
WHAT IS THE PURPOSE OF A BUILDING PERMIT

The purpose of the Building bylaw is to provide for the administration and enforcement of *The Construction Codes Act, The Building Code Regulations, the National Building Code of Canada for Buildings*, ministerial interpretations and Saskatchewan Construction Standards Appeal Board order and building official orders within the local authority,

WHAT CHANGES OCCURRED JANUARY 1ST, 2022

The Construction Codes Act (the CCA) came into force on January 1st, 2022 and repealed and replaced *The Uniform Building and Accessibility Standards Act* as the legislation which governs construction standards in Saskatchewan. Municipalities have always been responsible for administering and enforcing building and energy codes for buildings in their jurisdiction however, under the old act farm residences were included in the definition of farm buildings and therefore exempt from these codes. Under the new CCA farm buildings are still exempt but residences are no longer considered a farm building and therefore these standards will apply to all new buildings and major structural renovations that occur to any farm residences after January 1st, 2022. Municipalities were given a certain period of time to adopt their own bylaw otherwise those that did not have a valid building bylaw by the deadline would be subject to the model building set out in the Building Code Regulations.

WHAT TYPES OF BUILDING PROJECTS REQUIRE A PERMIT

- Construction of a new house or major renovations/additions to an existing house
- RTMs or other types of houses being moved onto a property
- Any type of Commercial Building
- Sheds over 100 square feet
- Farm Buildings

WHAT TYPES OF BUILDINGS ARE EXEMPT FROM REQUIRING A PERMIT?

- For the housing of livestock
- For the production, storage or processing of primary agricultural crops and feeds

- For the storage and maintenance or equipment or machinery associated with an agricultural operation

HOW DO I APPLY FOR A BUILDING PERMIT?

In order to apply for a building permit, you will need to complete a building permit application. Applications forms are available form the website or from the RM office. Some of the information required on the application includes:

- Applicant name and address
- What you are applying for as well as a description of the existing use of the land/building a description of the proposed development
- Legal land Description
- Estimated starting date and completion dates
- Site and building drawings including dimensions and land features
- Technical reports or studies may be requested depending on the type and location of the proposed development

WHAT DOES IT COST FOR A BUILDING PERMIT?

The permit fee is \$100.00, plus the building officials' inspections fees which are based on the value of the Construction (VOC):

- Fees must be paid prior to the permit being issued

HOW LONG WILL IT TAKE FOR MY BUILDING PERMIT TO BE APPROVED?

The length of time it will take for your permit to be reviewed and approved will depend on the complexity of your project. To be safe you should apply for your building permit as soon as you have all the information required and you know when your project will begin. The building official recommend submitting your application a minimum of 21 days before construction is scheduled to start, however turn around times can be quicker. Ensuring that your application is complete and includes both building and site drawings will help ensure a quicker approval timeframe.

- The provincial government adopts codes and standards and administers legislative framework.

RM OF LEASK NO. 464
 DEVELOPMENT PERMIT / BUILDNG PERMIT APPLICATION
 (Check ALL that apply)

Box 190
 231 First Avenue South
 Leask, SK S0J 1M0

TYPE OF WORK:		<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATIONS	PERMIT NO:	OFFICE USE:			
		<input type="checkbox"/> REMOVAL	<input type="checkbox"/> DEMO	<input type="checkbox"/> RELOCATION					
LOCATION	PROJECT ADDRESS:			LLD:	1/4:	SEC:	TWP:	RGE:	<input type="checkbox"/> W2M
	SUBDIVISION:			LOT:	BLK:	PLAN:	PARCEL:		

OWNER / CONTRACTOR	Owner			Company Name (if applicable)		
	Mailing Address		City	Prov	PC	
	Phone (Check best use)			Email		
	<input type="checkbox"/> Cell	<input type="checkbox"/> Other		(Most correspondence will be by email)		
	Contractor / Company		Phone	Email		

START DATE:	COMPLETION DATE:	ESTIMATED VALUE OF CONSTRUCTION:
A revised value may be determined		

TYPE OF PROJECT	<input type="checkbox"/> RESIDENTIAL:	<input type="checkbox"/> SITE BUILT HOME	<input type="checkbox"/> RTM	<input type="checkbox"/> MOBILE HOME	<input type="checkbox"/> DECK	<input type="checkbox"/> DET GARAGE	<input type="checkbox"/> BSMT DEV
	DETAILED DESCRIPTION: (I.E. NEW CUSTOM HOME; RELOCATING EXISTING MOBILE HOME; CONSTRUCTING NEW FOUNDATION FOR EXISTING HOUSE; DETACHED GARAGE; ETC.)						
	<input type="checkbox"/> COMMERCIAL:	<input type="checkbox"/> SHOP / STORAGE	<input type="checkbox"/> VEHICLE STORE/REPR	<input type="checkbox"/> RETAIL STORE	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> OFFICE(S)	<input type="checkbox"/> ASSEMBLY (I.E. RESTAURANT / CHURCH / HALL / GYM)
	OTHER / DETAILED DESCRIPTION: (I.E. COLD STORAGE; RENO SPACE FOR NEW COFFEE SHOP; TRUCK STORAGE & REPAIR W/ OFFICES; NEW HOTEL; TENNANT IMPROVEMENT FOR CLOTHING STORE; ETC.)						

SUBMITTALS	<input type="checkbox"/> Site Plan Submitted	A SITE PLAN IS REQUIRED FOR ALL PROJECTS	
	<input type="checkbox"/> Drawings Submitted OR	Complete Drawing Package, including elevations, floor plans, sections, and details	Required for ALL projects, unless a deck or detached garage (use Worksheet)
	<input type="checkbox"/> Worksheet Submitted	BT Worksheet (in lieu of drawings); for decks and detached garage projects	See www.buildtechinspections.ca
PERMIT APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED			

APPLICANT SIGNATURE	I hereby acknowledge that I have read this application and certify that the information contained herein is correct. I hereby acknowledge that I understand that permission to begin building is not granted to me until a Building Permit signed by the building official, administrator, or administration staff is returned to me. I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw and Zoning Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative. I agree to perform all construction work solely in accordance & compliance with the information & plans provided by me in this application and will obtain all other work permits required in conjunction with my development.	
	Applicant Signature	Date

FORM C

RURAL MUNICIPALITY OF LEASK NO. 464, SASKATCHEWAN
APPLICATION FOR A PERMIT TO MOVE OR DEMOLISH A BUILDING

DATE: _____

I hereby make application for a permit to demolish a building now situated on:

Civic Address or Location: _____

Lot _____ Block _____ Plan _____

The demolition will commence on _____, 20_____, and will be completed on _____, 20_____.

OR

I hereby make application for a permit to move a building now situated on:

Civic Address or Location: _____

Lot _____ Block _____ Plan _____

TO

Civic Address or Location: _____

Lot _____ Block _____ Plan _____

OR

_____ out of the Rural Municipality of Leask No. 464.

The building has the following dimensions:

Length: _____ Width: _____ Height: _____

The building Mover will be _____ and the date of the move will be _____, 20_____.

The building will be moved over the following route:

The site work (removal of concrete, filling, final grading, landscaping, etc.) which will be done after removal of the building includes: _____

I hereby agree to comply with the provisions of the Building Bylaw of the local authority and to become responsible and pay for any damage done to any property as a result of the demolition or moving of the said building, and to deposit the sum of \$1,500.00 by cash or certified cheque. I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, Acts and regulations, and to obtain all required permits and approvals prior to demolishing or moving the building.

Date

Signature of Owner or Agent

- The provincial government adopts codes and standards and administers legislative framework.
- Municipalities are obligated to administer, regulate, and enforce provincial codes and standards which is achieved through local building licensed Building Officials work on behalf of municipalities to fulfill this obligation.
- Contractors, builders, designers, and materials suppliers work with owners and on behalf of owners to assure code compliance and deliver safe buildings.
- Ultimately, building bylaw or not, building officials or not, building permits or not, the owner is responsible for compliance with codes and standards set out of the government
- Building Permits are issued by the RM's Building Official for compliance with the RM's Building Bylaw and the National building Code. Building Officials will need to inspect your project at various stages of competition.
- The various stages will be documented on your building permit; please call inspection company to obtain an inspection at the appropriate stage of build.

For More information Contact Donna Goertzen Administrator Ph 306-464-2000

OR

BuildTECH <https://ccask.ca/> <https://buildtechinspections.ca/>
Ph 306-370-2824

MINOR VARIANCE APPLICATION

These are uses ancillary to the permitted principal use of the land and may have one or more features or potential effects that warrant specific review by the Development Officer.

Discretionary uses require approval of Council. Under normal conditions, the recommendation can be presented to Council within 35 days of receiving a completed application.

- [Minor Variance Application Form](#)

ROAD ACCESS POLICY AND APPLICATION

- [Policy # 2028-08](#)

DUST SUPPRESSION POLICY AND APPLICATION

- [Policy 2401-01](#)

	No.	2024-01
R.M. of Leask No. 464 TITLE: Dust Suppressant Policy	COUNCIL APPROVAL DATE:	February 2024
	RESOLUTION NO.:	344/25
	SUPERSEDES POLICY NO.:	154/24
	NEXT REVIEW DATE:	February 2027
	LAST REVIEW DATE:	July 9/2025

1.0 Purpose

To provide guidelines and expectations in the application of Dust Suppression.

