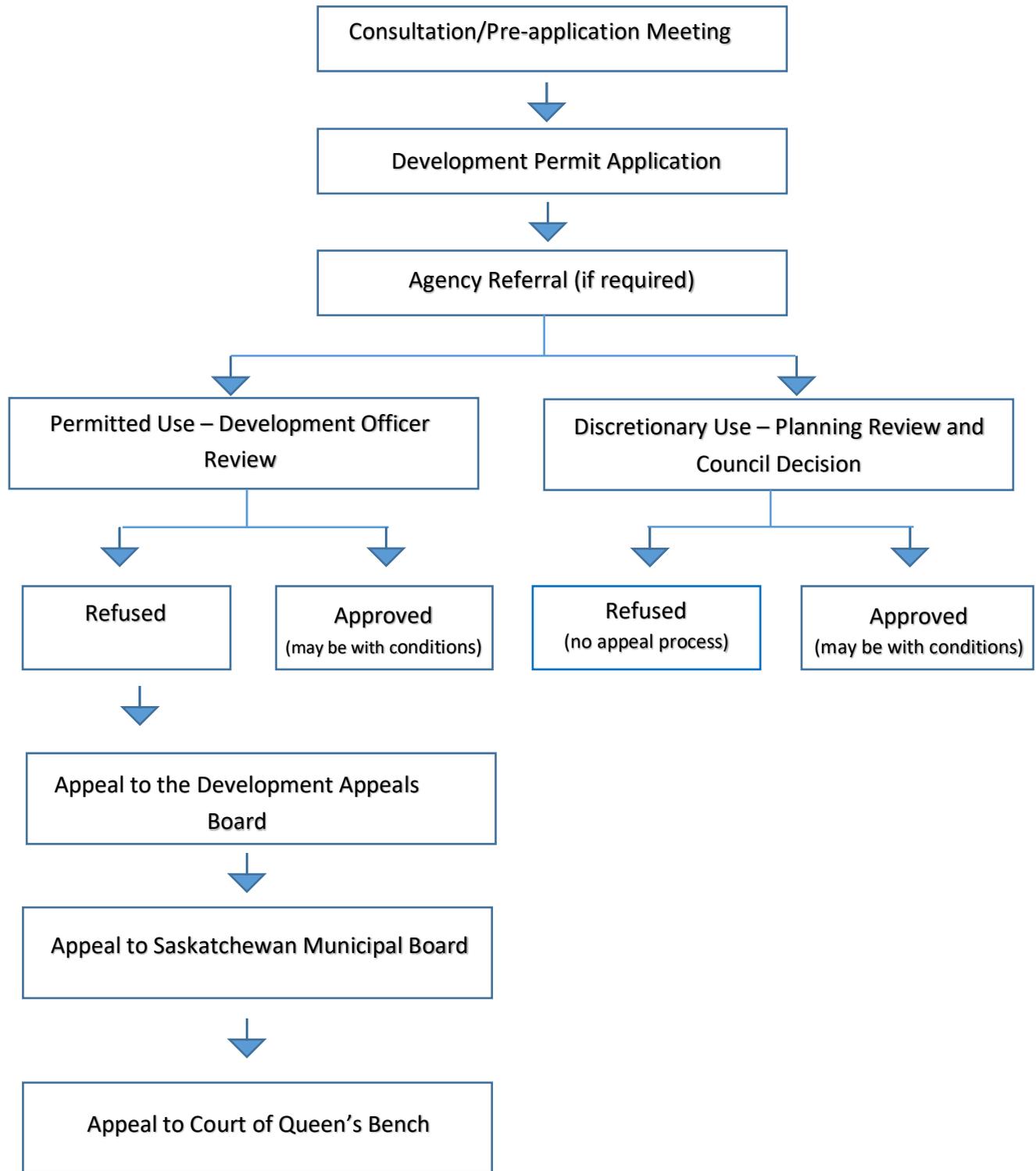
## 2. APPLICATION REQUIREMENTS

- Use the development permit checklist to ensure that all required information is provided
- The application must be completed in full, signed by the registered landowner(s), and the application fee must be paid before it will be accepted for processing.
- A detailed site plan, as outlined in the Development Permit Checklist (please see attached example). This site plan should be drawn to scale if possible.
- If applicable, a copy of the building plans showing elevations. For modular and mobile homes, floor plans are sufficient.
- The RM of Edenwold may require any information that it deems necessary to review the application.
- The RM of Edenwold may refuse to accept or process an application if the required information has not been supplied, or if the quality of the information is inadequate to properly evaluate the application.

