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## DEVELOPMENT PERMIT APPLICATION

### DEVELOPMENT PERMIT APPLICATION REQUIREMENTS

Every Development Permit application shall include:

1. Application Form

A completed application form.

2. Application Fee

An application fee of \$100.00 must accompany all completed applications

3. 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.

4. Building Plan

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

5. 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).

6. Vicinity Map

A vicinity map showing, with labels, the location of the proposed development in relation to the following features within two miles:

- a) nearby municipal roads, highways and railways;
- b) significant physical features, environmentally sensitive areas, and more or less pristine natural areas or features, especially undisturbed grassland, wooded ravines, and water feature or stream courses;
- c) critical wildlife habitat and management areas;
- d) mineral extraction resources and management areas; and
- e) other as required, to effectively administer this Bylaw.

7. Certificate of Title

A copy of the Certificate of Title, indicating ownership and all encumbrances.

8. 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. other, as determined and accepted by Council, or the Development Officer.

- 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.

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

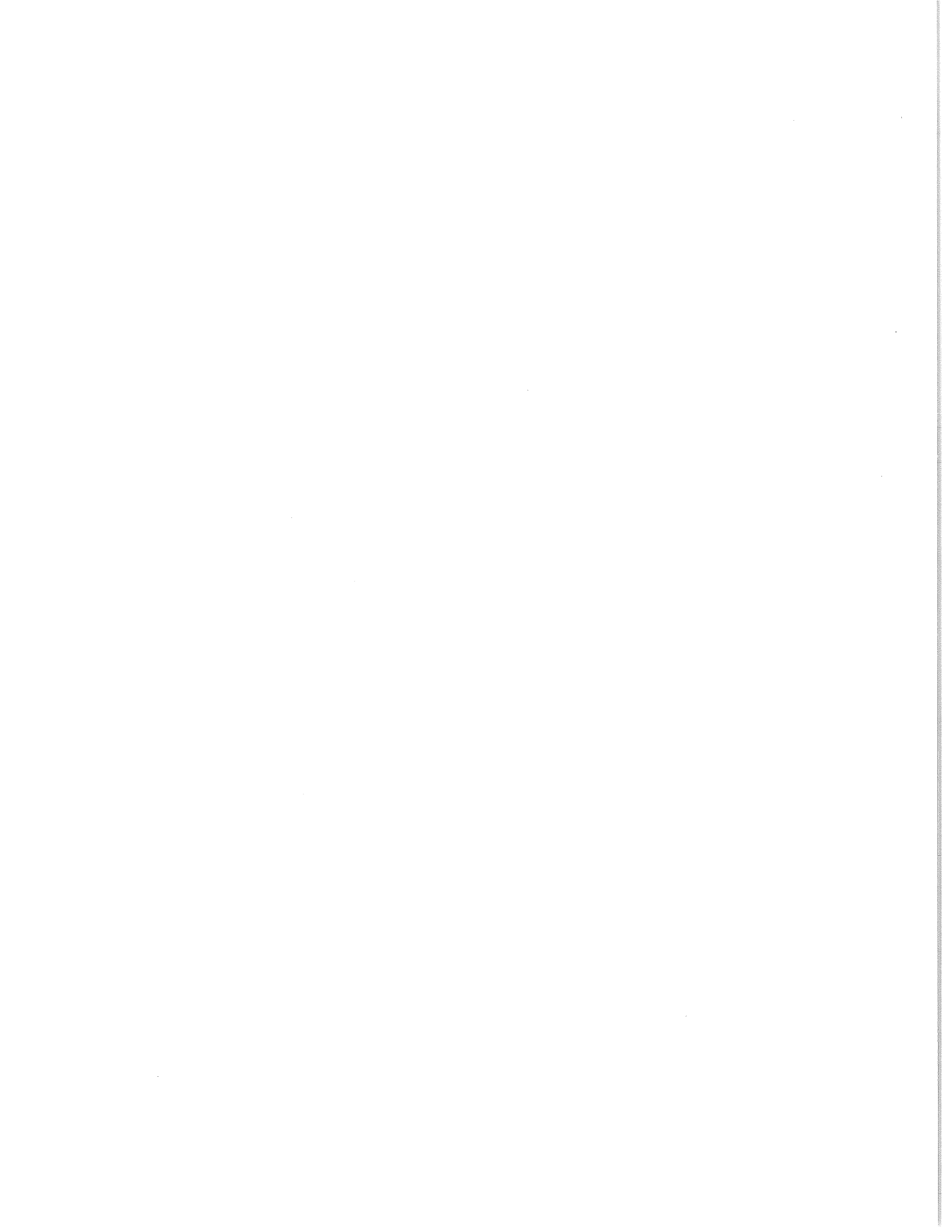
Mobile Home date of Manufacture: \_\_\_\_\_

**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 Rural Municipality of Milton No. 292 from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

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



**Rural Municipality of Milton No. 292  
Notice of Decision for a Development Permit**

To: \_\_\_\_\_  
(Applicant) (Address)

**This is to advise you that your application development has been:**

\_\_\_ **Approved.**

\_\_\_ **Approved subject to conditions or Development Standards, as listed in the attached schedule**

\_\_\_ **Refused for the following reason:**

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*Notes:*

- **An application may be appealed given the appeal is based on the decision of the development permit request.**
- **By submitting this application you agree to allow entry onto your property for the purpose of inspecting the development.**

**Right of Appeal**

**Please be advised that under Section 58 of *The Planning and Development Act, 2007*, the developer has the right to appeal.**

Your Appeal must be submitted in writing within 20 days of the date of this notice to:

**Secretary, Development Appeals Board  
Saskatchewan Municipal Board  
480 – 2151 Scarth Street  
Regina, SK  
S4P 2H8**

Date: \_\_\_\_\_  
Development Officer

**Note:**

**This Permit expires 12 months from the date of issue.**

**A Building Permit is also required for a building construction or demolition.**

