

Form A

This document is Form A as indicated in section 3.3(1) of the local Zoning Bylaw. Please fill out the form below and include any additional documentation required under the application requirements. Please note that there are permitted and discretionary forms of development and the application requirements are different for each. Please contact your local municipal office or WaterWolf Planning if you are unsure whether your proposed development is permitted or discretionary.

Permitted Use Application

The Zoning Bylaw provides for permitted and discretionary forms of development in each zoning district. Every person is required to obtain a development permit before commencing any construction or use of land except as provided within the bylaw.

A development permit is not required for the following, but all other applicable provisions of the local zoning bylaw are to be followed:

- a) The maintenance of a public utility by the Municipality or crown corporation
- b) The construction of a public utility by the Municipality
- c) The installation of public utility on any street or other public right-of-way by the Municipality
- d) A municipal facility installed and operated by the Municipality
- e) Maintenance and repairs that do not include structural alterations
- f) The installation of fences or accessory buildings under 10 m²

Application Fees

A building permit is separate from a development permit. A development permit acknowledges the use of land and buildings and its compliance with the Official Community Plan and Zoning Bylaw. A building permit refers to building construction and compliance with the National Building Code of Canada and is governed by the Municipal Building Bylaw.

- | | |
|---|--|
| a) permitted principal use: | \$50.00 |
| b) permitted accessory use:..... | \$25.00 |
| c) ancillary use: | \$50.00 |
| d) discretionary principal use:..... | \$200.00 |
| e) discretionary accessory use:..... | \$100.00 |
| f) minor variance:..... | \$75.00 |
| g) development appeal fee: | up to \$50.00 as specified
by the Board |
| h) in addition, if a building permit is required, any fees associated with the issuance of a permit and inspection of construction related to a building permit | |

Application Requirements

The following is required in order to make an application:

- a) a completed application form
- b) submission of any application appendices (if necessary)
- c) receipt of full payment of the applicable application fee

- d) a scaled site plan drawing showing, in detail, the site proposed for development including the following at a minimum:
- north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing buildings and structures, and proposed buildings and structures and distances from the property boundaries;
 - location of all existing and proposed utilities;
 - location of all existing and proposed approaches and driveways; and

If different from the applicant, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Decision Time Frame

The timing associated with the provision of a development permit will be based upon the completeness and quality of information provided on the application. Generally, for a permitted use where new construction is not being proposed, a development permit maybe issued within three days of receiving a complete application. Where new construction is being proposed, a minimum of ten business days is required to review, process and issue a permit.

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.

Discretionary Use Application

The zoning bylaws enforced within the WaterWolf Planning District provides for discretionary land use and development which are deemed by local councils to have one or more features or potential effects that warrant a proposal-specific review and which specifically require approval by a resolution of Council prior to initiating any activity or building construction.

Types of principal and accessory discretionary use development are dependent on local zoning bylaws section 9, Zoning District Schedules. Please refer to your local zoning bylaw, municipal administrator or the WaterWolf Planning Commission, to determine if your proposed development is discretionary.

An applicant proposing a development involving a principal discretionary use, as defined within the Zoning Bylaw shall be subject to a \$200.00 application fee, and a \$100.00 application fee for an accessory discretionary use, as prescribed by the Zoning Bylaw.

In addition to the above noted fees, the applicant shall be solely responsible for all costs associated with:

- a. satisfying council's public notification policy;
- b. engagement of the necessary planning, engineering, legal or other professional expertise necessary to review an application and/or implement Council's decision; and
- c. registration of an interest on the title of the property proposed for development as prescribed by the Information Services Corporation (Land Titles).

The Municipality or the WaterWolf Planning Commission may at its discretion require a discretionary use proponent to provide a retainer in the amount of \$400.00 to be applied to the professional costs identified above.

Application Requirements

The following is required in order to make an application:

- a) a completed application form
- b) submission of any application appendices (if necessary)
- c) receipt of full payment of the applicable application fee
- d) a scaled site plan drawing showing, in detail, the site proposed for development including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing buildings and structures, and proposed buildings and structures and distances from the property boundaries;
 - location of all existing and proposed utilities;
 - cross section view showing elevations;
 - landscaping elements including drainage patterns, any sidewalks and location and number of on-site parking spaces;
 - location of all existing and proposed approaches and driveways; and
- e) a letter describing the following aspects of the proposed activity:
 - an estimation of traffic volumes generated to the property as a result of the proposed use;
 - lighting and signage requirements including identifying their location on the site plan;
 - operational details including projected number of employees, seasons, days, and hours of operation;

- identification of safeguards that may be required to minimize nuisances to adjacent properties including noise, dust and odors;
- method of disposal of solid and liquid waste generated from the use; and
- any additional information concerning the use that describes the nature and intensity of use proposed.

The owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Public Notification

Once the WaterWolf Planning Commission has deemed the information provided as complete, a copy of the applicants letter and site plan will be provided to various provincial departments, public agencies and to property owners within 75 meters of the subject property.

All the above contacts will be provided with a maximum 21 days from the date of mailing to provide written comments on the proposed use. A contact number for the applicant will be included with the disbursement to permit direct contact to discuss any concerns that may arise as a result of the notification. Any written comments received will be included in the report provided to council.

Decision Time Frame

The timing associated with the notification, review and approval process will solely on the completeness and quality of information provided. Generally, once the required time for receiving responses to the written notifications has elapsed, a report is generated and presented to council on behalf of the applicant by the WaterWolf Planning Commission at the next regularly scheduled meeting at which time a decision is made. Under normal conditions the process can be completed within 45 days of receiving completed application.

