

**A BYLAW TO IMPLEMENT A PLANNING AND DEVELOPMENT
FEE SCHEDULE**

The Council of the Rural Municipality of Britannia No. 502, in the Province of Saskatchewan,
enacts as follows:

1. This bylaw may be cited as the “Planning and Development Fee Bylaw”.
2. The purpose of this bylaw is to provide for a schedule of fees to be charged for the application review, advertising, and issuance of a permitted and/or discretionary use development permit, minor variance, zoning compliance certificate, development appeals, or an amendment to the R.M of Britannia Official Community Plan Bylaw or Zoning Bylaw and the Lloydminster Planning District Official Community Plan Bylaw or Zoning Bylaw.
 - a. The schedule of fees is to be set in accordance with *Schedule ‘A’* attached hereto and forming part of this bylaw.
 - b. A list of the factors that determine the appropriate allotted fees can be found in the rationale policy in *Schedule ‘B’* attached hereto and forming part of this bylaw.
 - c. Application forms:
 - i. *Schedule “C”* - Development Permit Application Form – Permitted Use
 - ii. *Schedule “D”* - Development Permit Application Form –Discretionary Use
 - iii. *Schedule “E”* - Minor Variance Application Form
 - iv. *Schedule “F”* - Move or Demolish Application Form
 - v. *Schedule “G”* - Official Community Plan and Zoning Bylaw Amendment Application Form
 - vi. *Schedule “H”* - Zoning Compliance Certificate Application
 - vii. *“Schedule - “I”* Signage Permit Application
3. Bylaw 03-2023 is hereby repealed.
4. This bylaw is adopted pursuant to Section 51 of the Planning and Development Act, 2007 and shall come into force on the third and final reading by the R.M of Britannia Council.

[SEAL]

Reeve

Chief Administrative Officer

Section 51 – *The Planning and Development Act, 2007*

Read a first time this ____ day of _____, 2026.

Read a second time this ____ day of _____, 2026.

Read a third time this ____ day of _____, 2026.

Planning and Development Fee Schedule

Bylaw 01-2026

Attachment "A"

Development Permit Application Fee – Permitted Use	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 ^{+ gst}
Lloydminster Planning District	\$100.00 ^{+ gst}

Development Permit Application Fee – Discretionary Use	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$250.00 ^{+ gst}
Lloydminster Planning District	\$250.00 ^{+ gst}

Minor Variance Application	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 ^{+ gst}
Lloydminster Planning District	\$100.00 ^{+ gst}

Official Community Plan Bylaw Amendment Application	
District	Fee
R.M of Britannia No. 502 - Text Amendment	\$900.00 ^{+ gst}
R.M of Britannia No. 502 - Map Amendment	\$1500.00 ^{+ gst}
Lloydminster Planning District - Text Amendment	\$900.00 ^{+ gst}
Lloydminster Planning District - Map Amendment	\$1500.00 ^{+ gst}

Zoning Bylaw Amendment Application	
DISTRICT	Fee
R.M of Britannia No. 502 - Text Amendment	\$900.00 ^{+ gst}
R.M of Britannia No. 502 - Map Amendment	\$1500.00 ^{+ gst}
Lloydminster Planning District - Text Amendment	\$900.00 ^{+ gst}
Lloydminster Planning District - Map Amendment	\$1500.00 ^{+ gst}

Development Appeal Fee	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$300.00 ^{+ gst}
Lloydminster Planning District	\$300.00 ^{+ gst}

Zoning Compliance Certificate	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 ^{+ gst}
Lloydminster Planning District	\$100.00 ^{+ gst}

Public Notification	
SERVICE	Fee
Public Notification Requirements – advertising & notifying stakeholders	Determined by actual cost

Professional Referral	
SERVICE	Fee
Engineering, legal, or other professional expertise	Determined by actual cost

Information Services Corporation / Land Titles	
SERVICE	Fee
Retrieving Copy of Title	\$25.00 per title
Retrieving Copy of Title Attachment	Determined by actual cost
Registration of interest on the title of the property proposed for development, amendment or subdivision as prescribed by Information Services Corporation (Land Titles)	Determined by actual cost

Signage Permit Application	
DISTRICT	Fee
R.M. of Britannia No. 502	\$100.00 ^{+gst}
Lloydminster Planning District	\$100.00 ^{+gst}

Move or Demolish a Building Application	
DISTRICT	Fee
R.M. of Britannia No. 502	\$25.00 ^{+gst}
Lloydminster Planning District	\$ 25.00 ^{+gst}
Post-Completion Inspection Fee	\$ 100.00 ^{+gst}
Refundable Restoration Deposit	\$2000.00

Planning and Development Fee Rationale
Bylaw 01-2026
Schedule "B"

1) DEFINITIONS

Act means *The Planning and Development Act, 2007*.

Administration time means the time taken by the administration to review and analyze an application, including but not limited to review of bylaws and legislation, consultation with applicant and/or other stakeholders (ie: provincial agencies), and report writing.

Advertising means making certain information available to the general public.

Council means the council of the Rural Municipality of Britannia No. 502.

Council Report means a report prepared by the Development Services Officer which is presented to council.

Development Permit means a document authorizing a development issued in accordance with the zoning bylaw.

Discretionary Use means a form of development that may be allowed in a zoning district following application to, and approval of council; and which complies with the development standards, as required by council, contained in the zoning bylaw.

Development Services Officer means the municipal employee appointed by council to administer the zoning bylaw and other bylaws as they apply to the planning and development activities in the municipality.

Materials/ Mailings Costs means cost occurred from mailings and other materials used during development review and notification process.

Meeting Costs means a cost associated with a council meeting including but not limited to meeting of the municipal council and/or Lloydminster Planning District Commission.

Municipality means the Rural Municipality of Britannia No. 502.

Permitted use means any use or form of development, other than a discretionary use, specifically allowed in a zoning district subject to the regulations applicable.

Official Community Plan means the Rural Municipality of Britannia No. 502 Official Community Plan Bylaw or the Lloydminster Planning District Official Community Plan Bylaw.

Zoning Bylaw means the Rural Municipality of Britannia No. 502 Zoning Bylaw or the Lloydminster Planning District Zoning Bylaw.

2) INTRODUCTION

(1) Summary:

The intent of this report is to provide the council with the necessary information to permit the consideration and adoption of the *Planning Fee Bylaw*. *The Planning and Development Act, 2007* enables council to calculate planning related fees on a cost recovery basis where the cost includes those associated with processing, advertising administering and regulating development applications.

(2) Background:

The municipality wishes to encourage development within the municipality and ensure that development is accessible and not cost-prohibitive. This must be balanced with ensuring some costs are recovered and that planning services do not become a burden on the ratepayers as a whole. As such, planning and development fees have been set such that applications for developments and amendments do have a cost, while also being set low enough that they are not a barrier to development.

The previous planning fee services schedule was adopted in 2023 under bylaw 03-2023. The fees specified in that bylaw have not been changed; one additional fee has been added to cover third-party costs for demolition permit inspections.

The Planning and Development Act, 2007 allows the municipal council to calculate and charge planning fees associated with processing permits, advertising, administrating, and regulating planning and development applications on a cost-recovery basis.

It is important to evaluate the cost associated with each type of development to ensure the appropriate planning fees are determined. *Table 1* illustrates relevant considerations for planning fees.

Table 1: Relevant Considerations to Planning Fees.

	Administration Time	Meeting Costs	Council Report	Advertising	Materials/Mailing
Permitted uses	Yes	No	No	No	Yes
Discretionary uses	Yes	Yes	Yes	Yes	Yes
Minor Variance	Yes	Yes	Yes	No	Yes
Zoning Bylaw Amendments	Yes	Yes	Yes	Yes	Yes
OCP Amendments	Yes	Yes	Yes	Yes	Yes
Development Appeals	Yes	Yes	Yes	No	Yes
Zoning Certificate/ Compliance Letter	Yes	No	No	No	Yes
Signage Permits	Yes	No	No	No	No
Move or Demolish a Building Permits	Yes	No	No	No	No

The Planning and Development Act, 2007 gives council the authority to adopt planning fees as a cost recovery method, as outlined in Section 51(1-5):

51(1) *Subject to subsection (2), a council may, in the zoning bylaw or by a separate fee bylaw, prescribe a schedule of fees to be charged for the application, review, advertising, approval, enforcement, regulation and issuance, as the case may be, of:*

- (a) *A development permit;*
- (b) *A discretionary use;*
- (c) *A minor variance; and*
- (d) *An amendment to an official community plan or zoning bylaw.*

(2) *The fees prescribed pursuant to this section*

- (a) *May be based on the size, type, and complexity of matters mentioned in subsection (1); and (b) must not exceed the cost to the municipality of processing the application or of reviewing, advertising, approving, enforcing, regulating or issuing, as the case may be, the matters mentioned in subsection (1).*

(2.1) *If a council prescribes a schedule of fees pursuant to this section, the council shall, with the bylaw prescribing the fees, adopt a document that sets out the rationale for the fees.*

(3) *Before passing a fee bylaw, the council shall comply with the public participation requirements of Part X.*

(4) *A council is exempt from obtaining the minister's approval of the fee bylaw.*

(5) *The municipal administrator shall file with the director a certified copy of the fee bylaw and the document mentioned in subsection (2.1) within 15 days after the date on which the bylaw is passed.*

Council has the option of including the fees in a separate fee bylaw or within the Zoning Bylaw. A separate fee bylaw is recommended for a simplified adoption process. A fee bylaw as prescribed by the Act requires compliance with the public notification policies contained

within the Act - including the need for advertisement and hosting a public hearing. Unlike a zoning bylaw amendment, a fee bylaw does not require Ministerial approval.

The costs associated with the planning application process borne by the municipality for providing these services are examined below. The approach taken to evaluate our current fee structure to determine the appropriate course of action included an examination of the administrative expenses borne by the municipality for providing these services.

3) ADMINISTRATIVE COST REVIEW FACTORS

(1) Application Review:

Each application received by the municipality, requires varying levels of time, resources, and expertise to ensure that it is competently processed from the time of submission to final approval and regulation.

Processing activities include but are not limited to:

- (i) Review of the physical application for completion;
- (ii) Determination of land use designation and zoning;
- (iii) Review of the site plan, real property report, or engineering compliance certificate where applicable;
- (iv) Review of the application for bylaw compliance and requirements for the specific development;
- (v) Finding the roll number and reviewing the file and/or assessment file for previous development;
- (vi) Retrieval of a copy of the title to determine if there are any interests or restrictions placed on the land;
- (vii) Review of nearby oil and gas developments;
- (viii) Preparation of any materials or information for council (where required);
- (ix) Identification of municipal access and servicing requirements; and
- (x) Consultation with governmental ministries or agencies (where required).

Responsibility for costs related to any excess measures taken to ensure compliance and compatibility will be determined on a case-by-case basis.

(2) Site Inspection:

A site inspection is completed to verify that a proposed location for an application is suitable for the proposed land use. Each site is studied for existing or potential municipal infrastructure, compatibility with surrounding land uses, and compliance with the zoning bylaw and/or other applicable policies and regulations. It is important to note accessibility risk, road status, and natural features such as water bodies, drainage routes, and slope stability, as well as other factors about the site which may influence council to prescribe further or additional site requirements and/or development conditions.

- (i) The length and number of site visits may vary, depending on the location and landscape of the site.

(3) Compliance Check:

All relevant bylaws and policies are checked in accordance with each new application, including the; *Rural Municipality of Britannia No 502 Official Community Plan and Zoning Bylaw* or the *Lloydminster Planning District Official Community Plan and Zoning Bylaw*, and other relevant regulatory documents such as the *RM of Britannia No. 502 Building Bylaw*, *The Planning and Development Act*, *the Municipalities Act*, *The Statements of Provincial Interest*, etc.

- (i) The length of time spent checking for compliance varies with the complexity of an application and may involve consultation with external sources.

(4) Compatibility Check:

It must be determined that an application for a proposed use will not negatively affect surrounding landowners within the limits of the zoning bylaw and official community plan. If an application is submitted that raises concerns for land use compatibility, Council is able to investigate the matter and provide solutions to remedy any potential issues for all parties prior to approving an application.

- (i) The length of time spent checking for compatibility varies with the complexity of an application, and can sometimes involve consultation with external sources, time spent with concerned proximity landowners, and successive site visits.

(5) Administrative Report:

An administrative report is written for each application that is received and includes the findings from the site inspection, compliance check, and compatibility check. Other research results, such as examples of similar scenarios from other municipalities may be included. Any diagrams, construction plans, or other relevant documents submitted with the application can be included or referred to. The report will conclude a final decision on whether the permit will be approved, or a recommendation to council if their decision is required.

- (i) The time and resources spent on the administrative report correspond with the depth of the results from the site inspection and compliance and compatibility check. Reports can range from several paragraphs to several pages, and may occasionally require revisions if new facts are uncovered.

(6) Council Presentation:

Every discretionary use application, minor variance application, or bylaw amendment application that is submitted to the RM of Britannia No. 502 is presented to council in the form of a presentation delivered by the Development Services Officer. The presentation includes a summary of the administrative report as well as a thorough recommendation to approve, approve with conditions, table or deny an application, and the reasons for this recommendation.

- (i) Should a public hearing be required for an application, or should an applicant or a member of the public register to speak to an application, they may also present to council at this time.

(7) Administrative Response to Applicant:

Should council pass a resolution regarding a specific application, and communication of this decision is required beyond a notice of decision, permit, or other standard document, the Development Services Officer will prepare a letter on municipal letterhead including the resolution and provide this letter to the applicant.

(8) Potential Additional Requirements and Directives:

If an application requires expertise that is not available from within the municipal office, an external consultation may be required, and documents, reports, and permission from other government agencies may be required. Examples of frequently required consultations include a Saskatchewan Land Surveyor, an engineering firm, the Water Security Agency, Community Planning, Information Services Corporation, etc.

- (i) Facilitating meetings between representatives from varying agencies, applicants, and appropriate municipal employees can involve time and resources.

(9) Advertising Costs:

The cost to advertise in the Meridian Source Newspaper for one week is approximately, \$380.00 for one quarter of a page as of 2025. The newspaper is published every Thursday.

As per The Act, a planning bylaw amendment must be published in a local newspaper for two consecutive weeks. The 1st publication must be 2 clear weeks before the hearing. As council meetings are generally held on Wednesdays and the local newspaper publishes only on Thursdays, the legislated requirement to publish at least two clear weeks prior to meeting is satisfied by publishing the first notice three weeks before the meeting and the second legislated notice is published on the following Thursday. As a courtesy to the public, a third notice will generally be published on the Thursday immediately preceding the meeting.

(10) Additional Costs

Additional time and resources are spent on general clerical tasks involved in processing applications, including the following:

- (i) Filing and storage of permits;
- (ii) Receiving and organizing applications and resulting permits;
- (iii) Printing relevant maps and images;
- (iv) Purchasing access to land titles and other services offered by Information Services Corporation;
- (v) Mailing relevant documents (materials and fees);
- (vi) Council's time and resources involved;
- (vii) Lloydminster Planning District Commission time and resources involved.

4) PLANNING FEES

In addition to the standard application process, each type of application requires steps specific to the nature of the request. The types of applications which require a fee payment are outlined below, with a description of additional steps and a time/cost estimate.

(1) Development Approval Fees:

A development permit can take one of two forms, either a permitted use or a discretionary use as defined in the Zoning Bylaw. In both instances, the cost to the Municipality differs.

(a) Permitted Use Development

The staff time required to review a permitted use is estimated at 6 hours of staff time.

- (i) Review of the physical application for completion;
- (ii) Determination of land use designation and zoning;
- (iii) Review of the site plan, real property report, or engineering compliance certificate where applicable;
- (iv) Review of the application for bylaw compliance and requirements for the specific development;
- (v) Finding the roll number and reviewing the file for previous development;
- (vi) Retrieval of a copy of title to determine if there are any interests or restrictions placed on the land;
- (vii) Preparation of any materials or information for Council (where required);
- (viii) Identification of municipal access and servicing requirements; and
- (ix) Consultation with governmental ministries or agencies (where required).

Permitted Use Application	
DISTRICT	FEE
Rural Municipality of Britannia No. 502	\$100.00 ^{+ gst}
Lloydminster Planning District	\$100.00 ^{+ gst}

(b) Discretionary Use Development:

The staff time required for discretionary use exceeds permitted use applications. The staff time to review this use is estimated at 12 hours of staff time.

- (i) Accept and review the application;
- (ii) Time to prepare, send and review referrals, if required;
- (iii) Time to advise the applicant on additional requirements or necessary amendments, if required;
- (iv) Time and cost to prepare and advertise notice;
- (v) Time to prepare and mail letters to surrounding landowners for comment;
- (vi) Time to prepare a development services officer report for Council;
- (vii) Refer the application to the Lloydminster Planning District for comment, if required;
- (viii) Time to prepare and issue decisions.

Discretionary Use Application	
DISTRICT	FEE
Rural Municipality of Britannia No. 502	\$250.00 ^{+ gst}
Lloydminster Planning District	\$250.00 ^{+ gst}

(2) Variance Fees:

The Act provides Council and/or the Development Officer with the ability to consider and approve a maximum 10% variance of the setback of a building or structure from a property line. As indicated in the Act, council can charge a fee for service equal to the cost of providing the service which includes an application review. The staff time associated with the review and administration of a variance is estimated at 5 hours.

Variance	
DISTRICT	FEE
Rural Municipality of Britannia No. 502	\$100.00 ^{+ gst}
Lloydminster Planning District	\$100.00 ^{+ gst}

(3) Official Community Plan Bylaw Amendment Fees:

An Official Community Plan amendment can take one of two forms: a map amendment, where the future land use designation of an area or parcel is altered, or a textual amendment, where the textual content of the official community plan is altered.

The staff time required to review, and write a report on the proposed map amendment or textual amendment is estimated at 18 hours of staff time.

- (i) Process and review the initial application;
- (ii) Time to conduct research and bylaw compliance;
- (iii) Time to prepare and write a bylaw and a development services officer report for council;
- (iv) Time to present the application to council and public notification.
- (v) Time to prepare public notification;
- (vi) Newspaper advertisements for 3 consecutive weeks leading to Public Hearing;
- (vii) Liaise with public regarding proposed amendment;
- (viii) Time to prepare and mail letters to surrounding landowners for comment.
- (ix) Public Hearing;
- (x) Print copies of proposed bylaw;
- (xi) Submission of certified copies to Community Planning for approval.

Official Community Plan Bylaw Amendment Application	
District	Fees
R.M of Britannia No. 502 - Text Amendment	\$900.00 ^{+ gst}
R.M of Britannia No. 502 - Map Amendment	\$1500.00 ^{+ gst}
Lloydminster Planning District - Text Amendment	\$900.00 ^{+ gst}
Lloydminster Planning District - Map Amendment	\$1500.00 ^{+ gst}

(4) Zoning Bylaw Amendment Fee:

A Zoning Bylaw amendment can take one of two forms: a map amendment, where the zoning district of an area or parcel is altered, or a textual amendment, where the textual content of the zoning bylaw is altered.

The staff time required to review, and write a report on the proposed map amendment or textual amendment is estimated at 18 hours of staff time.

- (i) Process and review initial application;
- (ii) Time to conduct research and bylaw compliance;
- (iii) Time to prepare and write a bylaw and a development services officer report for council;
- (iv) Time to present application to council;
- (v) Time to prepare public notification;
- (vi) Newspaper advertisements for 3 consecutive weeks leading to Public Hearing;
- (vii) Liaise with public regarding proposed amendment;
- (viii) Time to prepare and mail letters to surrounding landowners for comment.
- (ix) Public Hearing;
- (x) Print copies of proposed bylaw;
- (xi) Submission of certified copies to Community Planning for approval;

Zoning Bylaw Amendment Application	
DISTRICT	FEE
R.M of Britannia No. 502 - Text Amendment	\$900.00 ^{+ gst}
R.M of Britannia No. 502 - Map Amendment	\$1500.00 ^{+ gst}
Lloydminster Planning District - Text Amendment	\$900.00 ^{+ gst}
Lloydminster Planning District - Map Amendment	\$1500.00 ^{+ gst}

(5) Development Appeal Fee:

An individual may appeal a municipal decision in some circumstances, ~~by council~~, such as a development permit rejection, enforcement order or certain conditions on a permit. This fee is to cover costs associated with processing an appeal. This is the maximum fee allowable under section 220(1)(d)(ii) of The Act.

Development Appeal	
DISTRICT	FEE
Rural Municipality of Britannia No. 502	\$300 ^{+ gst}
Lloydminster planning District	\$300 ^{+ gst}

(6) Zoning Compliance Certificate Fee:

A compliance certificate is a service provided to potential landowners or current landowners prior to the sale or purchase of a property. The compliance certificate will state whether the current buildings on the land comply with the Zoning Bylaw. In order to complete a compliance certificate, a current Real Property Surveyor's Report must be provided to the municipality. Once the municipality receives a Real Property Surveyor's Report prepared by a Saskatchewan Land Surveyor, the municipality will review the files to confirm that the current use of the land and building setbacks comply. Time allotted to the search and preparation of the compliance letter is 2 hours.

Zoning Compliance Certificate	
DISTRICT	FEE
Rural Municipality of Britannia No. 502	\$100 ^{+ gst}
Lloydminster planning District	\$100 ^{+ gst}

(7) Penalty Fee:

For active or work requiring a Development Permit and for which a permit has not been obtained prior to commencing such activity or work in accordance with the provisions of the Act and related regulations, a fee of Double (2x) the development may be applied.

(8) Third Party Costsi) Public Notification

The cost to advertise in the Meridian Source Newspaper for one week is approximately, \$380.00 for one quarter of a page as of 2025. The newspaper is published every Thursday.

As per The Act, a planning bylaw amendment must be published in a local newspaper for two consecutive weeks. The 1st publication must be 2 clear weeks before the hearing. As council meetings are generally held on Wednesdays and the local newspaper publishes only on Thursdays, the legislated requirement to publish at least two clear weeks prior to meeting is satisfied by publishing the first notice three weeks before the meeting and the second legislated notice is published on the following Thursday. As a courtesy to the public, a third notice will generally be published on the Thursday immediately preceding the meeting.

Public Notification	
Service	Fee
Public Notification Requirements – Advertising & Notifying Stakeholders	Determined by actual cost

ii) Professional Referrals

Fees collected through a retainer for the purpose of engaging outside professional expertise, and any additional fees for said expertise, are intended to allow the municipality the ability to recover its costs related to the review of a permit or bylaw amendment application. Upfront collection of fees is intended to communicate the costs related to a review and recover said costs so that they are not a burden to general ratepayers.

Professional Referral	
Service	Fee
Engineering, legal or other professional expertise	Determined by actual cost

iii) Information Services Corporation (ISC) Fee

The municipality may need to view a parcel(s) Land Titles and Plan of Subdivision on properties associated with the proposed development, amendment or subdivision. These documents are extracted from ISC, Saskatchewan land title services.

Information Services Corporation / Land Titles	
Service	Fee
Pulling copy Title	\$25 per title
Pulling copy of Title Attachment	Determined by actual cost
Registration of an interest on title of the property proposed for development amendment or Subdivision as prescribed by Information Services Corporation (Land Titles)	Determined by actual cost

(a) Mailing Fee

Any cost associated with mailing of letters, documents, bylaw amendments, etc.

