



Schedule 'D' to Bylaw No. 3-2023
R.M. of Britannia No. 502

Development Permit Application Form

Discretionary Use

Discretionary land uses, which are deemed by council may have one or more potential features or effects that initiate a proposal-specific review and which specifically require approval by a resolution of council prior to initiating activity or building construction.

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. The R.M. can 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).

Development Application Requirements

Applications for a Development 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. 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;
3. A current copy of the Certificate of land Title (no older than 21 days from the date submitted);
4. Legal Land Description;
5. Estimated commencement and completion dates;
6. Floor plans and elevations, where appropriate;
7. 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.

Letter of Intent:

Describe the following aspects of the proposed activity:

- What are you proposing to do?
- Where are you proposing to do this? (civic address and legal description)
- What are the reasons for your proposal?
- 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)
- What are the neighboring uses in the area? (Residential, commercial etc.) Does your proposal fit in?
- How will you eliminate conflict with adjacent land uses? (smoke, emissions, noise, dust, vibrations, odor etc.)
- Will there be any outdoor storage associated with the use? If yes, where will it be and will it be visible?
- What provisions for fencing and landscaping have been made?
- What are the hours of operation?
- How much traffic will be generated to the proposed use? How many customers would be considered normal?
- Are there peak hours or is the customer flow steady throughout the day?
- 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?
- What are the lighting and signage requirements? (include their locations on the site plan)
- Any additional information that describes the natures and intensity of the proposed use

Additional information may be requested.

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, for a permitted use where new construction is not being proposed, a development permit may be issued within ten (15) business days of receiving a complete application. Where new construction is being proposed, the process to obtain a building permit will also be required.

Public Notification

Once the Planning Department has deemed the information provided as complete a letter stating the proposed use of the site and site plan will be provided to various provincial departments, public agencies and all affected landowners. Additional landowners may be notified at the discretion of the Development Authority.

All of the above contacts will provided with a minimum of 21 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.

Decision Time Frame

The timing associated with the approval of a discretionary use development permit will be based upon the completeness and quality of information provided on the application. Discretionary uses do take longer to approve than permitted uses, as notification to the public must be served. Application well in advance of development is encouraged. Where new construction is being proposed, the process to obtain a building permit will also be required.

Decisions

Council may approve the application, refuse the application, or approve the application with terms or 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.

Appeals

As per *The Planning and Development Act, 2007* a person affected may appeal to the Rural Municipality of Britannia Development Appeals Board if there is:

- A. an alleged misapplication of a Zoning Bylaw in the issuance of a development permit; or
- B. a refusal to issue a development permit because it would contravene the Zoning Bylaw

However, there is no appeal if a development permit was refused on the basis that the use in the Zoning District for which the development permit was sought is not a permitted use, a permitted intensity of use, or is a prohibited use.

If you wish to submit an appeal, a 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 the Development Officer. A \$50.00 appeal fee is required and must be submitted with the notice of appeal to the Secretary of the **Rural Municipality of Britannia No. 502 Appeals Board, 4824 – 47 Street Lloydminster, SK. S9V 0Y7**



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. Additional Information:

Estimated Cost of Development: _____

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

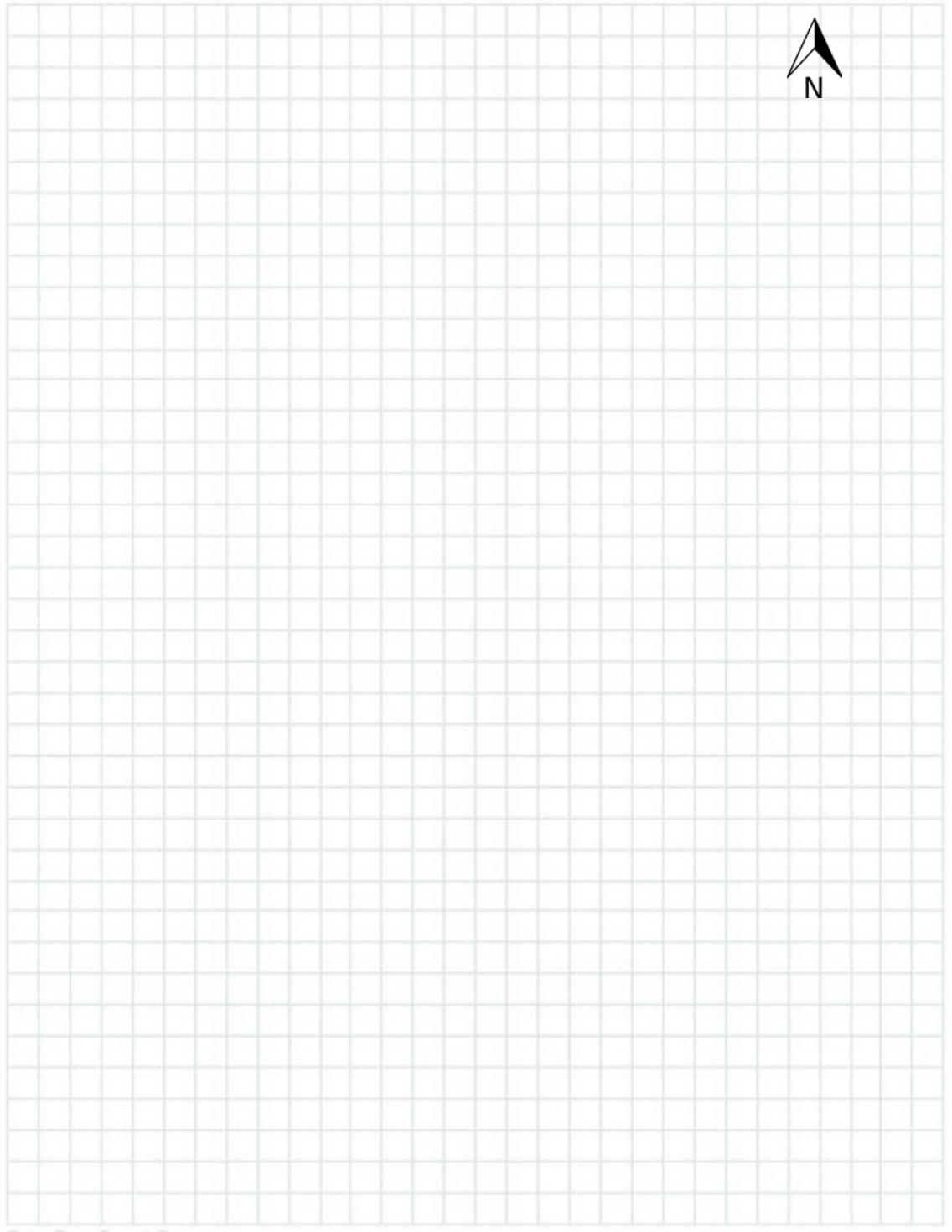
Size: _____ ft²

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

Start Date: _ _____ _ Estimated Completion Date: _____

10. 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. 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: _____