

**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 or [planner.rm499@rmofmervin.com](mailto:planner.rm499@rmofmervin.com).

**Application Fees:**

- |                       |          |                          |  |
|-----------------------|----------|--------------------------|--|
| 1. Permitted Use      | \$100.00 | <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. |
| 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"/> |  |

**Application Process For A Development Permit**

**Application Checklist**

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

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application form</li> <li><input type="checkbox"/> Required permit application fee</li> <li><input type="checkbox"/> Required photos and floor plan</li> <li><input type="checkbox"/> Application contact information</li> <li><input type="checkbox"/> Registered owner information</li> <li><input type="checkbox"/> Location of proposed development</li> <li><input type="checkbox"/> Start and completion date</li> <li><input type="checkbox"/> Thorough description of existing land uses</li> <li><input type="checkbox"/> Description of proposed land uses</li> <li><input type="checkbox"/> Appropriate signatures</li> <li><input type="checkbox"/> Select Building Inspector if applicable</li> <li><input type="checkbox"/> Survey Sketch Plan if applicable</li> <li><input type="checkbox"/> Photo of Recreational Vehicle (if applicable)</li> <li><input type="checkbox"/> Proof of RV Ownership (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Site plan included, and shows:</b> <ul style="list-style-type: none"> <li>◦ North Arrow</li> <li>◦ Site boundary, dimensions of all existing and proposed structures</li> <li>◦ Dimensions of all existing and proposed structures</li> <li>◦ Distances from all site boundaries from structures</li> <li>◦ Location of existing and proposed utilities, and roads</li> <li>◦ Dimensions of structure frontage</li> <li>◦ Total floor area of all structures</li> </ul> </li> </ul> |
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**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:

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5. Proposed use of land, buildings and structures:

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

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

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- 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.



Rural Municipality of Mervin No. 499

Permit #: \_\_\_\_\_

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



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

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

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

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

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

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 agree that a Fee in Lieu of Taxes charge will be charged to me for a Development Permit regarding recreational vehicles. 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.

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