DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Development Permit application shall include:

1. Application Form

A completed application form.

2. Parcel Plan

Two copies of a proposed development parcel plan showing with labels, the following existing and proposed information (as the case may be):

* + - a) A scale and north arrow;
    - b) A legal description of the site;
    - c) Mailing address of owner or owner’s representative;
    - d) Parcel lines and required parcel line setbacks;
    - e) Front, rear, and side yard requirements;
    - f) Parcel topography and special parcel conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features;
    - g) The location of any buildings, structures, easements, and dimensioned to the parcel lines;
    - h) The location and size of trees and other vegetation, especially natural vegetation;
    - i) Proposed on-parcel and off-parcel services;
    - j) Landscaping and other physical parcel features;
    - k) A dimensioned layout of parking areas, entrances, and exits;
    - l) Abutting roads and streets, including service roads and alleys;
    - m) An outline, to scale, of adjacent buildings on adjoining parcels;
    - n) The use of adjacent buildings and any windows overlooking the new proposal;
    - o) Fencing or other suitable screening;
    - p) Garbage and outdoor storage areas; and
    - q) Other, as required by the Development Officer or Council to effectively administer this Bylaw.

3. Building Plan

* + - A plan showing with labels, the elevations, floor plan, and a perspective drawing of the proposed development.

4. Landscape Plan

A landscape plan showing, with labels, the following:

* + - a) The existing topography;
    - b) The vegetation to be retained and/or removed;
    - c) The type and layout of:
    1. hard (e.g., structures) and soft (e.g., vegetation) landscaping;
    2. the open space system, screening, berms, slopes;
    3. other, as required, to effectively administer this Bylaw;
    - d) Areas to be damaged or altered by construction activities and proposed methods of restoration;
    - e) A schedule of parcel stripping and grading, construction, and parcel restoration, including methods to be employed to reduce or eliminate erosion by wind, water, or by other means; and
    - g) Historical and archaeological heritage resources and management areas.

5. Vicinity Map

A vicinity map showing, with labels, the location of the proposed development in relation to the following features within three (3) kilometres:

* + - a) Nearby municipal roads, highways and railways;
    - b) Urban Municipalities or Residential Developments;
    - c) Significant physical features, environmentally sensitive areas, and more or less pristine natural areas or features, especially undisturbed grassland, wooded ravines, and water feature or stream courses;
    - d) Critical wildlife habitat and management areas;
    - e) Mineral extraction resources and management areas; and
    - f) Other as required, to effectively administer this Bylaw.

6. Certificate of Title

* + - A copy of the Certificate of Title, indicating ownership and all encumbrances.

7. Valid Interest

Development Permit applicants shall be required to provide information, to the Development Officer's or Council's satisfaction, that they have a current, valid interest in the land proposed for development. Proof of current valid interest may include:

* + - a) Proof of ownership;
    - b) An agreement for sale;
    - c) An offer or option to purchase;
    - d) A letter of purchase;
    - e) A lease for a period of more than 10 years;
    - f) Other, as determined and accepted by Council, or the Development Officer.

8. Parcel Description

* + - a) A proposed plan of subdivision prepared by a Saskatchewan Land Surveyor or Professional Community Planner and signed by the registered parcel owner or appointed agent;
    - b) A Parcel Plan that identifies setbacks, neighbouring buildings and any natural features accompanied by an accurate sketch and air photo image (i.e. Google image);
    - c) Photographic Information and photographs showing the parcel in its existing state.