2.0 Policy

- 2.1 Applicant shall submit annual application for approval by May 15th of the calendar year.
- 2.2 Dust Suppression costs shall be borne by the landowner.
- 2.3 Superintendent of Public Works shall be responsible for viewing and staking the area.
- 2.4 Dust Suppression control distance in front of property shall be at discretion of the ratepayer shall be at their discretion.
- 2.5 Applicant shall indemnify the Municipality in the event of any liability arising from the application.
- 2.6 The Municipality shall prep the area prior to application of suppressant.
- 2.7 Post-application the Road shall be graded at the discretion of the Superintendent of Public Works.
- 2.8 That applicant acknowledges that the Municipality is not able to guarantee or warranty the quality of the dust suppressant.
- 2.9 Applicant must apply annually for dust suppression consideration.
- 2.10 Dust Suppression shall be applied cost free to homes located on the Municipal Gravel Haul Routes; at the discretion of the Superintendent of Public Works and Council.
- 2.11 The Municipality reserves the right to change dust suppression products to that will serve best management practice for municipal infrastructure.

The Rural Municipality of Leask No. 464
Application Form

Name of Applicant _____

Contact Information _____

Email Address _____

Land Location _____

Ratepayer Application Yes _____ No _____

Date of Ratepayer application _____

Signed this _____ day of _____, 20_____

Signature _____

For Office Use Only

Approved Yes _____ No _____

Municipal Acknowledgement _____

Rural Municipality of Leask No. 464
Road Access Application

Applicant Name _____

Address _____

Phone/Email _____

Legal Land Location Quarter _____ Section _____ Township _____ Range _____ W3

I _____, have read and understand the proceeding policy and agree to abide by the specifications as set out in the Rural Municipality of Leask No. 464 Road Access Application.

The RM of Leask No. 464 budgets to assist landowners in funding access to orphan land parcels. I understand by way to Council's consideration to work with me (landowner) that funds of \$10,000.00 will be available for reimburse costs. It is understood that Council can only assist ratepayers based on their annual budget; therefore, if I am not accepted in the current year my application will be held for consideration in the following year.

Signature

Date

Municipal Representative

Date

Reference Zoning Bylaw 02-2020

3.25 Access and Roads

3.25.9 The Development Officer shall decide upon all approach applications and, based on location, drainage, traffic flow, sightlines, road standards, and safety considerations, may approve or refuse an application for an approach.

4. Agricultural

- 4.1 The Development Officer shall decide upon all approach applications and based on location, drainage, traffic flow, sightlines, road standards, and safety considerations, may approve or refuse an application for an approach.
- 4.2 When any development is approved on land adjacent to an unconstructed road allowance and access is required from said road allowance, the owner/applicant shall be responsible for all costs related to the construction of the road to construction standards.
(Appendix "A")
- 4.3 Road access for Agricultural purposes shall be on a cost sharing basis, RM pays 75%; and the Rate Payer pays 25% up to a maximum of \$10,000.00 cost by the RM per approved project.

RURAL MUNICIPALITY OF LEASK NO 464

MINOR VARIANCE APPLICATION FORM

Applicant: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

NOTE: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Legal description of land: All/Part of the ____1/4, Section____, Township____, Range _____

LSD(s) _____ Lot(s) _____ Block(s) _____ Registered Plan No. _____

Information of building subject to the minor variance application:

Has a development permit been issued for the building subject to a minor variance application ?

Yes _____ No _____

Has a building permit been issued for the building subject to a minor variance application ?

Yes _____ No _____

Status of the building subject to minor variance application:

Construction Pending ____ Construction Underway _____ Construction Completed _____

Describe the nature and extent of relief sought for support of the minor variance request. Please include reasons why it is not possible to comply with the provisions of the Zoning Bylaw (use additional pages if necessary):

RURAL MUNICIPALITY OF LEASK NO 464

MINOR VARIANCE APPLICATION FORM

Attachments

Please include the following:

\$200 Non – refundable Application Fee

Site Plan or Real Property Report (surveyors' certificate) reflecting the location of all buildings and structures on site as of the date of the application including:

- * north arrow
- * boundaries of the parcel including approximate dimensions
- * dimensions of existing and/or proposed buildings and structures
- * setback dimensions of buildings and structures on the property to property lines and other buildings structures.
- * location of all existing and/or proposed roads, approaches and driveways
- * the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culvert, drainage ways, wetlands, slopes, bluffs, etc.
- * location of all existing and proposed utilities

Declaration of Applicant

I, _____ of _____ in the Province of _____, solemnly declare that all of the above statements within this application are true, and 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". I further agree to indemnify and hold harmless the Municipality from and against claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ SIGNATURE _____

DATE: _____ LAND OWNER SIGNATURE _____

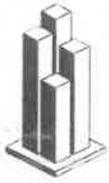
For office use only:

Application # _____ Date Received: _____

Comments:

FARM BUILDING DECLARATION

o Farm Building Declaration



MUNICIPALITY: _____

RE: Farm Building Declaration – National Building Code of Canada

To Whom it may concern

This letter is being provide to the owner of the property located at the address/land location noted below. By reviewing and signing this letter you are declaring that the building being constructed, as defined in the **Construction Codes Act** and noted below, as a Farm Building.

“farm building” means, subject to the regulations, a building that:

- (a) does not contain a residential occupancy;
- (b) is located on land used for an agricultural operation as defined in *The Agricultural Operations Act*; and
- (c) is used for the following purposes:
 - (i) the housing of livestock;
 - (ii) the production, storage or processing of primary agricultural and horticultural crops or feeds;
 - (iii) the housing, storage or maintenance of equipment or machinery associated with an agricultural operation;
 - (iv) any other prescribed purpose;

This is acknowledgement that the structure being constructed will not be considered as compliant with the National Building Code of Canada and, if the property is sold at a later date, will require a “change of use” Building Permit application to ensure it meets the current requirements of the National Building Code.

Background

The Government of Saskatchewan has adopted the National Building Code of Canada as the minimum standard of building compliance throughout the province. Within the adoption, the definition of “Farm Building” has been redefined and building standards have been exempted from *farm buildings*.

This letter is being provided and signed to confirm certain requirements outlined in the definition of farm buildings are met. These items are outside the information permitted to a building official during plan review and permit approval.

By signing this declaration and indicating that the building is being considered a *farm building* as defined in the act you are removing all current and future liabilities from the municipality and the building official as there is no requirements for building standards when dealing with farm buildings.

References

- **Construction Codes Act – Definitions, Section 2 – “farm buildings”**
- **Construction Codes Act – Subsection 6(2)(c) – Application of construction standards**

By signing this letter you are indicating that, to the best of your knowledge and understanding, the building that is noted below meets the requirements of a farm building.

Project Address

Owners Name (print): _____

Legal Address/Land Description

Owners Signature: _____

Project Description

Date: _____

SUBDIVIDING LAND

The Ministry of Government Relations is the approving authority for subdividing land. The RM Development Officer reviews subdivision applications for bylaw and policy compliance and make recommendations to the Ministry. Application must include a Plan prepared by a Saskatchewan Land Surveyor.

- [Step by Sept Guide to Subdivision](#)

REZONING OF LAND – ZONING BYLAW AMENDMENTS

To change the zoning of a property, an amendment to the Zoning Bylaw is required. The Development Officer reviews rezoning applications to ensure the requirements of the and Zoning Bylaw and any other Council policies are met.

If the application complies with all requirements and Council feels it has merit, the application can proceed through the advertising and public hearing process. If the application is denied, it can not be appealed. The applicant is responsible for advertising, notification of surrounding landowners and holding a Public Meeting as required by the Planning and Development Act, 2007.

Please contact the RM office for further information on subdividing & rezoning.

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?

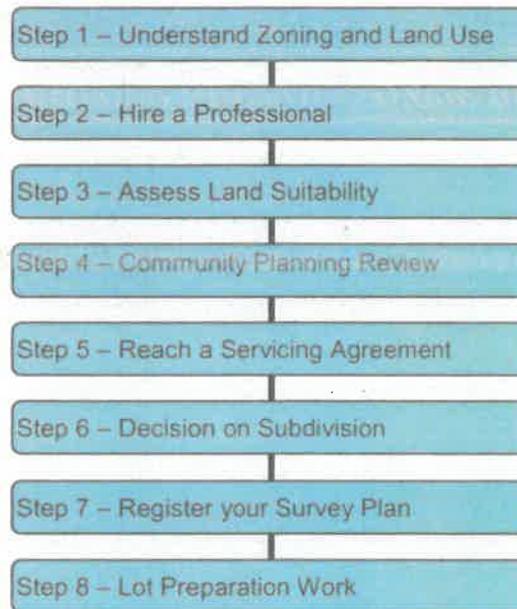
Subdivision approval is required to:

- 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 warranty 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

