

APPLICATION PROCESS FOR A DEVELOPMENT PERMIT

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.

Application Checklist

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

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

REAL PROPERTY SURVEYOR'S REPORTS

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 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 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:

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.

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:

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.

FORM A

Application # _____

Zoning Bylaw No. 94-4

Roll # _____

Class: _____

RM OF MERVIN NO. 499
DEVELOPMENT PERMIT APPLICATION

Development Permit Applications may take approximately 1-2 months to process due to the requirement of additional information, notification procedures, presentation to Council, or due to the time of year. For more information about permit requirements, contact the Municipal Planner at (306) 845-7333.

Application Fees: (Non-refundable)

- | | | |
|----------------------|----------------------------------|---|
| 1. Permitted Use | - \$100 <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. Permit fee rational is available upon request. |
| 2. Discretionary Use | - \$200 <input type="checkbox"/> | |
| 3. Sign Permit | - \$50 <input type="checkbox"/> | |

Development Adjacent to Commercial or Residential Development: RPSR

Any proposed residential or commercial development that directly borders another residential or commercial development shall be required to produce a 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 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.

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.

- YES** Contact the RM's Municipal Planner to assist you in determining
NO whether your permit requires the submission of a RPSR.

Surface Drainage: is the responsibility of the applicant. The applicant is required to ensure that development shall not alter surface drainage in such a way that it causes adverse effects on adjacent landowners.

Site and Floor Plan Requirements:

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

- 1) Submission of **any required photos, floor plans or exterior elevations** of the building;
- 2) Attach a **site plan drawing** (see example at the back of this form) showing the following:

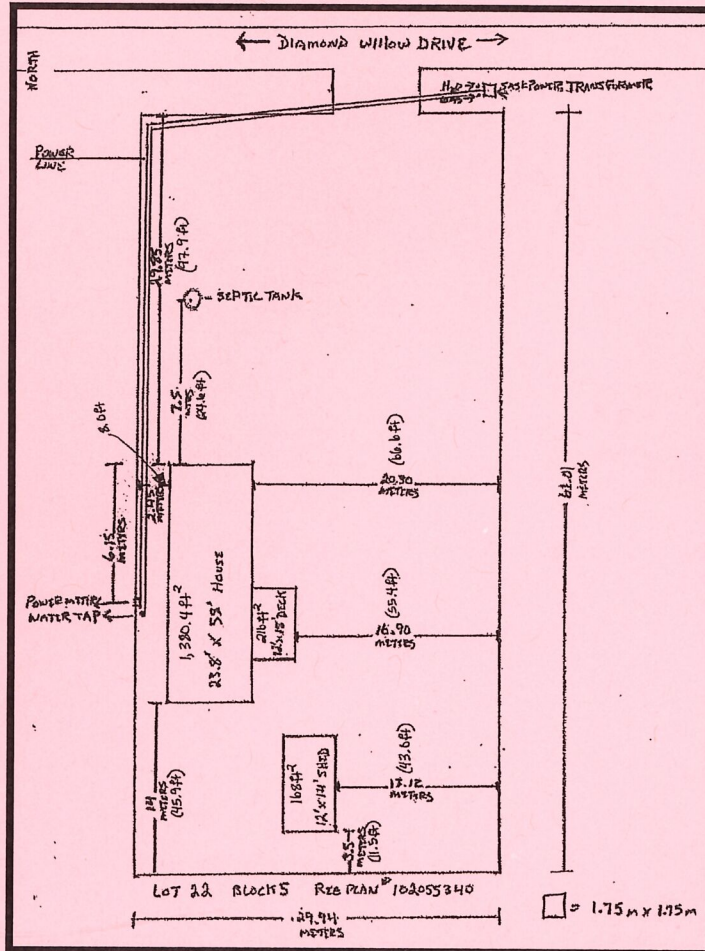
Principle and Accessory Building Minimum Setback Regulations

	AG		CON		LD		CR		H	
	Principle	Accessory	Principle	Accessory	Principle	Accessory	Principle	Accessory	Principle	Accessory
Front	150 ft.	150 ft.	150 ft.	150 ft.	20 ft.	20 ft.	50 ft.	50 ft.	20 ft.	20 ft.
Side	10 ft.	10 ft.	10 ft.	10 ft.	5 ft.	5 ft.	10 ft.	10 ft.	5 ft.	5 ft.
Rear	10 ft.*	10 ft.*	10 ft.*	10 ft.*	10 ft.*	5 ft.*	10 ft.	10 ft.	10 ft.	10 ft.

*Minimum setback applies except for lakeshore sites where the minimum setback shall be 6.0 metres (20.0 ft.) and the front setback shall reflect the original rear setback, except for the AG – Agriculture District and the CON – Conservation District.

SITE PLAN REQUIREMENTS

- North arrow
- Parcel dimensions
- Label, and provide location and dimensions of all existing buildings and structures and all distances
- Label, and provide location and distances of all proposed buildings and structures and all distances
- Location of water and sewer utility system, with distances to property boundary
- Location of all existing and proposed approach and driveway.
- Location of adjacent roadway.
- Location of distinguishing physical features located on or adjacent to the property including, such as Turtle Lake or Bright Sand Lake, sloughs, streams, drainage ways including culverts, wetlands, slopes, bluffs, etc.; and
- Floor plan for residential buildings (i.e, cabins, bunkhouses).
- Cross-section diagram of decks.
- Location of on-site parking.



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, temporary structures (i.e., RVs):

5. Proposed use of land, buildings and structures, temporary structures (i.e., RVs):

6. Proposed development involves:

New building	_____	Addition	_____	<u>Residential Use:</u>
<u>Move in building*</u>	_____	Alteration	_____	Principal
Recreational Vehicle	_____			Secondary

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

7. Estimated dates of development:

Commencement: _____ Completion: _____

8. Other information (e.g. proposed sewage system) _____

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 Uniform Building and Accessibility Standards 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 acknowledge that my/our personal information (name, phone number, home address and postal code) are being collected under the authority of section 25 of the *Freedom of Information and Protection of Privacy Act*. This information will be used internally within the RM of Mervin office and will be retained with your land file information. If you have questions or concerns about this collection of information, please contact the FOIP Coordinator at (306) 245-3578 or at FOIPCoordinator@gov.sk.ca.

We/I hereby acknowledge that in signing this application that we/I am responsible to determine the presence, and comply with any requirement of, any: public or private utility or service connection, whether or not protected by easement; easement for drainage works; surface lease; development standards; agreement; or other instrument registered to title.

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
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FOR HAMLET BOARD USE ONLY:

Hamlet of _____

1. _____ APPROVED

2. _____ REFUSED

Board Comments: _____

_____ Date

_____ Hamlet Board Signature



Building Permit Application Form

TO BE SUBMITTED TO RM OFFICE

Development Permit Number: _____

Estimated Project Start Date: _____

Application Date (M/D/Y): _____

Estimated Project Completion Date: _____

Owner Name: _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Phone: _____ Alt Phone: _____ Fax: _____ Email Address: _____	Contractor Name: _____ Mailing Address: _____ City: _____ Prov: _____ Postal Code: _____ Phone: _____ Alt Phone: _____ Fax: _____ Email Address: _____
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Architect and/or Engineer (if applicable): _____ Phone: _____
 Mailing Address: _____ City: _____ Postal Code: _____

Legal Subdivision: Part of: _____ ¼ Section: _____ Township: _____ Range: _____ West of 3rd Meridian
 Subdivision Name: _____
 Lot: _____ Block: _____ Plan: _____ Ext: _____

Project Information: Commercial Residential Multi Residential Farm Institutional Other
Type of Work: New Addition Renovation Accessory Building Basement Dev. Manufactured Home Mobile Home Relocation Deck
 Mobile Home Information: CSA# _____ Serial Number: _____ Manufacture : _____ Year: _____
 Ready To Move Home Information: CSA# _____ Manufacture: _____
 sq. meters sq. feet No. of Stories: _____

Main Floor Area: _____ 2 nd Floor Area: _____ Basement Area: _____ Developed <input type="checkbox"/> Yes <input type="checkbox"/> No Garage Area: _____ <input type="checkbox"/> Detached <input type="checkbox"/> Attached	Detailed Description of Work and/or intended use or occupancy of the building:
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Terms and Conditions: I hereby agree to comply with the bylaw of the municipality respecting buildings and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the Municipality, the National Building Code and any applicable Act or Regulation regardless of any review of drawings or inspections that may or may not be carried out by a building official of the Municipality. **Building Inspection fees to be invoiced to the owner by the Municipality once received from the Building Inspector.**

_____ Permit Applicant Name (Please print) _____ Permit Applicant Signature _____ Owner's Signature

Estimated Construction Value: \$ _____ Permit Fee: \$ _____

Permit Conditions: PLEASE ATTENTIVELY READ PLANS EXAMINATION REPORT

_____ Building Inspector's Name _____ Building Inspector's Signature
 _____ Building Officials License Number _____ Date of Issue (M/D/Y): _____

