



Schedule 'C' to Bylaw No. 3-2023  
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 in the Zoning Bylaw.

### Application Fee:

Development Permit Application Fee – Permitted Use	
DISTRICT	Fee
Rural Municipality of Britannia No. 502	\$100.00 <sup>+gst</sup>
Lloydminster Planning District	\$100.00 <sup>+gst</sup>

*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 copy of the Certificate of Title and Legal Land Description;
4. Estimated commencement and completion dates;
5. Floor plans and elevations, where appropriate;
6. 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 (if applicable)**

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? What 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, odour 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 accessible (handicap) 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.



## 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 \_\_\_\_\_

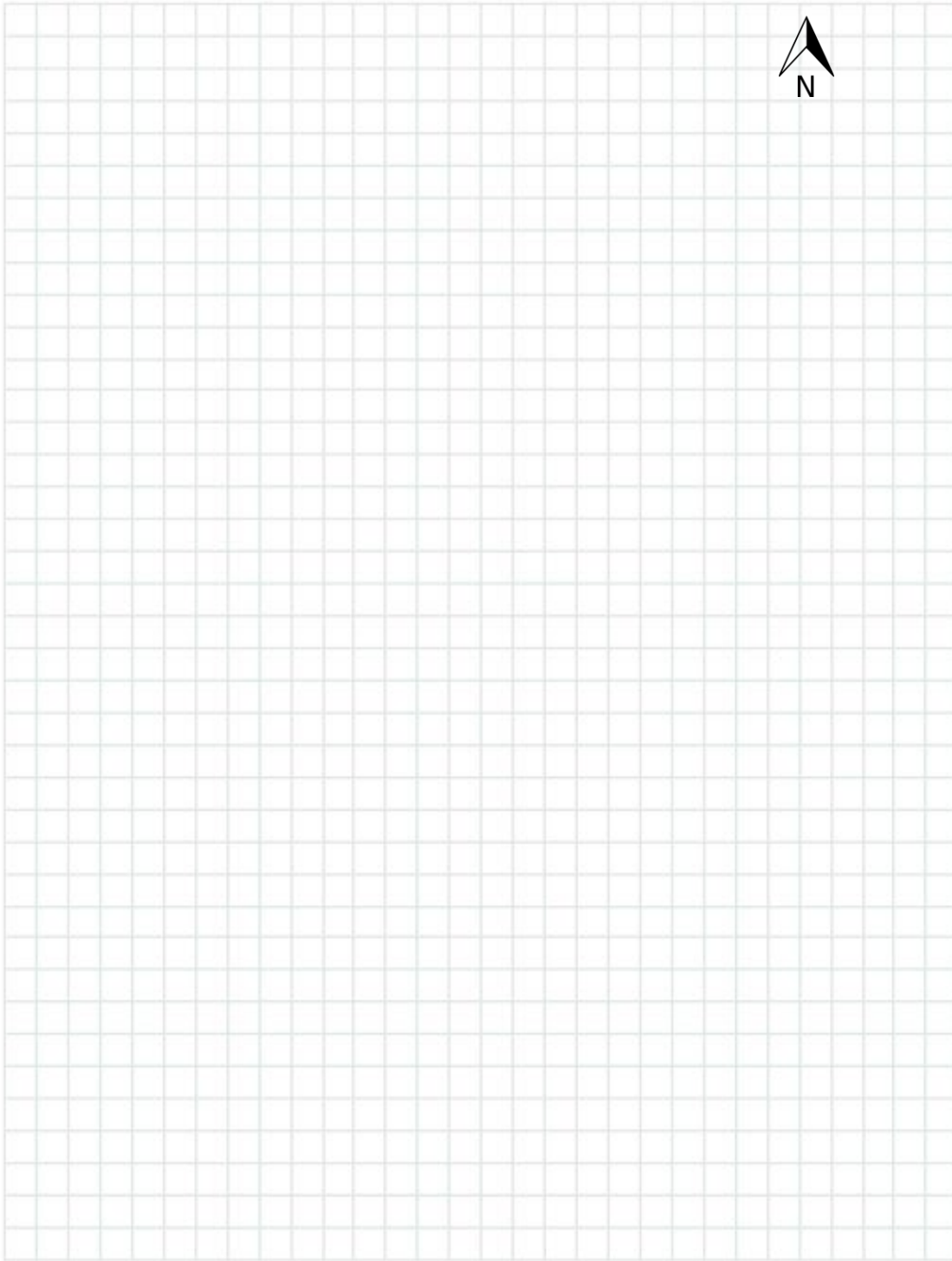
Sewage Disposal: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**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.**

**7. Additional Information:**

Estimated Cost of Development : \_\_\_\_\_

Dimensions: Length \_\_\_\_\_ ft. x Width \_\_\_\_\_ ft. x Height \_\_\_\_\_ ft.

Size: \_\_\_\_\_ ft<sup>2</sup>

Finished Areas: Main \_\_\_\_\_ ft<sup>2</sup> 2nd Storey \_\_\_\_\_ ft<sup>2</sup> Bsmt \_\_\_\_\_ ft<sup>2</sup>

Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**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: \_\_\_\_\_