# Development Permit Process



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# Development Permit Application



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<b>DP #</b>	<b>BP #</b>
<b>1. To be filled out by the Applicant (Owner):</b>	
Name:	Month          Day          Year
Street Address:	Page 1 of 8 City/Town: Postal Code:
Email:	Phone:          - Cell:             -
<b>2. Contractor (if applicable):</b>	
Name:	Company Name:
Street Address:	City/Town: Postal Code:
Email:	Phone:          - Cell:             -
<b>3. Legal Land Location for proposed development:</b>	
Civic Address:	Lot:    Block:    Plan:          Ext:
Subdivision:	Quarter:    Section:    Township:    Range:    W2M
Registered Plan #:	Certificate of Title #:
<b>4. Existing Use of Land:</b>	
Current Zoning:	
Agriculture <input type="checkbox"/>	Residential <input type="checkbox"/>
Country Residential <input type="checkbox"/>	Industrial <input type="checkbox"/>
Commercial <input type="checkbox"/>	Other (Please describe)
Provide a detailed description of proposed use of land and/or buildings:	

# Development Permit Application



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## 5. Site Servicing:

Parcel access provided by:

Grid Road:	Highway:	Main Farm Access:	Other:
Water Supply provided by:	Municipal Waterline	Private Well	Other
Sewage Disposal provided by:	Existing (please specify type of system)	Proposed (please specify type of system)	
Drainage provided by:	Existing (please specify)	Proposed (please specify)	

## 6. Surrounding land uses:

Are any of the following within 0.5 km of the proposed development?	If yes, please provide best estimate of distance
Intensive livestock operation <b>Yes/ No</b>	
Sewage lagoon or wastewater treatment facility <b>Yes/ No</b>	
Solid waste disposal facility or landfill <b>Yes/ No</b>	
Stream or large body of water <b>Yes/ No</b>	
Anhydrous ammonia facility <b>Yes/ No</b>	
Industrial <b>Yes/ No</b>	

## 7. Declaration by Applicant

I/We \_\_\_\_\_ hereby certify that I/we am/are the registered owner(s) of the lands and that the information given on this form and the site plan is full and complete and is, the best of my/our knowledge, a true statement of the facts relating to this application for development.

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

I/We, \_\_\_\_\_ hereby certify that I/we am/are the agent authorized to act on behalf of the registered owner(s) and hereby swear that all statements contained within this application are true, and I/we make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Signature

**Receipt #**

# Development Permit Checklist



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Please use the following checklist to ensure that your development permit application and site plan are complete. This checklist must be submitted with your permit application.

Completed by Applicant	Office Use Only	Application Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Certificate of Title (from ISC)
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	<input type="checkbox"/>	Signatures of all registered owners or completed Letter of Authorization from Registered Owner on Title
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent describing the nature of the application and the <b>intended use</b> must accompany all applications
<b>Basic site plan – Required for all permits (see sample site plan)</b>		
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Drawing scale
<input type="checkbox"/>	<input type="checkbox"/>	Property lines of entire parcel and all adjacent public rights-of way
<input type="checkbox"/>	<input type="checkbox"/>	Legal land description and civic address, if assigned
<input type="checkbox"/>	<input type="checkbox"/>	Lot dimension and total area
<input type="checkbox"/>	<input type="checkbox"/>	Name of road(s) providing access to parcel, accesses, driveway and flare locations including setbacks to property lines and widths
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimension of existing buildings (labelled as existing)
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of proposed building (labelled as proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Setbacks to property lines and between buildings
<input type="checkbox"/>	<input type="checkbox"/>	Total building footprint and site coverage
<input type="checkbox"/>	<input type="checkbox"/>	Parking areas (with dimensions of parking stalls)
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of loading space, if required
<input type="checkbox"/>	<input type="checkbox"/>	Indicate perimeter fencing with height and material
<input type="checkbox"/>	<input type="checkbox"/>	Location of outdoor storage & display areas
<input type="checkbox"/>	<input type="checkbox"/>	Access routes for firefighting
<input type="checkbox"/>	<input type="checkbox"/>	On-site existing and proposed sidewalks with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	On-site lighting
<input type="checkbox"/>	<input type="checkbox"/>	Garbage enclosures
<input type="checkbox"/>	<input type="checkbox"/>	Indicate site-surfacing material and show all curbs, wheel stops, parking, fences and lighting
<b>Hazard Lands</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Show location of and label type of hazard (slope, wetland, waterbody)
<input type="checkbox"/>	<input type="checkbox"/>	Show setbacks from any water body or water course measured from top of bank
<input type="checkbox"/>	<input type="checkbox"/>	Location of and setbacks from steep embankments measured from the top of bank
<b>Easements, Rights-of-Way, Utilities and Facilities</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Show location of any known easements, rights-of-way, or public utility lines
<input type="checkbox"/>	<input type="checkbox"/>	Location of and setbacks from pipelines
<b>Building Elevations and Floor plans</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Label plans with dimensions of building, including height
<input type="checkbox"/>	<input type="checkbox"/>	Exterior finishing materials, including color
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of any proposed fascia signs