Mailing Fees	
Service	Fee
Mailing	As determined per occurrence

5) CONCLUSION

The fees proposed in this bylaw will offset some of the costs of administering development in the municipality, while ensuring that permit and amendment fees do not become an impediment to development and ensure permits are accessible to all ratepayers. While the fees do not entirely offset all administrative costs, they are significant enough to discourage spurious applications and ensure that the full administrative costs of development are not borne by the general ratepayers.



Schedule 'C' to Bylaw No. 01-2026
R.M. of Britannia No. 502

Development Permit Application Form

Permitted Use

Every person is required to obtain a development permit before commencing any construction or use of land except where provided for in the Zoning Bylaw.

Application Fee:

Development Permit Application Fee – Permitted Use	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 ^{+gst}
Lloydminster Planning District	\$100.00 ^{+gst}

Please provide a current copy of your land title, no more than 21 days old. Should none be provided, the R.M. will retrieve your land title for a fee of \$25.00.

In addition to the above noted fee, the applicant if required, shall be solely responsible for all costs associated with development, such as registration of an interest on the title of the property proposed for development as prescribed by the Information Services Corporation (Land Titles).

1) Development Application Requirements

Applications for a Development Permit should be accompanied by the following:

- a. The names, addresses, contact information and signatures of the applicant, property owner and authorized representative, where applicable;
- b. The proposed use of the site or building to be constructed, the proposed use of an existing building, floor area to be altered or occupied including the area of the proposed building or renovations;
- c. The Legal Land Description of the parcel containing the development, and a copy of the Certificate of Title unless the applicant wishes the RM to retrieve it;
- d. Estimated commencement and completion dates;
- e. Floor plans and elevations, where appropriate;
- f. A copy of a site plan, drawn to scale, dimensioned and labeled, illustrating the following information:
 - I. North arrow, roads adjacent to the site, property boundaries, site area, locations of any encroachments, easements or right-of-ways;
 - II. The locations of existing and proposed buildings and structures, setbacks, utility poles and wires, underground utilities, approaches and pipeline crossings;
 - III. The existing and proposed landscaping details and site drainage patterns, including the top of bank for any water body and location of dugouts;
 - IV. The existing and proposed servicing connections or the location of water source and location and method of sewage disposal;

- V. Additional site details, including the existing and proposed parking and loading facilities, accesses and signage.

Note: Any missing information from section (1) requested by the Development Services Officer shall be provided before the permit will be reviewed.

2) Letter of Intent (if applicable under section 3.5.2 of the Zoning Bylaw or at the request of the Development Services Officer)

Describe the following aspects of the proposed activity:

- a. What are you proposing to do?
- b. Where are you proposing to do this? (civic address and legal description)
- c. What are the reasons for your proposal?
- d. Are there any environmental concerns? What has been done to address those concerns? (drainage, grading, soils, topography, hazard lands, proximity to recreation and wildlife management areas)
- e. What are the neighboring uses in the area? (Residential, commercial etc.) Does your proposal fit in?
- f. How will you eliminate conflict with adjacent land uses? (smoke, emissions, noise, dust, vibrations, odour etc.)
- g. Will there be any outdoor storage associated with the use? If yes, where will it be and will it be visible?
- h. What provisions for fencing and landscaping have been made?
- i. What are the hours of operation?
- j. How much traffic will be generated to the proposed use? How many customers would be considered normal?
- k. Are there peak hours or is the customer flow steady throughout the day?
- l. How is parking addressed? How many onsite parking spaces have been provided? Do you have any accessible (handicap) parking spaces? Do you have any loading spaces?
- m. What are the lighting and signage requirements? (include their locations on the site plan)
- n. Any additional information that describes the nature and intensity of the proposed use

3) Additional Information Requirements

Additional information may be requested by the Development Services Officer as per section 3.5.1(7) of the Zoning Bylaw or section 3.5.1(4)(e) of the Lloydminster Planning District Zoning Bylaw.

4) Real Property Surveyor's Reports (RPSR)

Developments in some zoning districts will require the provision of a Real Property Surveyor's Report after the foundation is constructed (or at a similar appropriate time should no foundation be required). Please review section 3.6A of the Zoning Bylaw to determine if this Report will be required. Should you not provide this Report within a reasonable time frame and after notification from the RM, this Report will be completed on your behalf, and you will be invoiced for the costs.

5) Decision Time Frame

All permits will be processed in a timely and efficient manner. The most common delays in permit issuance are missing information or incomplete applications, delays in paying fees, or where bylaw amendments are required to bring an application into compliance.



Permitted Use

Development Permit Application Form

IN – OFFICE USE:	
Date Received	
File No.	
Tax Roll No.	
Fee / Receipt	

1. Applicant Information:

Applicant: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

2. Legal description of land proposed for development:

_____ ¼ Section Section _____ Township _____ Range _____ W3

Parcel _____ Lot _____ Block _____ LSD _____

Registered Plan No. _____

Certificate of Title No. _____

3. Current Zoning:

- Agricultural Resource (AR)
- Hamlet (H1)
- High-Density Hamlet (H2)
- Country Residential Mixed Use (CRMU)
- Medium Density Residential (CR1)
- High-Density Country Residential (CR2)
- Resort Residential (RR)
- Commercial / Industrial (C1)
- Restricted Commercial (C2)
- Industrial (M1)
- Conservation (CON)

4. Proposed new use of land and/or buildings:

- Country residential
- Agriculture
- Commercial
- Industrial
- Other

A detailed description of proposed use of land and/or buildings:

5. Property Servicing:

What roads are used to access the property:

Range Road: _____

Township Road: _____

Highway: _____

Other: _____

Water Supply: Existing _____ Proposed _____

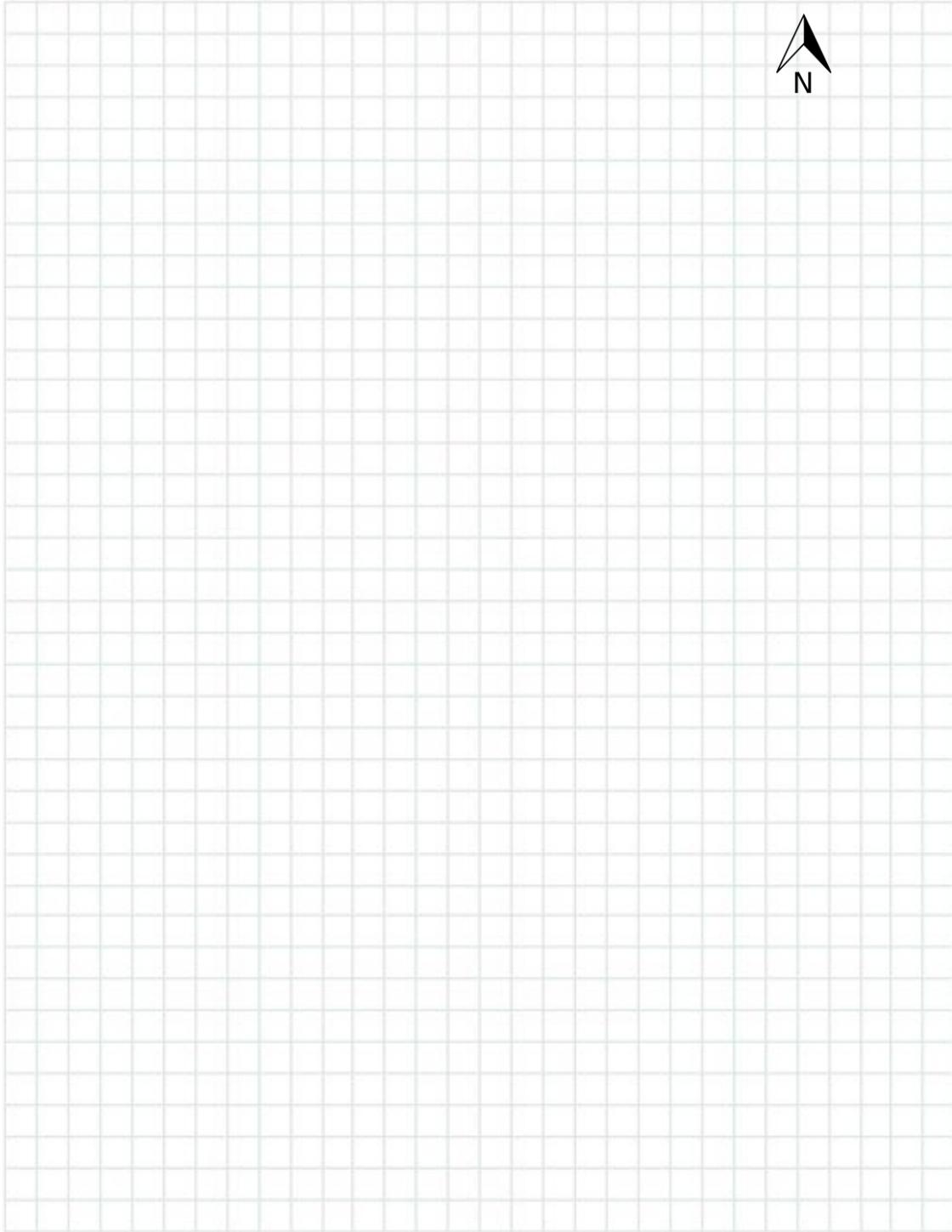
Sewage Disposal: Existing _____ Proposed _____

6. Surrounding land uses:

	Yes/No	If Yes, State Distance
Industrial or Commercial Site	_____	_____
Intensive Livestock Operation	_____	_____
Landfill or Waste Disposal Site	_____	_____
Mineral Resource Extraction Area	_____	_____
Sewage Lagoon	_____	_____
Urban Municipality	_____	_____
Stream, River or Body of Water	_____	_____
Recreation or Conservation Site	_____	_____

7. 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:



Site plan must clearly indicate property lines, estimated distances/measurements, and adjacent road/streets, as well as show any water courses, sloughs, wooded areas, existing structures, existing or proposed approaches, utility lines, septic systems, etc.

8. Additional Information:

Estimated Cost of Development : _____

Dimensions: Length _____ ft. x Width _____ ft. x Height _____ ft.

Size: _____ ft²

Finished Areas: Main _____ ft² 2nd Storey _____ ft² Bsmt _____ ft²

Start Date: _____

Estimated Completion Date: _____

9. Letter of Authorization:

This section must be signed on all applications where the applicant is not the landowner. Please ensure that all names and signatures of those listed on the certificate of title are included.

I/We _____

being the owner(s) of _____

Do hereby authorize: _____

to act as an applicant on my/our behalf regarding the _____ application of the above-mentioned lands.

Name of Applicant(s): _____

Mailing Address: _____

Phone _____ Fax: _____ Email: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

If the landowner is a registered company, documentation of those with signing authority under the company seal is required

10. Declaration by Applicant

I, _____ of _____
(Name) (Town / City)

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/we understand and agree that this application for a Development Permit is not confidential information and may be released by the Municipality to other government and agencies required to ensure compliance;

I/ we acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, Act and Regulations, and to obtain all required permits and approvals prior to commencement;

I/ we agree that, should I/we fail to complete a Real Property Surveyor's Report (RPSR) where required, the RM may complete the RPSR at the Land Owner's expense and invoice the Land Owner for the cost of the RPSR.

I/we 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: _____ SIGNATURE: _____



Schedule 'D' to Bylaw No. 01-2026
R.M. of Britannia No. 502

Development Permit Application Form

Discretionary Use

Every person is required to obtain a development permit before commencing any construction or use of land except where provided for in the Zoning Bylaw.

Discretionary land uses must be approved by council as being suitable for the site and compliant with criteria in the Zoning Bylaw. As part of the discretionary use permitting process, all landowners within a bylaw-specified area will be notified of the development and provided the opportunity to comment on the development.

Application Fee:

Development Permit Application Fee – Permitted Use	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$250 ^{+gst}
Lloydminster Planning District	\$250 ^{+gst}

Please provide a current copy of your land title, no more than 21 days old. Should none be provided, the R.M. will retrieve your land title for a fee of \$25.00.

In addition to the above-noted fee, the applicant if required, shall be solely responsible for all costs associated with development, such as registration of an interest on the title of the property proposed for development as prescribed by the Information Services Corporation (Land Titles).

1) Development Application Requirements

Applications for a Development Permit should be accompanied by the following:

- a. The names, addresses, contact information and signatures of the applicant, property owner and authorized representative, where applicable;
- b. The proposed use of the site or building to be constructed, the proposed use of an existing building, floor area to be altered or occupied including the area of the proposed building or renovations;
- c. The Legal Land Description of the parcel containing the development, and a copy of the Certificate of Title unless the applicant wishes the RM to retrieve it;
- d. Estimated commencement and completion dates;
- e. Floor plans and elevations, where appropriate;
- f. A copy of a site plan, drawn to scale, dimensioned and labeled, illustrating the following information:
 - i) North arrow, roads adjacent to the site, property boundaries, site area, locations of any encroachments, easements or right-of-ways;
 - ii) The locations of existing and proposed buildings and structures, setbacks, utility poles and wires, underground utilities, approaches and pipeline crossings;
 - iii) The existing and proposed landscaping details and site drainage patterns, including the top of bank for any water body and location of dugouts;

- iv) The existing and proposed servicing connections or the location of water source and location and method of sewage disposal;
- v) Additional site details, including the existing and proposed parking and loading facilities, accesses and signage.

Note: Any missing information from section (1) requested by the Development Services Officer shall be provided before the permit will be reviewed.

2) Letter of Intent (if applicable under section 3.5.2 of the Zoning Bylaw or at the request of the Development Services Officer):

Describe the following aspects of the proposed activity:

- a. What are you proposing to do?
- b. Where are you proposing to do this? (civic address and legal description)
- c. What are the reasons for your proposal?
- d. Are there any environmental concerns above-noted has been done to address those concerns? (drainage, grading, soils, topography, hazard lands, proximity to recreation and wildlife management areas)
- e. What are the neighboring uses in the area? (Residential, commercial etc.) Does your proposal fit in?
- f. How will you eliminate conflict with adjacent land uses? (smoke, emissions, noise, dust, vibrations, odor etc.)
- g. Will there be any outdoor storage associated with the use? If yes, where will it be and will it be visible?
- h. What provisions for fencing and landscaping have been made?
- i. What are the hours of operation?
- j. How much traffic will be generated to the proposed use? How many customers would be considered normal?
- k. Are there peak hours or is the customer flow steady throughout the day?
- l. How is parking addressed? How many onsite parking spaces have been provided? Do you have any wheelchair-accessible parking spaces? Do you have any loading spaces?
- m. What are the lighting and signage requirements? (include their locations on the site plan)
- n. Any additional information that describes the natures and intensity of the proposed use

3) Additional Information Requirements

Additional information may be requested by the Development Services Officer as per section 3.5.1(7) of the Zoning Bylaw or section 3.5.1(4)(e) of the Lloydminster Planning District Zoning Bylaw.

4) Public Notification

Once the Planning Department has deemed the information provided as complete all landowners within an area specified in the Zoning Bylaw will be notified. Additional landowners and public agencies may be notified at the discretion of the Development Services Officer.

All of the above contacts will provided with a minimum of 14 days from the date of mailing to provide written comments on the proposed use. Any written comments received will be included in the report provided to Council.

Additionally, notice will be provided through sign posting at the proposed site and posting on the municipal office notice board and the municipal website.

5) Real Property Surveyor's Reports (RPSR)

Developments in some zoning districts will require the provision of a Real Property Surveyor's Report after the foundation is constructed (or at a similar appropriate time should no foundation be required). Please review section 3.6A of the Zoning Bylaw to determine if this Report will be required. Should you not provide this Report within a reasonable time frame and after notification from the RM, this Report will be completed on your behalf, and you will be invoiced for the costs.

6) Decision Time Frame

All permits will be processed in a timely and efficient manner. The most common delays in permit issuance are missing information or incomplete applications, delays in paying fees, or where bylaw amendments are required to bring an application into compliance.

Discretionary use permits generally take longer than permitted uses due to the notification requirements and the requirement for council to render a decision. We recommend applying for your permit at least three (3) months prior to when you wish to commence construction or the use. Should the proposed use be seen as controversial or be a significant development you may wish to provide additional lead time.

Note: Should a discretionary use application be denied due to the use being deemed by council to be unsuitable for the area or under the bylaw criteria, you may not appeal this decision.



Discretionary Use

Development Permit Application Form

IN – OFFICE USE:

Date Received

File No.

Tax Roll No.

Fee / Receipt

1. Applicant Information:

Applicant: _____

Mailing Address: _____

Phone: _____ Cell: _____ Other: _____

Email: _____

2. Legal description of land proposed for development:

All/Part of the _____ ¼, Section _____, Township _____, Range _____, W3

Parcel: _____ Lot: _____ Block: _____ LSD: _____

Registered Plan No. _____

Certificate of Title No. _____

3. Current Zoning:

- Agricultural Resource (AR)
- Hamlet (H1)
- High-Density Hamlet (H2)
- Country Residential Mixed Use (CRMU)
- Medium Density Residential (CR1)
- High-Density Country Residential (CR2)
- Resort Residential (RR)
- Commercial / Industrial (C1)
- Restricted Commercial (C2)
- Industrial (M1)
- Conservation (CON)

4. Proposed new use of land and/or buildings:

- Country residential
- Agriculture
- Commercial
- Industrial
- Other _____

Detailed description of proposed use of land and/or buildings:

5. Property Servicing:

Property Access: Range Road: _____
 Township _____
 Highway: _____
 Other: _____

Water Supply: Existing _____ Proposed _____

Sewage Disposal: Existing _____ Proposed _____

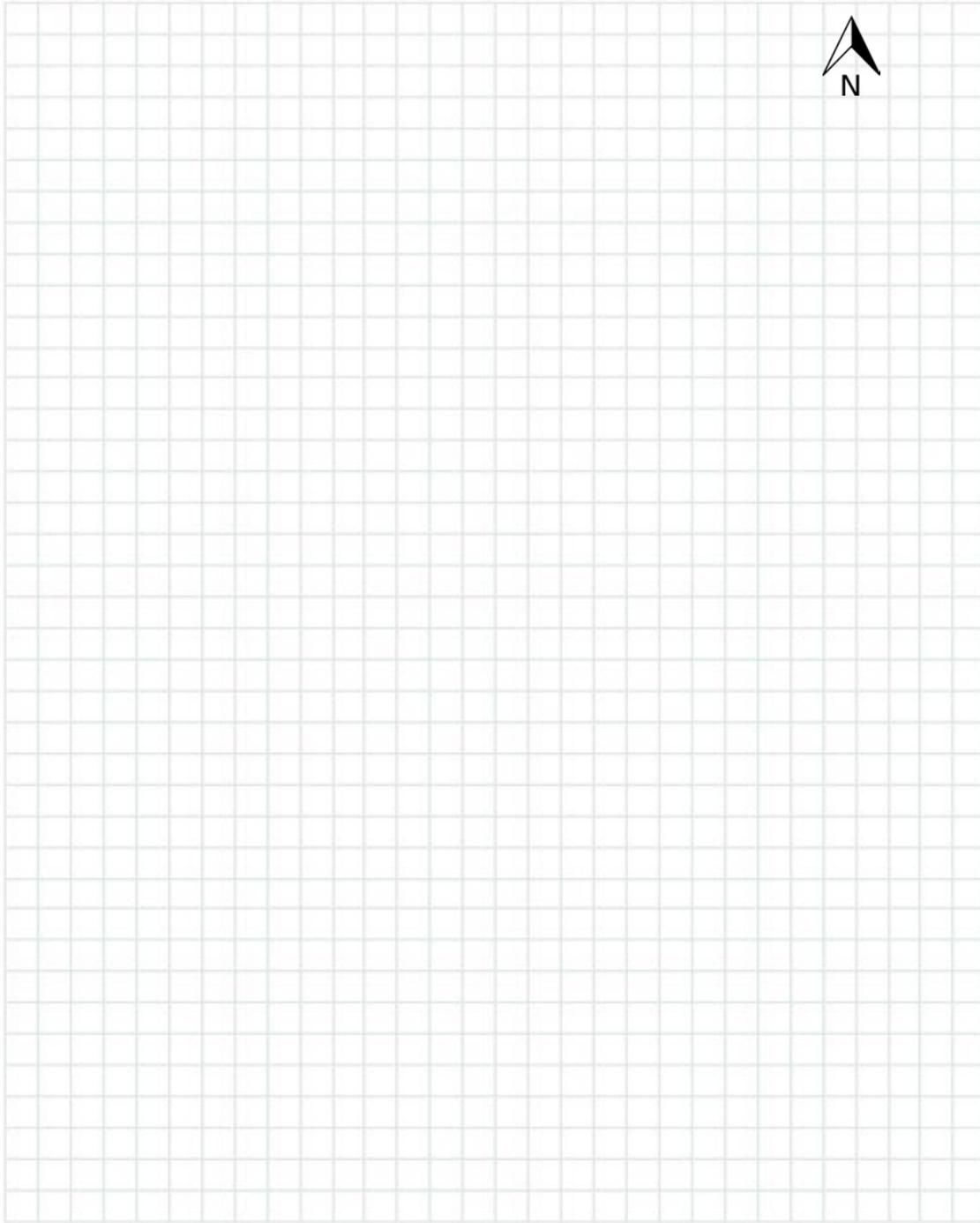
6. Surrounding land uses:

Are any of the following within 1.6 km (1 mile)? Provide a best guestimate as possible

	Yes/No	If Yes, Please Provide Est. Distance
a) Intensive Livestock Operation	_____	_____
b) Gravel Pit	_____	_____
c) Landfill or Waste Disposal Site	_____	_____
d) Sewage Lagoon	_____	_____
e) Stream or Large Body of Water	_____	_____
f) Commercial or Industrial Site	_____	_____
g) Recreation or Conservation Site	_____	_____
h) Urban Municipality	_____	_____
i) Other		

7. 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:



Site plan must clearly indicate property lines, estimated distances/measurements, and adjacent road/streets, as well as show any water courses, sloughs, wooded areas, existing structures, existing or proposed approaches, utility lines, septic systems, etc.

8. Additional Information:

Estimated Cost of Development: _____

Dimensions: Length _____ ft. x Width _____ ft. x Height _____ ft.

Size: _____ ft²

Finished Areas: Main _____ ft² 2nd Storey _____ ft² Bsmt _____ ft²

Start Date: _ _____ _ Estimated Completion Date: _____

9. Letter of Authorization:

This section must be signed on all applications where the applicant is not the landowner. Please ensure that all names and signatures of those listed on the certificate of title are included.

I/We _____

being the owner(s) of _____

Do hereby authorize: _____

to act as an applicant on my/our behalf regarding the _____ application of the above-mentioned lands.

Name of Applicant(s): _____

Mailing Address: _____

Phone _____ Fax: _____ Email: _____

Landowner Signature: _____ Date: _____

Landowner Signature: _____ Date: _____

If the landowner is a registered company, documentation of those with signing authority under the company seal is required

10. Declaration by Applicant

I, _____ of _____
(Name) (Town / City)

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/we understand and agree that this application for a Development Permit is not confidential information and may be released by the Municipality to other government and agencies required to ensure compliance

I/ we acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, Act and Regulations, and to obtain all required permits and approvals prior to commencement.

I/ we agree that, should I/we fail to complete a Real Property Surveyor's Report (RPSR) where required, the RM may complete the RPSR at the Land Owner's expense and invoice the Land Owner for the cost of the RPSR.

I/we 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: _____ SIGNATURE: _____



Schedule "E" of Bylaw 01-2026
R.M. Of Britannia No. 502

Minor Variance Application Form

A minor variance is a request for a reduction of the minimum required setback distance of a building from the property line or the minimum required distance of a building to any other building on the site. A minor variance is reviewed on a case by case basis based on the specific situation on a site. The minor variance may not exceed a 10% variation from the requirements of the Zoning Bylaw.

Fees:

Variance Application Fee	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 ^{+ gst}
Lloydminster Planning District	\$100.00 ^{+ gst}

Application Requirements:

Please include the following:

- a) \$100 Non-refundable Application Fee
- b) Real Property Report (surveyor's certificate) reflecting the location of all buildings and structures on site as of the date of application including:
 - i) north arrow;
 - ii) boundaries of the parcel including approximate dimensions;
 - iii) dimensions of existing and/or proposed buildings and structures;
 - iv) setback dimensions of buildings and structures on the property to property lines and other buildings or structures;
 - v) location of all existing and proposed utilities;
 - vi) location of all existing and/or proposed approaches and driveways; and
 - vii) 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, etc.

What happens if the Minor Variance is approved?

Where a minor variance is approved, with or without conditions, the Development Officer will notify the applicant and the assessed owners of the property having a common boundary with the applicant's property. The notice will include a summary of the application, reasons for the decision and an effective date of the decision.

The assessed owners of the property having a common boundary with the applicant's property will have 21 days after receipt of the notice to lodge a written objection. If a written objection is received to the municipality, the approval is deemed to be revoked.

If there is no objection to the minor variance from the assessed owners of the property having a common boundary with the applicant's property, the minor variance takes effect:

- 23 days from the date a notice was sent by registered mail; or 20 days from the date a notice was delivered by personal service.

What happens if the Minor Variance is approved with terms and conditions?

Where a minor variance is approved with terms and conditions, the Development Officer will notify the applicant in writing. If the applicant wishes to appeal the terms and conditions of approval, the appeal must be submitted to the RM of Britannia Development Appeals Board within 30 days after the date of decision.

What happens if the Minor Variance is refused or a decision is revoked?

Where a minor variance is refused or if a decision is revoked, the Development Officer must notify the applicant in writing, providing reasons for the refusal or why the decision was revoked. If the applicant wishes to appeal the refusal or revocation, the appeal must be submitted to the RM of Britannia Development Appeals Board within 30 days after the date of decision.



IN – OFFICE USE:	
Date Received	
File No.	
Tax Roll No.	
Fee / Receipt	

Minor Variance Application

1. Applicant Information:

Applicant: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

2. Legal description of land proposed for development:

All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3
 LSD _____ Lot _____ Block _____
 Registered Plan No. _____
 Certificate of Title No. _____

3. Information of building subject to minor variance application:

a. Has a development permit been issued for the building subject to a minor variance application?
 Yes No

b. Has a building permit been issued for the building subject to a minor variance application?
 Yes No

4. Status of the building subject to minor variance application:

Construction pending Construction underway Existing Construction

5. Describe the nature and extent of relief sought of the minor variance request. Please include reasons why is it not possible to comply with the provisions of the zoning bylaw?

6. Real Property Report Submitted: Yes No

Date of Real Property Report: _____ (no older than 90 days)

7. Letter of Authorization:

This section must be signed on all applications where the applicant is not the landowner. Please ensure that all names and signatures of those listed on the certificate of title are included.

I/We _____
being the owner(s) of _____
Do hereby authorize: _____
to act as an applicant on my/our behalf regarding the _____ application of
the above-mentioned lands.

Name of Applicant(s): _____
Mailing Address: _____
Phone _____ Fax: _____ Email: _____

Landowner Signature: _____ Date: _____
Landowner Signature: _____ Date: _____

If the landowner is a registered company, documentation of those with signing authority under the company seal is required

8. 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 from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

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 complete section 7 above.*



Schedule "F" of Bylaw 01-2026
R.M. Of Britannia No. 502

Permit Application to Move or Demolish a Building

A permit is required to relocate a building or to demolish a building in the Rural Municipality of Britannia No. 502 (RM). A separate Development Permit shall be required for any redevelopment of the site after the building has been removed or the installation of a building at a different location inside the RM.

Fees:

Move or Demolish a Building Application	
DISTRICT	Fee
R.M. of Britannia No. 502	\$25.00 ^{+gst}
Lloydminster Planning District	\$ 25.00 ^{+gst}
Post-move Site Inspection Fee	\$100.00 ^{+gst}
Refundable Restoration Deposit	\$2000.00

The deposit must be received before the application will be considered.

The deposit shall be released back to the applicant when the move or demolition has been completed and the site has been restored to the satisfaction of the Municipality

Application Requirements:

Applications for a move or demolish a building permit shall be accompanied by the following:

1. The names, addresses, contact information and signatures of the applicant, property owner and authorized representative, where applicable;
2. Current location of building
3. Location of where building will be moved to (if applicable)
4. Size and dimensions of building
5. Name of building mover and date of move or demolish
6. Route of building move (if applicable)
7. Site work plans after building move or demolish
8. Refundable Restoration Deposit

Decision Time Frame

The timing associated with the approval of a permitted use development permit will be based upon the completeness and quality of information provided on the application. Generally a permit will be issued within ten (10) business days of receiving a complete application.

Post-Move or Post-Demolition Site Inspection

Once a permit is received, and the move or demolition is completed, the applicant must contact the RM to arrange a post-move/demolition site inspection to ensure the site has been restored to the satisfaction of the Municipality. An approved inspection is required before the deposit will be returned.



R.M. of Britannia No. 502
Schedule "F" to Bylaw 01-2026

Permit Application to Move or Demolish a Building

1. Applicant Information:

Applicant: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

2. Demolish Building:

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

Civic Address or Land Location _____

Lot _____ Block _____ Plan _____

3. Move a Building:

I hereby make an application to move a building currently situated on:

Civic Address or Land Location _____

Lot _____ Block _____ Plan _____

TO

Civic Address or Land Location _____

Lot _____ Block _____ Plan _____

OR

Out of Municipality

4. Additional Information:

Dimensions: Length _____ ft. x Width _____ ft. x Height _____ ft.

Size: _____ ft²

Building Mover: _____

Date of Move/demolish: _____

Route: _____

5. Site Work After Building Move/Demolish:

- Filling
- Final Grading
- Landscape
- Other: _____

6. 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 from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

I acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, Act and Regulations, and to obtain all required permits and approvals prior to commencement.

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

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.*

Office Use Only:

Date Receive: _____ Britannia File #: _____

Division Councillor: _____

Refundable Restoration Deposit Received: _____



Schedule "G" of Bylaw 01-2026
R.M. Of Britannia No. 502

Official Community Plan and Zoning Bylaw Amendment Application Form

The RM of Britannia No 502 (RM) Zoning Bylaw manages the development of land. The Zoning Bylaw regulates what, where, and how land is used. These rules are described in zoning districts that are assigned to all areas and properties within the RM. In order for a development to take place, it must comply with the Official Community Plan and Zoning Bylaw. A development cannot be permitted if it does not comply with the Zoning Bylaw and Official Community Plan. However, a property owner has the right to apply to the municipality to amend the Official Community Plan and/or Zoning Bylaw.

Fees:

RM of Britannia No. 502 and Lloydminster Planning District:

Official Community Plan Bylaw Amendment Application Fee	
District	Fee
R.M of Britannia No. 502 - Text Amendment	\$900.00
R.M of Britannia No. 502 - Map Amendment	\$1500.00
Lloydminster Planning District - Text Amendment	\$900.00
Lloydminster Planning District - Map Amendment	\$1500.00

Zoning Bylaw Amendment Application Fee	
DISTRICT	Fee
R.M of Britannia No. 502 - Text Amendment	\$900.00
R.M of Britannia No. 502 - Map Amendment	\$1500.00
Lloydminster Planning District - Text Amendment	\$900.00
Lloydminster Planning District - Map Amendment	\$1500.00

1) Application Review and Draft Bylaw Amendment

A map or textual bylaw amendment is a legal process under *The Planning & Development Act, 2007* (Act). It requires the RM to take certain steps during the process.

The initial step is for the RM Planning Department to review the amendment application to ensure that the proposed amendment complies with the requirements of the Act, Official Community Plan, Zoning Bylaw and any other RM policies. The RM also recommends submitting any site plans, site surveys, business plans, rationale documents or other supporting documents that will explain why the applicant deems the amendment to be appropriate.

Should the proposed amendment comply with all relevant legislation and regulations, the Planning Department will create a draft amendment for the Official Community Plan and/or Zoning Bylaw. The Planning Department may also consult with council prior to creating the draft to ensure that council has interest in exploring the requested amendment. The amendment draft may not exactly align with the proposal in the application; as the amendment will impact some or all of the land in the municipality, council and the Planning Department must consider all potential similar situations and craft regulations that best align with council's vision development as a whole within the municipality.

2) First Reading of Bylaw

The draft bylaw amendment will then be presented to council, along with a summary report and explanation of the application request and reasoning. Council will consider the request and bylaw draft. Should they determine that the proposed amendment will be beneficial to the municipality as a whole, they will pass a resolution to approve first reading of the zoning bylaw amendment. Council also has the option to defer the decision on first reading to a future meeting, modify or request modifications to the draft amendment, or refuse the amendment.

3) Advertising

Should first reading of the bylaw be passed, an advertisement indicating the reason for the amendment, the affected parcel(s) and the date of the public hearing, is placed in a local newspaper as per legislated requirements and the RM's policies. Generally, this will include three (3) advertisements prior to the meeting at which the hearing will be held, mail notification for any specifically affected parcels, office board posting, website posting, and notification to the applicant.

Any person may inspect the bylaw at the RM of Britannia No. 502 office Monday to Friday, during regular business hours (8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.), excluding statutory holidays. Copies will be available to the public at a cost, by emailing the contact below. A copy of the proposed amendment is available for viewing here: <https://www.rmbritannia.com>. Any person may also discuss the amendment with the RM Planning Department prior to the hearing.

4) Public Hearing

Council will hold a public hearing on the date specified in the advertising, to hear any person or group that wants to comment on the proposed road closure. Council will consider written and emailed comments at the meeting, along with in-person representations. Only those who have made arrangements to speak on behalf of themselves or a group may be heard at the public hearing.

5) Second and Third Readings

After the public hearing has closed, should council wish to proceed with adopting the bylaw, they may pass Second and Third Readings of the bylaw. They also have the options of deferring these readings, making or requesting changes to the amendment, or cancelling the amendment.

Should these readings be passed, an information package and copies of the bylaw will be sent to the Ministry of Government Relations, Community Planning Branch, for review. During their review, the Minister of Government Relations may strike portions of the bylaw or amend the bylaw prior to their approval. This is beyond the RM's control. Should they find no non-conformities with Provincial legislation, the Minister of Government Relations will approve the bylaw amendment. The bylaw amendment comes into effect on the date of Ministerial approval.

6) Timeline

Adopting an Official Community Plan or Zoning Bylaw amendment takes a significant amount of time. Due to the time required to evaluate and draft an amendment, multiple council meetings and notification requirements, and Provincial review, most amendments take a minimum of three (3) to six (6) months to complete.

7) Denial of Amendment Application

Should council deem an amendment not beneficial to the municipality, they may deny the application. This denial cannot be appealed.



Official Community Plan and Zoning Bylaw Amendment Application Form

1. Applicant Information:

Applicant: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

2. Legal description of land affected by amendment (if applicable):

All/Part of the _____¹/₄, Section _____, Township _____, Range _____, W3

LSD _____ Lot _____ Block _____

Registered Plan No. _____

Certificate of Title No. _____

3. Amendment Type:

Map Amendment (complete sections 5 and 6)

Text Amendment

i) Section of Bylaw: _____

ii) Intended Wording or Intent:

4. Reason for Amendment:

5. Current Zoning (if applicable):

What is the current zoning of the land:

Detailed description of current land use:

6. Proposed Zoning (if applicable):

What is the proposed zoning if the Land:

Detailed description of proposed land use:

7. Additional Information (if applicable):

Characteristics of the land (ie; slopes, sloughs, and trees ect and provide a sketch):

Is subdivision requested: _____ If yes, File No. _____

8. 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 understand and agree that this application for a Bylaw Amendment is not confidential information and may be released by the Municipality.

I/ we acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, Act and Regulations, and to obtain all required permits and approvals prior to commencement.

I/we 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 _____ SIGNATURE: _____

DATE _____ SIGNATURE: _____

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.

Office Use Only:

Date Received: _____ Britannia File #: _____

Division Councillor: _____ Payment Received: _____



Schedule "H" of Bylaw 01-2026
R.M. of Britannia No. 502

Zoning Compliance Certificate Application

A Zoning Compliance Certificate confirms the existing development on the property is compliant with the zoning district in which it is located and that all buildings on the property meet both the Zoning Bylaw regulations as well as the R.M of Britannia Building Bylaw requirements.

A current Real Property Surveyor's Report (RPSR) prepared by a licensed surveyor shall be submitted (no older than 90 days old from the date of submission) with the application to ensure all buildings which require permits have obtained such approval and confirm to the setback regulations. Where a RPSR is not available, a zoning compliance certificate cannot be issued.

Fee:

Zoning Compliance Certificate Fee	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 ⁺ <i>gst</i>
Lloydminster Planning District	\$100.00 ⁺ <i>gst</i>

Timeline:

A Zoning Compliance Certificate is generally issued in 10 business days. Complex applications may take longer.



Zoning Compliance Certificate Application

1. Applicant Information

Applicant Name: _____

Mailing Address: _____

Town/City: _____

Postal Code: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

Registered Owner (if different) _____

2. Method of Delivery:

Mail _____ Fax _____ Pick Up _____ E-Mail _____

3. Legal Description of Property:

_____ ¼ of Section _____, Twp _____ Rge _____ W3 Meridian

Lot _____ Block _____ Plan #: _____

Real Property Report Submitted: Yes No

Date of Real Property Report: _____ (no older than 90 days)



Schedule "I" to Bylaw 01-2026
R.M. Of Britannia No. 502

Signage Permit Application

1. Applicant Information

Applicant Name: _____

Mailing Address: _____

Town/City: _____

Postal Code: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

2. Legal Description of Property:

_____ ¼ of Section _____, Twp _____ Rge _____ W3 Meridian

Lot _____ Block _____ Plan #: _____

3. Signage Information:

a. Sign Message:

b. To be located on property: Front Side Rear

Ground Building

c. How many faces will the sign have: _____

d. Will the sign Rotate: Yes No

e. Is the Sign Digital: Yes No

f. Will the Sign project beyond the property line: Yes No

If yes, how far: _____ Height sign will be projected _____ (meters)

g. Length of Sign: _____ (meters) Width of Sign: _____ (meters) Height of sign: _____ (meters)

h. Sign Clearance From ground to bottom of Sign: _____ (meters)

4. Letter of Authorization:

This section must be signed on all applications where the applicant is not the landowner. Please ensure that all names and signatures of those listed on the certificate of title are included.

I/We _____
being the owner(s) of _____
Do hereby authorize: _____
to act as an applicant on my/our behalf regarding the _____ application of the
above-mentioned lands.

Name of Applicant(s): _____
Mailing Address: _____
Phone _____ Fax: _____ Email: _____

Landowner Signature: _____ Date: _____
Landowner Signature: _____ Date: _____

If the landowner is a registered company, documentation of those with signing authority under the company seal is required

9. Declaration by Applicant

I, _____ of _____
(Name) (Town / City)

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/we understand and agree that this application for a Development Permit is not confidential information and may be released by the Municipality to other government and agencies required to ensure compliance

I/ we acknowledge that it is my responsibility to ensure compliance with any other applicable bylaws, Act and Regulations, and to obtain all required permits and approvals prior to commencement.

I/we 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: _____ SIGNATURE: _____