

## **APPENDIX “A” – APPLICATION FOR DEVELOPMENT PERMIT**

### **DEVELOPMENT PERMIT APPLICATION REQUIREMENTS**

Every Development Permit Application shall include:

#### **1.0 Application Form**

A completed application form.

#### **2.0 Site Plan**

Two copies of a proposed development site 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. site lines,
- e. Bylaw site line setbacks,
- f. front, rear, and side yard requirements,
- g. site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features,
- h. the location of any buildings, structures, easements, and dimensioned to the site lines,
- i. the location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
- j. retaining walls,
- k. proposed on-site and off-site services,
- l. landscaping and other physical site features,
- m. a dimensioned layout of parking areas, entrances, and exits,
- n. abutting roads and streets, including service roads and alleys,
- o. an outline, to scale, of adjacent buildings on adjoining sites,
- p. the use of adjacent buildings and any windows overlooking the new proposal,
- q. fencing or other suitable screening,
- r. garbage and outdoor storage areas,
- s. other, as required by the Development Officer or Council to effectively administer this Bylaw.

#### **3.0 Building Plan**

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

#### **4.0 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:
  - i. hard (e.g., structures) and soft (e.g. vegetation) landscaping;
  - ii. the open space system, screening, berms, slopes;

- iii. other, as required, to effectively administer this Bylaw.
- d. the types, sizes and numbers of vegetation materials;
- e. areas to be damaged or altered by construction activities and proposed methods of restoration;
- f. a schedule of site stripping and grading, construction, and site 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 (a Heritage Resource Assessment as prescribed under *The Heritage Property Act* may be required).

#### 5.0 Vicinity Map

A vicinity map showing, with labels, the location of the proposed development in relation to the following features within two miles:

- a. Nearby municipal roads, highways and railways,
- b. 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,
- c. Critical wildlife habitat and management areas,
- d. Mineral extraction resources and management areas, and
- e. Other as required, to effectively administer this Bylaw.

#### 6.0 Certificate of Title

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

#### 7.0 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.

- a. Proof of current valid interest may include:
  - i. proof of ownership
  - ii. an agreement for sale
  - iii. an offer or option to purchase
  - iv. a letter of purchase
  - v. a lease for a period of more than 10 years
  - vi. other, as determined and accepted by Council, or the Development Officer.

#### 8.0 Site Description

- a. A proposed plan of subdivision prepared by a Saskatchewan Land Surveyor or Professional Community Planner and signed by the registered site owner or appointed agent;
- b. A metes and bounds description prepared by the Information Services Corporation, which is accompanied by an accurate sketch;
- c. Photographic Information
- d. Photographs showing the site in its existing state.

Village of Waseca

Application for a Development Permit and/or Minor Variance

1. Applicant:

a) Name: \_\_\_\_\_  
b) Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
c) Telephone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

2. Registered Owner: as above, or:

a) Name: \_\_\_\_\_  
b) Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
c) Telephone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_

3. Property: Legal Description

Section \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

4. Parcel Size:

Dimensions \_\_\_\_\_ Area \_\_\_\_\_

5. Existing Land Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Proposed Land Use/description of Proposed Development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Reasons in support of minor variance (if requested): (attach additional notes if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed date of Commencement: \_\_\_\_\_

Proposed date of Completion: \_\_\_\_\_

8. Other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale on a separate sheet showing, with labels, the following existing and proposed information:

- a scale and north arrow,
- a legal description of the site,
- mailing address of owner or owner's representative,
- site lines,
- Bylaw site line setbacks,

- front, rear, and side yard requirements,
- site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features,
- the location of any buildings, structures, easements, and dimensioned to the site lines,
- the location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
- proposed on-site and off-site services,
- landscaping and other physical site features,
- a dimensioned layout of parking areas, entrances, and exits,
- abutting roads and streets, including service roads and alleys,
- an outline, to scale, of adjacent buildings on adjoining sites,
- the use of adjacent buildings and any windows overlooking the new proposal,
- fencing or other suitable screening,
- garbage and outdoor storage areas,
- other, as required by the Development Officer or Council to effectively administer this Bylaw.

**10. Mobile Homes: C.S.A.Z240 Approval Number (from Black and Silver Sticker)**

Mobile Home date of Manufacture: \_\_\_\_\_

**11. Declaration of Applicant:**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the Province of Saskatchewan, do Solemnly declare that the above statements contained within the 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 agree to indemnify and hold harmless the Village of Waseca from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

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