



Development Permit Application Form

The Zoning Bylaw provides for permitted and discretionary forms of development in each zoning district. Every person is required to obtain a development permit before commencing any use of land, including construction.

The following forms of development do not require a development permit:

1. Accessory farm buildings and structures;
2. Public Utilities, excluding liquid & solid waste disposal facilities;
3. Municipal facilities;
4. Signs, subject to the provisions of the zoning bylaw;
5. Fences less than 1.8m (6 ft) in height;
6. Accessory buildings less than 9.3m² (100.11ft²) in size
7. Maintenance & repairs of any building or structure that does not include structural alterations;
8. Hot tub installation;
9. Planting of trees/landscaping;
10. Field crops and pastures for the raising of livestock (excluding ILO's);
11. Orchards and vegetable, horticultural or fruit gardens where accessory to a residence;
12. Keeping of animals on the same site as a residence, subject to provisions of the Zoning bylaw;
13. Outside storage;
14. Home Occupations (in a single detached dwelling only.)

A building permit is separate from a development permit. A development permit acknowledges the use of land and buildings and its compliance with the Official Community Plan and Zoning Bylaw. A building permit refers to building construction and compliance with the National Building Code of Canada and is governed by the Municipal Building Bylaw.

Application Fees:

The following fees are due upon application (* check zoning bylaw for list of permitted/discretionary uses in your zoning district) :

- | | |
|----------------------|-----------|
| 1. Permitted Use | \$ 50.00 |
| 2. Discretionary Use | \$ 100.00 |

Application Requirements

The following is required in order to make an application:

- a. a completed **application form** (attached);
- b. receipt of full **payment** of the applicable application fee;
- c. a scaled **site plan** drawing showing, in detail, the site proposed for development including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location, setback distances from the four property boundaries and dimensions of all proposed and existing buildings and structures;
 - location of all existing and proposed utilities;
 - location of all existing and proposed approaches and driveways; and
 - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, tree cover, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
 - adjoining land uses and setbacks where applicable (ILO, residence, etc.)
- d. if your development is a lake development please contact the municipal office for additional information pertaining to this type of development. (Application to Water Security may be required)
- e. development adjacent to and accessing a **provincial highway** requires a Roadside Development Permit. Please submit the highways permit with your application;
- f. Sewage System – a permit is required from Saskatchewan Health Authority for sewage works. Contact them directly to ensure compliance with their regulations. A sewage permit is required prior to granting occupancy status. (Developments in Skyview & Midnight Sun are required to connect to Dundurn & Area Wastewater Utility).
- g. Where a building is being constructed, a building permit application should accompany the development application if possible. The building permit can be applied for at a later date, but the building dimensions, etc. must remain the same as initially stated on the site plan. If there is a revised site plan, a revised development application will be necessary along with the revised plan. Please refer to the building permit application for relevant information.
- h. Submission of any hydrological, geotechnical studies or **application appendices** if necessary;

Decision Time Frame

The timing associated with the provision of a 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 being proposed, a minimum of ten (10) business days is required to review, process and issue a permit.

Disclaimer: The information provided within this application is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.

Development Permit Application Form

1. Applicant Name: _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____ Email: _____
 Phone: _____ Cell: _____

2. Landowner Name: (same as applicant): _____
 Mailing Address: _____
 City/Town/RM: _____ Province: _____
 Postal Code: _____ Email: _____
 Phone: _____ Cell: _____

3. Legal Description of Proposed Building Location:
 All/Part of the _____ ¼, Section _____, Township _____, Range _____, W3
 LSD(s) _____ Lot(s) _____ Block(s) _____ Plan _____
 Civic Address (if applicable): _____

NOTE: If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

4. Existing use of land intended for development:

5. Proposed new use of land and buildings:

6. What municipal roads are used to access the property?

Range Road	
Township Road	
Other	

7. Surrounding land uses:

Are any of the following within 1.6 km (1 mile)?

	Yes/No	If Yes, Please 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	_____	_____
• Other	_____	_____

8. Declaration by Applicant

I, _____ of _____

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 also have no objection to any entry upon the land described herein by the persons authorized by the RM of Dundurn for the purpose of site inspections required for reviewing of the application. I also acknowledge that the RM of Dundurn may send permits, invoices or any other correspondence to the applicant/landowner via electronic means if an email address is provided.

Further, I/We acknowledge that all buildings must comply with the Municipality’s Building Bylaw and with the standards of the National Building Code of Canada and the Construction Codes Act and Regulations.

Please **initial** the box after reading this paragraph. When development is taking place within the RM of Dundurn, overweight permits may be necessary for the delivery of supplies or equipment. Please call the office to confirm route that can be taken at any specific time and to apply for any necessary overweight permits required by Bylaw 08-2020.

I 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: _____

DATE: _____

LANDOWNER SIGNATURE: _____
(if required)

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:

