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## Industrial and Commercial Development Guidelines

### Submittal Requirements:

A checklist and summary of application submission requirements are attached. The checklist is designed to aid you in submitting a complete application. Confirmation by the Planning Department staff that the application materials are sufficient to initiate a review in no way implies that the submitted materials meet all requirements for approval. Staff will review the application and based on the proposal, identify any missing items to the applicant. The formal review process will begin upon receipt of all required information.

The R.M. of Corman Park Council has a standard procedure for the compilation and presentation of materials associated with industrial and commercial applications involving subdivision or rezoning. This standard is referred to as a Comprehensive Development Review (CDR) which is intended to provide Council with a single source document identifying and addressing the physical, economic and social specifics associated with an application. An example package can be provided to you as a template for the completion construction of your CDR upon request. The CDR package should be organized, bound and copied (1 copy initially for review and 24 copies when completed for Council) and contain all of the information relevant to your proposal including but not limited to the items numbered below. A CDR should contain a clearly labelled *table of contents*, *written summaries*, and *appendices* highlighting all conducted reports and plans and identifying how the development relates to surrounding land uses and local and regional services such as municipal and provincial roadways and area drainage. The sections and headings contained within the example CDR are a standard format and similar written summaries should be included addressing how the proposed development and its' design meets the Commercial or Industrial Servicing Objectives of the R.M. of Corman Park Official Community Plan. The detailed write-up should address specifics development provisions such as:

- Road construction specifications and surfacing.
- Proposed Easements – drainage swales and retention ponds.
- Evidence of agency consultation including the provision of written correspondence from the applicable Provincial Agencies such as Sask Environment / Highways / Heritage etc.
- Proposed Septic Treatment System – proposed method of addressing the treatment of waste water from the development.
- Proposed Potable and Non-Potable Water Supply – include the potable / non-potable connection source and a summary of capacity in relation to fire suppression requirements.
- Proposed Shallow Utility Provisions (Power, Gas, Telephone)
- Public Consultation – we always recommend that communication with local landowners be conducted so their comments can be considered by Council.
- Proposed Municipal Reserve land – addressing the 5% municipal reserve requirement and method of allocation within the development proposal.
- Written comments from the Saskatoon Fire Chief are required regarding the capacity for fire protective services to be provided to the development and confirmation that any proposed cul-de-sac roadway designs meets their safety requirements.
- Any other information pertinent or unique to the development.

\*Most local planning consultants have experience in creating the required write-up and package.\*

The following Provisions of the Zoning Bylaw shall apply to Industrial and Commercial development:

Minimum Lot Requirements	Commercial		Industrial		
	C	DC1	M1	M2	DM3
<b>Minimum Lot Area (No Maximum)</b>	2.47 acres	2.47 acres	10 acres	4.4 acres	5 acres
<b>Frontage</b>	45 m	45 m	90 m	57 m	90 m
<b>Front Yard</b>	45 m	45 m	45 m	45 m	45 m
<b>Rear Yard</b>	8 m	8 m	15 m	15 m	15 m
<b>Side Yard</b>	8 m*	8 m*	8 m*	8 m*	8 m*

\* Where side yards abut a municipal road allowance, 45 m setbacks must be maintained.

The following plans are required for completion of an application:

**(Please note: under certain circumstances the Planning Department may require further information based on the initial submission content as listed below.)**

1. **Site Plan (x1)** prepared by a licensed **Professional Saskatchewan Land Surveyor** or **Professional Planner**, accompanied by an **Application to Subdivide Land (form A)** including the following information:  
(Please note that the following items may require multiple drawings)
  - Scale of drawing (indicate measurement units in metric with imperial conversions.)
  - North arrow
  - Property line location and dimensions
  - Clear labeling of abutting roadways indicating access and egress points
  - Identification of proposed public reserve lands (if applicable).
  - Indication of existing wetlands (i.e. rivers, streams, creeks and bodies of seasonal and permanent standing water within 90 metres of proposed project.) Indicate setbacks from wetlands.
  - Easements: Indicate location and size of road, utility, and private easements.
  - Identification of the sewage disposal system type.
  - Identification of adequate potable water availability to service the entire development and the type of system to be used (i.e. well, water line etc...).
  
2. **Site Analysis** including the following information:
  - Provide a Geotechnical Assessment sufficient to confirm that the geology of the area can accommodate the proposed structure and that the stability of the soil and slopes is not a concern.
  - Provide written comment from the Provincial Heritage Resource Branch, Department of Culture Youth and Recreation, identifying the potential for any known archeological or heritage sites.
  - Written comment from Saskatchewan Environment (S.E.) regarding the potential environmental impact on the proposed lands and/or submission of an Environmental Site Assessment, including identification of areas potentially inhabited by rare/endangered

species and a report on how they will be protected or measures taken by the proposal to mitigate any losses.

- Provide written comment from Saskatchewan Ministry of Highways & Infrastructure regarding any concerns with the proposed access and egress points in relation to existing highway infrastructure.
- Submit the following drainage requirements;
  - Include an engineers report regarding drainage calculations and/or recommendations pertaining to the control of flows of storm water **both on-site** and **off-site** and the effect on surrounding and downstream lands based upon a 1 in 100 year storm event;
  - A site plan illustrating contour lines at appropriate intervals clearly identifying pre-development storm water drainage patterns; and
  - A post-development site plan including contour lines at appropriate intervals identifying proposed changes to the natural drainage associated with site development.

3. **Landscape Plans (x2)** including **Site and Elevation Plans** with following information:

- Identification of existing vegetation and a brief report of intention to conserve and incorporate into the proposal or a plan for removal.
- Identification of proposed screening of the property from the existing roadways including a cross section drawing clearly identifying proposed vegetation and fencing identifying height, type, and size.
- Site plan with locations of all light fixtures, including the associated areas of illumination.
- If signage is proposed clearly indicate type, size and proposed locations.

<b>For Office Use Only</b>		
<b>Plan</b>	<b>Submitted</b>	<b>Comments</b>
<b>Site Plan</b>		
<b>Landscape Plans</b>		
<b>Construction Plans</b>		



## Commercial and Industrial Development Application

<b>Applicant Information</b>	<b>Name:</b>
	<b>Address:</b>
	<b>Postal Code:</b>
	<b>Phone:</b>

**NOTE:** If the applicant is not the registered owner of the subject property, signed authorization from the property owner must be submitted.

<b>Land Description</b>	<b>Legal Description of Land Proposed For Development:</b>							
	All or Part of		¼, Section		Township		Range	
	LSD		Lot(s)		Blocks			
	Registered Plan #:							
	Certificate of Title #:							
	Existing Use of Land:							
	Surrounding Land Uses:                      Yes/No                      If Yes, Please State Distance							
	Intensive Livestock Operation:							
	Landfill:							
	Sewage Lagoon:							
Stream/Large Body of Water								

**1) Estimated Timing of Development:**

**Commencement:** \_\_\_\_\_

**Completion:** \_\_\_\_\_

**2) Estimated Cost of Construction:** \_\_\_\_\_

All buildings must comply with the Municipality's Building bylaw and the standards of the National Building Code of Canada and "The Uniform Building and Accessibility Standards Act."

**3) If you propose to install or modify a sewage disposal system, you must obtain a permit from Saskatoon District Health.**

If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.

If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.

**4) 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 understand and agree that all work and construction shall comply with the Municipality's Building bylaw and the standards of The National Building Code of Canada and "The Uniform Building and Accessibility Standards Act".

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:** \_\_\_\_\_