# Development Permit Checklist



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<input type="checkbox"/>	<input type="checkbox"/>	Layout of each floor, including bays/units, mezzanines, amenity spaces, balconies, mechanical rooms, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Total number of units.
<b>Documents that may be required with a Development Permit Application:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Site grading plan
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan
<input type="checkbox"/>	<input type="checkbox"/>	Soil testing/Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Site Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Transportation/Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of Roadside Development Permit from the Ministry of Highways
<input type="checkbox"/>	<input type="checkbox"/>	Title Search
<input type="checkbox"/>	<input type="checkbox"/>	Any other information deemed necessary to make a decision
<b>Landscaping Plan, if required will show the following:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing and proposed plant materials, with a descriptive list identifying the common and botanical name, quantity and size at planting
<input type="checkbox"/>	<input type="checkbox"/>	Location and description or illustration of all existing or proposed physical features, including fences, flower beds, berm contours, outdoor furniture, decorative paving, and water features.
<input type="checkbox"/>	<input type="checkbox"/>	Location of any utility lines or right-of-ways
<input type="checkbox"/>	<input type="checkbox"/>	Location of site boundaries and adjacent land uses
<input type="checkbox"/>	<input type="checkbox"/>	Location of adjacent sidewalks, trails, driveway entrances and alleys
<input type="checkbox"/>	<input type="checkbox"/>	Location and name of adjacent streets
<input type="checkbox"/>	<input type="checkbox"/>	Footprint and dimensions for all buildings or structures
<b>Signs</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Separate development permit application for proposed signs
<input type="checkbox"/>	<input type="checkbox"/>	Proposed sign types (freestanding, pylon, electronic, fascia, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing location of proposed freestanding signs with setback to property lines
<input type="checkbox"/>	<input type="checkbox"/>	Dimension and height of all proposed signs
<b>Fire Department</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Turning radius for fire apparatus
<input type="checkbox"/>	<input type="checkbox"/>	Location of fire hydrants and proximity to site

# Letter of Authorization



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I, (We) \_\_\_\_\_ being the owner(s) of

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Ext \_\_\_\_\_

**Legal:**

\_\_\_\_\_ Section, \_\_\_\_\_ Township, \_\_\_\_\_ Range, W2 Meridian give

\_\_\_\_\_ permission to

act on by (our) behalf in applying for a Development Permit for the above subject property.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Development Permit #**

# Supplementary Development Permit Information



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<b>8. Evaluation Criteria</b>	<b>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)</b>
a. Roadways and Traffic: # of light vehicles, # of heavy trucks, roads affected (routes)	
b. Petroleum Facilities (i.e. underground tanks)	
c. Air Resources – emissions, dust	
d. Noise	
e. Glare or Light Pollution	
f. Soil Resources	
g. Drainage (Storm water)	
h. Municipal Wastewater System	
i. Waste Management (hazardous waste)	
j. Natural/Heritage Resources	

<b>9. History of Conviction</b>	<b>Briefly describe any past convictions related to operations or business activities</b>

<b>10. Intended Activities</b>	<b>Briefly describe anticipated studies, investigations or activities</b>
a. Site investigations (i.e. Phase 2, geotech)	

# Supplementary Development Permit Information



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b. Site stripping, excavation or site preparation work	
c. Traffic Impact Assessment	
d. Other	

### 11. Discretionary Use Application Fees:

In addition to the Development Permit Application fee of \$125.00, advertising fees in the range of \$200-\$1,000 are invoiced to the applicant once the RM has received the cost of the ads from the local newspaper and Canada Post. **The advertising costs must be paid for both the newspaper advertisement and public notice letters sent regardless of the decision made by Council.**

I hereby agree to comply with the Zoning Bylaw (2019-20) and all other applicable Bylaws of the RM of Edenwold and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts & regulations of any plan reviews or inspections that may be carried out by the RM of Edenwold or its authorized representative.

I hereby acknowledge that I have read and understand the application and I agree to pay the Municipality fees equal to the costs associated with providing notice to the public regardless of an approval or denial from Council.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (print)

## Residential – Sample Site Plan

