

## Development Permit Information & Application

The following is required to make an application for a development permit as per Zoning Bylaw 2012-03. It is recommended you consult the RM office prior to the start of any project/development. Development fees may be applicable by Bylaw.

### DEVELOPMENT PERMIT APPLICATION

Complete a **Development Permit application form** (pages 3-5 attached) – Includes SITE PLAN

- A scale and “North” arrow.
- Legal description of the site.
- 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.
- The location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs
- A dimensioned lay-out of parking areas, entrances, and exits (as applicable).
- Abutting roads and municipal roads, including adjoining sites
- Fencing or other suitable screening.
- Other, **if required by the Development Officer** or Council to effectively administer the Zoning Bylaw
  - i. Professional Land survey or real property report
  - ii. Proof of land ownership/agreement for sale/offer to purchase/lease information
  - iii. Geo-Technical reports, photographs of current/existing site
  - iv. Other, as determined and accepted by Council, or the Development officer
- Once the Development Permit application is approved, a **BUILDING PERMIT** may be required
- **Farm Building Construction Exemptions** may apply

### Discretionary Use Applications

- Complete a Development Permit application – choose Discretionary Use Application
- Detailed reviews may require professional fees at the cost to the applicant as per Planning and development fees and charges Bylaw. All public hearing fees and advertising requirements shall be borne by the applicant.
- Allow for applicable processing time for the application (min 6-8 weeks depending on the project)
- A scaled site plan drawing showing, in detail, the site proposed for development
- Notice is given to property owners within a 1.6km (1 Mile) radius of the area
- Public hearings provide for written or verbal submissions and comments on the proposal.
- The council may reject the application or approve with or without conditions, including a condition within the length of time that use may be conducted on the site.

### BUILDING PERMIT INFORMATION

- A **Development Permit Application approval** is required **prior** to obtaining a **BUILDING PERMIT**.
- Please contact the office or download the **Building Permit Application forms** from the website [www.rmoffrancis.ca](http://www.rmoffrancis.ca)
- Pre and Post move inspections may be required at the cost of the applicant.
- **Farm Buildings** –Building Permit Exemptions may apply as per *The Construction Codes Act (CCA)*

The following set-back distances from *Zoning Bylaw 2012-03* **MUST** be considered and adhered to for the application to be considered. To process the development permit application, all submissions must include a completed site plan map of the proposed project (with measurements); submission of an incomplete site plan map will be considered as an incomplete application and returned to the applicant to be completed as required for consideration.

<p><b>Minimum site area</b></p>	<p>Agricultural Commercial: 0.4 hectares (1 acre)  Resource Activity: no minimum  Intensive Agricultural activities: 1 hectare (2.54 acres)  Non-farm residential: 1 hectare (2.54 acres) to a maximum of 4 hectares (10 acres) except that the maximum site area may be a greater area depending on existing physical circumstances. Two subdivided sites /quarter section.  All other discretionary uses: 1 hectare (2.54 acres)</p>
<p><b>Minimum site frontage</b></p>	<p>30 meters</p>
<p><b>Minimum front yard</b></p>	<p><b><u>All buildings shall be set back a minimum of 45 meters</u></b> from the center line of any developed road, municipal road allowance or provincial highway and/or a <b>minimum of 90 meters from the intersection of the center lines of any municipal roads</b> or provincial highway or such greater distance as required for e.g. Site triangle.</p>
<p><b>Minimum rear yard</b></p>	<p>15 meters or 25% of the depth of the site whichever is the lesser</p>
<p><b>Minimum side yard</b></p>	<p>15 meters except where a side yard abuts a municipal road allowance or a provincial highway, the front yard requirements shall apply</p>
<p><b>Min setback for trees, shelterbelts and other</b></p>	<p><b>All shelterbelts, tree plantings, portable structures, machinery and the storage of aggregate materials shall comply with the <u>same setback requirement as for buildings.</u></b></p>
<p><b>Fence Lines</b></p>	<p><b>All fences shall be set back a minimum of 45 meters</b> from the center line of any developed road, municipal road allowance or provincial highway</p>

### Development Permit Application Form

**Development Permit Application**

**Discretionary Use Application**

**1. APPLICANT INFORMATION**

<i>Name:</i>	
<i>Mailing Address:</i>	
<i>City &amp; Postal Code:</i>	
<i>Phone Number:</i>	
<i>Email Address:</i>	

**2. REGISTERED OWNER INFORMATION** *(To be completed if different from the applicant)*

<i>Name:</i>	
<i>Mailing Address:</i>	
<i>City &amp; Postal Code:</i>	
<i>Phone Number:</i>	
<i>Email Address:</i>	

**3. PROPERTY INFORMATION**

*Please indicate the legal land location of where the proposed development is intended.*

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian \_\_\_\_\_ W2 \_\_\_\_\_  
(NE, NW, SE, SW) (1 to 36) (13 to 16) (13 to 15)

*Registered Plan Number as described at the Land Titles Registry.*

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Subdivision \_\_\_\_\_

**4. EXISTING LAND USE-** *Detailed description of **current** land use:*

Agriculture <input type="checkbox"/>	Industrial <input type="checkbox"/>
Country Residential <input type="checkbox"/>	Other: <input type="checkbox"/> _____
Commercial <input type="checkbox"/>	

**5. PROPOSED LAND USE-** *Detailed description of proposed land use:*

Agriculture <input type="checkbox"/> Country Residential <input type="checkbox"/> Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/> Other: <input type="checkbox"/> _____

- 6. It is the responsibility of the applicant to familiarize themselves with the Zoning Bylaw 2012-03 requirements and setbacks and how it applies to their development permit and/or any future development.
- 7. Permit approval does not eliminate the need to comply with the requirements of any other government department, authority, or municipal bylaws.
- 8. It is the responsibility of the applicant/landowner to contact and adhere to all agency requirements such as but not limited to; call before you dig, SaskPower, SaskEnergy, SaskTel, SaskWater authorities as well as Public Health, Environmental regulations, Pipelines, Highways and other Infrastructure authorities within the area including but not limited to sewer/septic, wells etc.

**9. DECLARATION OF APPLICANT**

I, \_\_\_\_\_ of \_\_\_\_\_  
 In the Province of Saskatchewan, solemnly declare that all 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 from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

Date: \_\_\_\_\_      **Applicant Signature:** \_\_\_\_\_

Date: \_\_\_\_\_      **Landowner Signature:** \_\_\_\_\_  
*(Required if not the same as applicant)*

10. Please use the grid provided for your Site Plan as per Zoning Bylaw 2012-03 requirements described above in the permit information and application section, unless otherwise provided for within relative documentation.