A full summary of the discretionary use process is appended to this application form.

Appeals

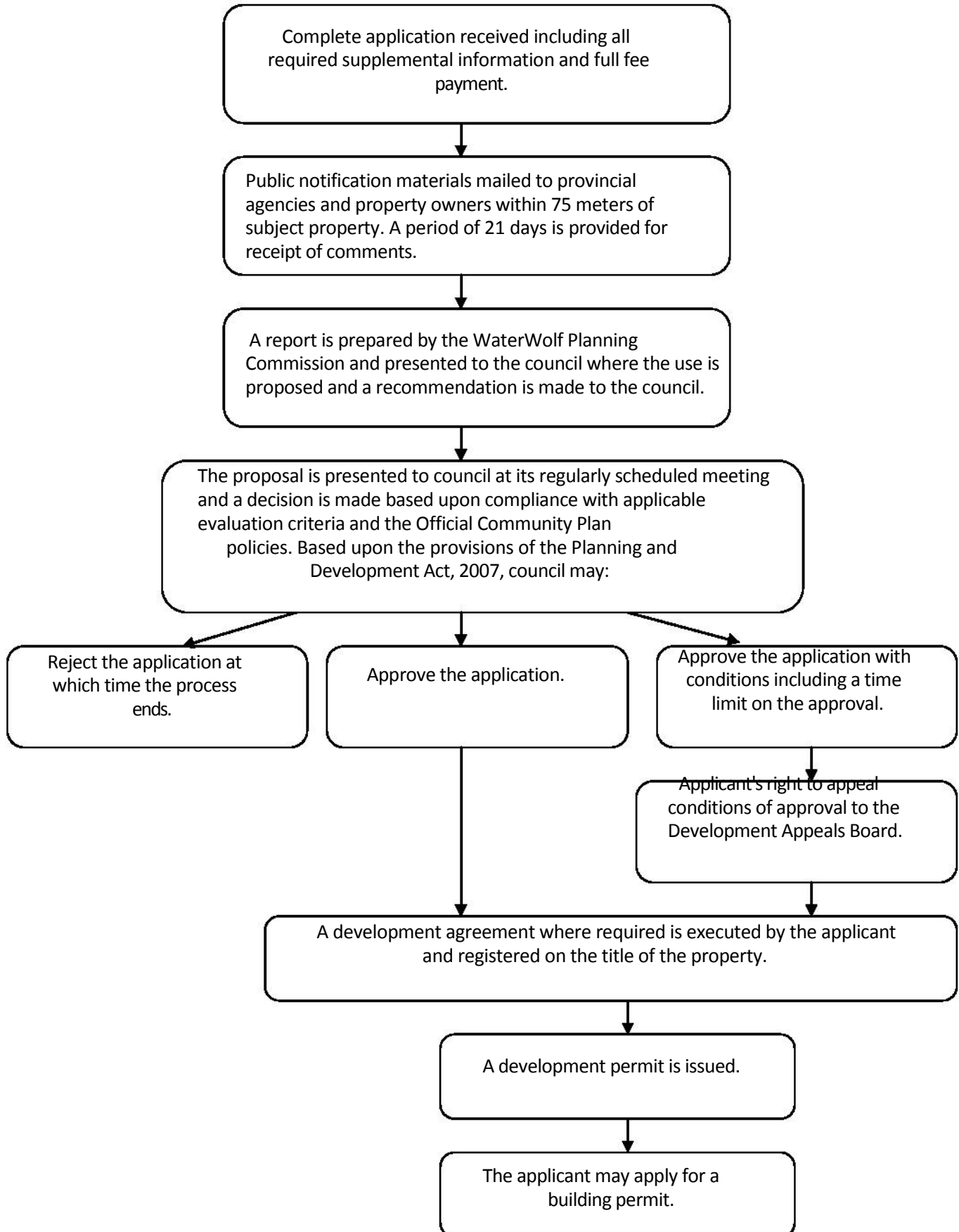
Council may approve the application, reject the application or approve the application with conditions, including a condition limiting the length of time that the use may be conducted on the site in order to secure the objectives of the zoning bylaw.

The Planning and Development Act, 2007 limits the ability for an applicant to only appeal any conditions of approval applied by council. There is no ability to appeal council's refusal of a discretionary use application.

The notice of appeal must be provided to the Development Appeals Board Secretary along with the required fee no later than 30 days from receiving a copy of the written decision from council.

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Process Overview



Date _____ Application # _____ Town/Village _____

Permit Application Form

1) 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.

2) Legal description of land proposed for development

Lot(s) _____, Block(s) _____, Parcel _____

Registered Plan Number: _____

Certificate Title Number: _____

If written description, please state:

3) Existing use of land intended for development (check all that apply)

Residential Industrial Commercial Agriculture

Other _____

Detailed description of current land use: _____

4) Proposed new use of land and buildings (check all that apply)

Residential Commercial Industrial
Subdivision Altered Building Addition to building

New Building Zoning Amendment

Other _____

Detailed description of proposed land use: _____

5) **Estimated time of commencement and completion of development:**

Commencement _____ Completion _____

6) **Additional comments in support of application -**

7) **Declaration by applicant**

I, _____ of _____

in the Province of Saskatchewan, solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

I further agree to indemnify and hold harmless the Municipality and the WaterWolf Planning Commission from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

I hereby agree to this development permit application:

Date: _____ Signature: _____

Date: _____ Land Owner Signature: _____
(if required)

Site Plan

In order to process the development permit application, all submissions must include a completed site plan map of the proposed project; submission of an incomplete site plan map will be considered as an incomplete application and returned to the applicant:

