

# FORM A

Application # \_\_\_\_\_

Zoning Bylaw No. 94-4

Roll # \_\_\_\_\_

Class: \_\_\_\_\_

## **RM OF MERVIN NO. 499** **DEVELOPMENT PERMIT APPLICATION**

Development Permit Applications will take approximately **1-2 months** to process. Development Permits not filled in properly with all necessary information and application fees **will result in a delay** in processing and approving the application. Some permits may be required to go to the Municipal Council for review, and notification may be required for surrounding landowners or additional stakeholders. When submitting a development permit please provide yourself adequate time to receive the written approval from the Development Officer **PRIOR** to ordering, purchasing your materials, or initiating construction. For more information about permit requirements, contact the Municipal Planner at (306) 845-7333.

### **Application Fees:**

- |                       |          |                          |
|-----------------------|----------|--------------------------|
| 1. Permitted Use      | \$100.00 | <input type="checkbox"/> |
| 2. Discretionary Use  | \$200.00 | <input type="checkbox"/> |
| 3. Sign Permit        | \$50.00  | <input type="checkbox"/> |
| 4. Temp. R.V. Use     | \$200.00 | <input type="checkbox"/> |
| 5. Temp. R.V. Renewal | \$150.00 | <input type="checkbox"/> |

Contact the Municipal Planner to determine if your application is a permitted or discretionary use. The fees are based on an average cost to review and approve permits.

### **Application Process For A Development Permit**

#### **Application Checklist**

Your permit shall not be considered complete until you submit **all** of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Completed application form                 | • <b>Site plan included, and shows:</b>                             |
| <input type="checkbox"/> Required permit application fee            | ◦ North Arrow   |
| <input type="checkbox"/> Required photos and floor plan             | ◦ Site boundary, dimensions of all existing and proposed structures |
| <input type="checkbox"/> Application contact information            | ◦ Dimensions of all existing and proposed structures                |
| <input type="checkbox"/> Registered owner information               | ◦ Distances from all site boundaries from structures                |
| <input type="checkbox"/> Location of proposed development           | ◦ Location of existing and proposed utilities, and roads            |
| <input type="checkbox"/> Start and completion date                  | ◦ Dimensions of structure frontage                                  |
| <input type="checkbox"/> Thorough description of existing land uses | ◦ Total floor area of all structures                                |
| <input type="checkbox"/> Description of proposed land uses          |   |
| <input type="checkbox"/> Appropriate signatures                     |   |
| <input type="checkbox"/> Select Building Inspector if applicable    |   |
| <input type="checkbox"/> Survey Sketch Plan if applicable           |   |

**Contact the RM's Municipal Planner to assist you in determining whether your permit requires the submission of a RPSR & SSP.**

**YES** ☐

**NO** ☐

## **Development Information:**

1. Applicant:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

2. Registered Owner: \_\_\_\_\_ as above or,

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

3. Legal Land Description:

LSD or 1/4 \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ W \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Hamlet \_\_\_\_\_

4. Existing use of land, buildings, and structures:

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

5. Proposed use of land, buildings and structures:

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

6. Other information (e.g. proposed sewage system) \_\_\_\_\_

\_\_\_\_\_

7. Proposed development involves:

New Building \_\_\_\_\_ Addition \_\_\_\_\_

Move in building\* \_\_\_\_\_ Alteration \_\_\_\_\_

Recreational Vehicle \_\_\_\_\_

Residential Use:

Principal \_\_\_\_\_

Secondary \_\_\_\_\_

**\*NOTE: Move in buildings require photos of each side of building in its current condition.**

Estimated dates of development:

8. Commencement: \_\_\_\_\_ Completion: \_\_\_\_\_

## **RV as a Temporary Principal Use Narrative**

Year One:

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Year Two if required- in this case an extension will need to be approved by Council):

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Year Three if required- in this case an extension will need to be approved by Council):

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Year Four if required- in this case an extension will need to be approved by Council):

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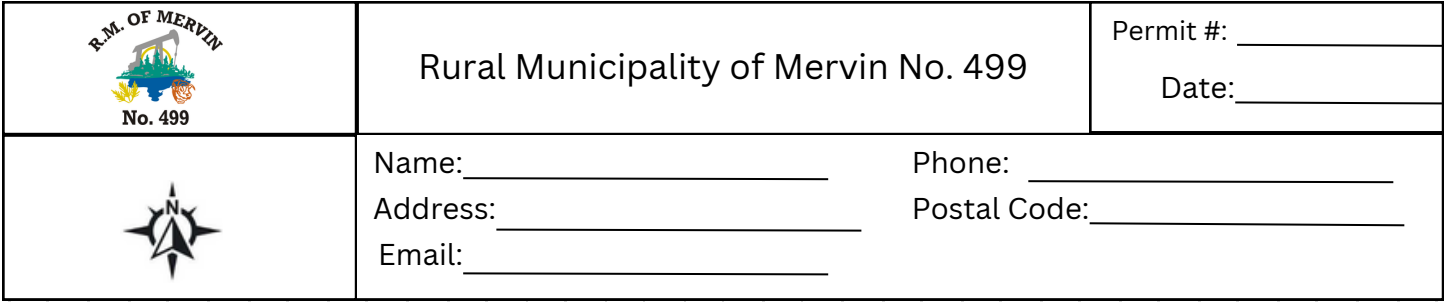
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Year Five if required- in this case an extension will need to be approved by Council):

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Phone: \_\_\_\_\_

Postal Code: \_\_\_\_\_



9. Declaration of Application:

I/We further agree to comply with all Bylaws & Regulations of the RM of Mervin No. 499 respecting development and I/we acknowledge that it is my/our responsibility to ensure compliance with all Saskatchewan Regulations and Acts including The Construction Codes Act, regardless of any review or inspection that may or may not occur by any official of the Municipality. In the event that I/ we, the Land Owner(s), fail to complete the RPSR as required, I agree that the RM may complete the RPSR at my/our expense and invoice me/us for the cost along with any necessary administration fees. I/We agree that any expense incurred by the RM to obtain a RPSR and administration or application fees not paid may be added by the RM to the property tax roll of the Land and is deemed for all purposes to be a tax on the Land from the date it was added to the tax roll and forms a lien against the Land in favour of the RM from the date it was added to the tax roll.

I/We also agree that should be we be bringing in a Ready-to-Move (RTM) or Move-In (MI) building that I/we shall be responsible for all costs associated with tree or brush removal required within municipal right-a-ways to accommodate the building being moved along a municipal road allowance.

I/We, \_\_\_\_\_ and , \_\_\_\_\_ solemnly declare that all the above statements contained within this application are true, and I/we 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”.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# **RM of Mervin No. 499 Development Information**

## **SURVEY SKETCH PLAN AND REAL PROPERTY SURVEYOR'S REPORT**

Any proposed residential or commercial development within Lakeshore Development Districts, Country Residential Districts, Commercial Districts, Conservation Districts and Hamlet Districts are required to provide a Survey Sketch Plan and Real Property Surveyor's Report (RPSR) for any development over 200 square feet that are placed on top of the ground or in the ground. The following are some examples of foundations underneath structures that require submission of a RPSR: skids, pony walls, pilings, cement or gravel pads, and/or cement blocks.

The completion of the Survey Sketch Plan with proposed construction must be completed prior to the submission of permit application package, the RPSR is to be completed after the foundation has been constructed, but before the installation of the remainder of the structure. The justification for this is to allow for the relocation of the foundation should it not meet the minimum yard setback requirements. The RPSR is to be submitted to the R. M. office for review and setback verification within 90 days of your estimated start date for construction. Should additional time be needed to submit the Report, a written request for an extension must be presented to Council for their approval prior to the expiration date of the 90 days grace period. Consequences of late RPSR or the Report showing non-conformance to setback regulations:

### **Consequence of late RPSR or the Report showing non-conformance to setback regulations:**

1. Inabilities to close a Development Permit file resulting in correspondence with the R. M. office about the estimated time of arrival for the RPSR.
2. To conform to setback regulations, Council may require any of the following:
  - a. Removal of the building;
  - b. Movement of building away from property line; or,
  - c. Purchase of sufficient land from adjacent landowner to abide by setbacks.
3. Resubmission of an updated RPSR showing compliance with zoning district setback regulations.

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### **PLEASE NOTE:**

During construction and renovation be reminded to use the Transfer Site or rent a construction bin for your project. Please refrain from using Hamlet bins for construction waste as they are for household bagged garbage only. The transfer site hours are as follows:

Summer Hours are in effect from April 1st to October long weekend, inclusively:

Summer Hours are in effect April 1st to October long weekend, inclusively:

Wednesday	11:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 3:00 p.m.
Sunday	9:00 a.m. to 5:00 p.m.

Holiday Mondays (May to September ONLY) 1:00 p.m. to 4:00 p.m.

Winter hours are in effect after the October long weekend to March 31st.

Wednesday	10:00 a.m. to 5:00 p.m.
Sundays	10:00 a.m. to 4:00 p.m.

To rent a bin from WYWRA please contact (877) 775-4545.

## **Supplementary Information for Permits for an RV as a Temporary Principal Use:**

- RV Temporary Use Permits (RV permits) are valid for one (1) year only. Additional one-year extensions may be applied for up to four (4) times. This extension request must be received prior to the expiry of the RV permit.
- All RV permits and extensions may be approved or denied by Council at their discretion.
- A RV permit requires a narrative outlining the timeline, milestones, and other steps the Applicant intends to complete. This will be considered as part of the evaluation process. Adherence to this narrative and continuing progress towards a permitted permanent use will be considered during any extension requests.
- Milestones can include any clearly identifiable step in the transition from the temporary RV use to a completed permanent use. Some examples could be landscaping, earthworks, foundation construction, utility installation, dwelling construction stages, building purchases or construction contract signing, or any other step or process that meets the Bylaw criteria.
- A RV permit application must also include a signed and initialed Memorandum of Understanding, bill of sale or registration for the RV, and one or more photos of the RV.

## **Development Adjacent to Commercial or Residential Development: SSP & RPSR**

Any proposed residential or commercial development that directly borders another residential or commercial development shall be required to produce a Survey Sketch Plan and Real Property Surveyor's Report (RPSR) for all buildings or structures 18.6 square metres (200 square feet) in area or larger on a permanent foundation, except those exempted from requiring a development permit. The completion of the Survey Sketch Plan with proposed construction must be completed prior to the submission of permit application package. The RPSR shall be undertaken after installation of the permanent foundation, but before installation or construction of the building above the permanent foundation. A permanent foundation shall be defined as any concrete pads, pilings made of any material, pony walls or other support structures made of concrete, wood, steel or other metal, placed on or in the ground where a building will be constructed or installed. Note: A SSP and RPSR will not be required for a permit for a RV as a temporary use should no associated accessory structures trigger the above.

**Permits required to provide an RPSR shall occur after the construction of the foundation, but prior to building construction or installation, and shall be received within 90 days of the foundation installation:**

**Any development permit application for a proposed residence on potentially hazardous land as defined in the Zoning Bylaw No. 94-4 and the Official Community Plan or lands that have an interest registered on the title pursuant to Section 130 of the Act, must be accompanied by a Real Property Surveyor's Report prepared by a Saskatchewan Land Surveyor, which illustrates that the proposed elevation of the finished main floor is above the Safe Building Elevation.**

For any questions regarding development in the RM of Mervin, please contact the RM Municipal Planner at 306-845-7333.