

DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Every Development Permit application shall include:

1) Application Form

A completed application form.

2) Site Plan

Two copies of a proposed development site plan showing, with labels, the following existing and proposed information (as the case may be):

- a) A scale and north arrow,
- b) A legal description of the site,
- c) Mailing address of owner or owner's representative,
- d) Site lines,
- e) Bylaw site line setbacks,
- f) Front, rear, and side yard requirements,
- g) Site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features,
- h) The location of any buildings, structures, easements, and dimensioned to the site lines,
- i) The location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
- j) Retaining walls,
- k) Proposed on-site and off-site services,
- l) Landscaping and other physical site features,
- m) A dimensioned layout of parking areas, entrances, and exits,
- n) Abutting roads and streets, including service roads and alleys,
- o) An outline, to scale, of adjacent buildings on adjoining sites,
- p) The use of adjacent buildings and any windows overlooking the new proposal,
- q) Fencing or other suitable screening,
- r) Garbage and outdoor storage areas,
- s) Other, as required by the Development Officer or Council to effectively administer this Bylaw.

3) Building Plan

A plan showing, with labels, the elevations, floor plan, and a perspective drawing of the proposed development.

4) Landscape Plan

A landscape plan showing, with labels, the following:

- a) The existing topography,
- b) The vegetation to be retained and/or removed,
- c) The type and layout of:
 - i) hard (e.g., structures) and soft (e.g. Vegetation) landscaping,
 - ii) the open space system, screening, berms, slopes,

- iii) other, as required, to effectively administer this Bylaw,
- d) The types, sizes and numbers of vegetation materials;
- e) Areas to be damaged or altered by construction activities and proposed methods of restoration;
- f) A schedule of site stripping and grading, construction, and site restoration, including methods to be employed to reduce or eliminate erosion by wind, water, or by other means; and
- g) Historical and archaeological heritage resources and management areas (a Heritage Resource Assessment as prescribed under *The Heritage Property Act* may be required).

5) Projected Costs

A detailed list of costs associated with preparing the site for use, including:

- a) Service Fees
- b) Licensing Fees
- c) Equipment Costs
- d) Building Renovations
- e) Other Related Fees or Charges

6) Financial Information

Please include two of the following options to confirm funding for the proposed development:

- a) Current bank statements of all parties applying for the permit,
- b) A letter from a chartered bank, trust company, or other major lending institution
- c) Audited Financial Statements from the most recent fiscal year completed, or
- d) 2018 Income and Corporate Tax Return.

In addition, also include a signed disclosure statement identifying any bankruptcies, insolvencies, foreclosures or significant debtor positions held by or involving the company or its affiliates, if partnership is involved over the past 10 years.

7) Valid Interest

Development permit applicants shall be required to provide information, to the Development Officer's or Council's satisfaction, that they have a current, valid interest in the land proposed for development.

- a) Proof of current valid interest may include:
 - i) Proof of ownership
 - ii) An agreement for sale
 - iii) An offer or option to purchase
 - iv) A letter of purchase
 - v) A lease for a period of more than 10 years
 - vi) A other, as determined and accepted by Council, or the Development Officer.

Town of Leader

Application for a Development Permit

1. Applicant:

a) Name: _____

b) Address: _____ Postal Code: _____

c) Telephone Number: _____ Cell phone: _____

a) Company Name: _____

b) Address: _____ Postal Code: _____

c) Telephone Number: _____ Cell phone: _____

3. Property: Legal Description

Section _____ Reg. Plan No. _____

4. Parcel Size:

Dimensions _____ Area _____

5. Existing Land Use:

6. Proposed Land Use/description of Proposed Development:

7. Proposed date of Commencement: _____

Proposed date of Completion: _____

8. Other Information:

9. FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale on a separate sheet showing, with labels, the following existing and proposed information:

- A scale and north arrow,
- A legal description of the site,
- Mailing address of owner or owner's representative,
- Site lines,
- Bylaw site line setbacks,
- Front, rear, and side yard requirements,
- Site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features,
- The location of any buildings, structures, easements, and dimensioned to the site lines,
- The location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
- Proposed on-site and off-site services,
- Landscaping and other physical site features,
- A dimensioned layout of parking areas, entrances, and exits,
- Abutting roads and streets, including service roads and alleys,
- An outline, to scale, of adjacent buildings on adjoining sites,
- The use of adjacent buildings and any windows overlooking the new proposal,
- Fencing or other suitable screening,
- Garbage and outdoor storage areas,
- Other, as required by the development officer or council to effectively administer this bylaw.

10. Mobile Homes: C.S.A.Z240 Approval Number (from Black and Silver Sticker)

Mobile Home date of Manufacture: _____

11. Declaration of Applicant:

I, _____ of the _____

in the Province of Saskatchewan, do Solemnly declare that the above statements contained within the 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 agree to indemnify and hold harmless the Town of Leader from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

Date: _____ **Signature:**_____

Notice of Decision for a Development Permit

Town of Leader

Notice of Decision for a Development Permit or Zoning Bylaw Amendment

To: _____
(Applicant) (Address)

This is to advise you that your application for a:

___ Permitted Use or Form of Development, or

___ Discretionary Use or Form of Development, or

___ Request for a Zoning Bylaw Amendment

Has Been:

___ Approved.

___ Approved subject to conditions or Development Standards, as listed in the attached schedule

___ Refused for the following reason:

If your application has been approved with or without conditions, this form is considered to be the Development Permit granted pursuant to the Zoning Bylaw.

Right of Appeal

Please be advised that under Section 59 of *The Planning and Development Act, 2007*:

___ **you may Not appeal the refusal** of your application for a use or form of development that is not permitted within the zoning district of the application.

___ **you may NOT appeal the refusal** of your application for a discretionary use or form of development

___ **you may NOT appeal the refusal** of your application for an amendment to the zoning Bylaw

___ **you MAY APPEAL those standards** that you consider excessive in the approval of the discretionary use of form of development, or

___ **you MAY APPEAL the refusal** of your application if you feel that the Development Officer has misapplied the Zoning Bylaws in the issuing of this permit.

Your Appeal must be submitted in writing within 30 days of the date of this notice to:

**Secretary, Development Appeals Board
Town of Leader
Box 39
Leader, Saskatchewan
S0N 1H0**

Date: _____

Development Officer

Note:

This Permit expires 12 months from the date of issue.

A Building Permit is also required for a building construction.