



Discretionary Use Application Form

The zoning bylaws enforced within Corman Park provides for discretionary land use and development which are deemed by Council to have one or more features or potential effects that warrant a proposal-specific review and which specifically require approval by a resolution of Council prior to initiating any activity or building construction.

An applicant proposing a discretionary form of development as defined within the Zoning Bylaw shall be subject to the following fees as prescribed by the Planning Fee Bylaw:

1. Basic Application \$ 250.00
 - a. Accommodation service
 - b. Animal health care facility
 - c. Community facility
 - d. Garden suite
 - e. Home based business
 - f. Intensive agriculture – horticulture
 - g. Telecommunications facility
 - h. Passive recreation

2. Standard Application \$ 500.00
 - a. All other discretionary use applications not included as “Basic” are considered “Standard” applications.

In addition to the above noted fees, the applicant shall be solely responsible for all costs associated with:

- a. satisfying Council’s public notification policy;
- b. engagement of the necessary planning, engineering, legal or other professional expertise necessary to review an application and/or implement Council’s decision; and
- c. registration of an interest on the title of the property proposed for development as prescribed by the Information Services Corporation (Land Titles).

The Municipality may at its discretion require a discretionary use proponent to provide a retainer in the amount of \$400.00 to be applied to the professional costs identified above.

Application Requirements

The following application requirements apply:

- a. a completed **application form** (attached);
- b. submission of any **application appendices** if necessary;
- c. receipt of full **payment** of the applicable application fee;
- d. a scaled **site plan** drawing showing, in detail, the site of the proposed discretionary use and including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;

- location and dimensions of existing buildings and structures;
 - location of proposed discretionary activity on the property including proposed buildings and structures and distances from the four property boundaries;
 - location of all existing and proposed utilities;
 - location of all existing and proposed approaches, driveways, parking and outdoor storage areas; and
 - location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, drainage ways including culverts, wetlands, slopes bluffs etc...
- e. a **letter** describing the following aspects of the proposed activity:
- an estimation of traffic volumes generated to the property as a result of the proposed use;
 - lighting and signage requirements including identifying their location on the site plan;
 - operational details including projected number of employees, seasons, days and hours of operation;
 - identification of safeguards that may be required to minimize nuisances to adjacent properties including noise, dust and odours;
 - identification of the source and assessment of the capacity of the available water supply to accommodate the proposed use;
 - method of disposal of solid or liquid waste generated from the use; and
 - any additional information concerning the use that describes the nature and intensity of use proposed.

The owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

Public Notification

Once the Planning Department has deemed the information provided as complete, a copy of the applicants letter and site plan will be provided to various provincial departments, public agencies and to all landowners within a 1.6 kilometre radius of the subject property.

All of the above contacts will provided with a minimum of 21 days from the date of mailing to provide written comments on the proposed use. A contact number for the applicant will be included with the disbursement to permit direct contact to discuss any concerns that may arise as a result of the notification. Any written comments received will be included in the report provided to Council.

Decision Time Frame

The timing associated with the notification, review and approval process will depend solely on the completeness and quality of information provided. Generally, once the required time for receiving responses to the written notifications has elapsed, a report is generated and presented to Council on behalf of the applicant by the Planning Department at its next regularly scheduled meeting at which time a decision is made. Under normal conditions, this process can be completed within 45 days of receiving a completed application.

A full summary of the discretionary use process is appended to this application form.

Appeals

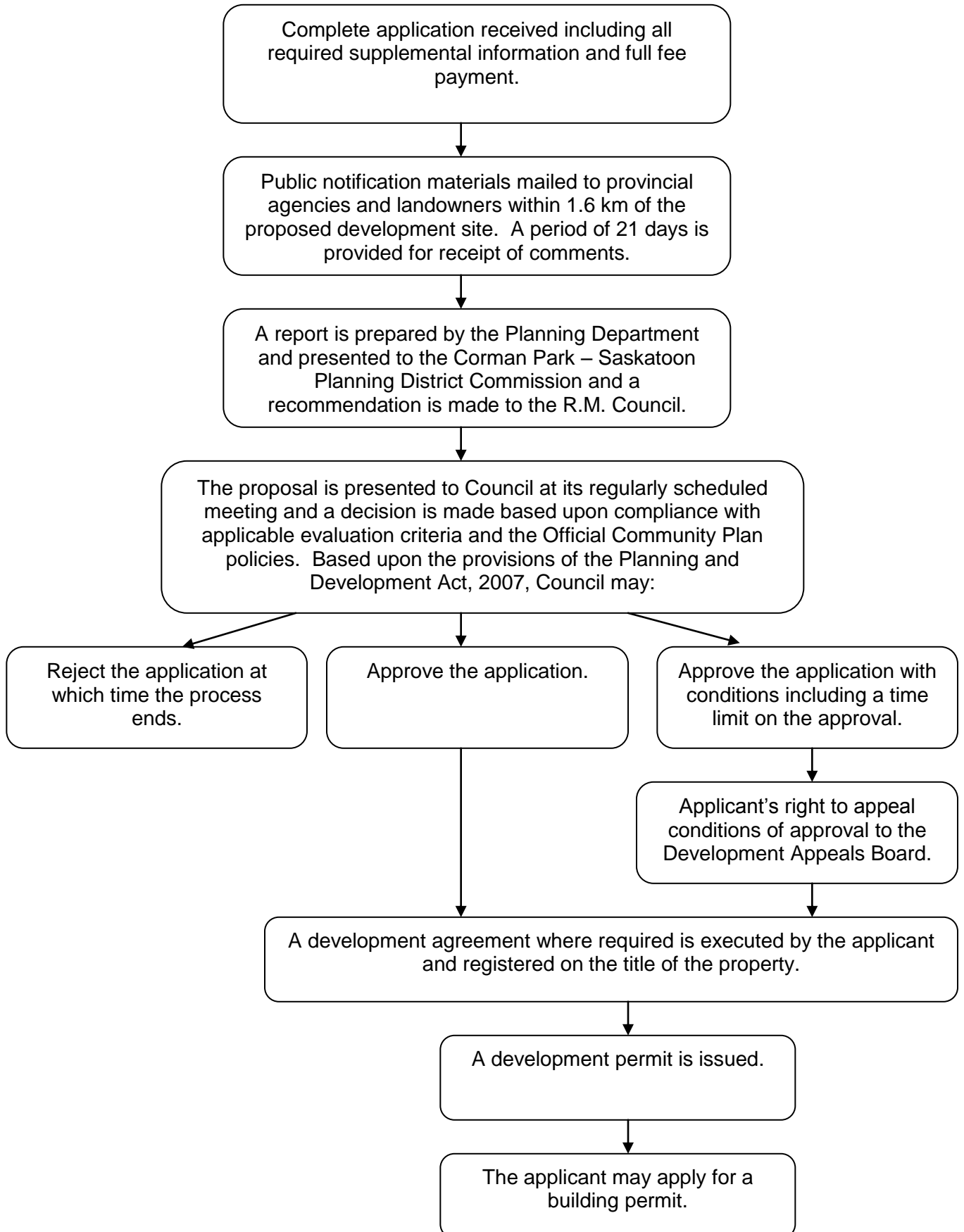
Council may approve the application, reject the application, or approve the application with conditions, including a condition limiting the length of time that the use may be conducted on the site in order to secure the objectives of the Zoning Bylaw.

The Planning and Development Act, 2007 limits the ability for an applicant to only appeal any conditions of approval applied by Council. There is no ability to appeal Council's refusal of a discretionary use application.

A notice of appeal must be provided to the Development Appeals Board Secretary along with the required fee no later than 30 days from receiving a copy of the written decision from Council.

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.

Process Overview





Application Form

- 1) Applicant: _____
Address: _____

Phone: _____ Cell: _____ Fax: _____
Email: _____

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.

2) **Legal description of land proposed for development**

All/Part of the _____ ¼, Section _____, Township _____, Range _____
LSD(s) _____ Lot(s) _____ Block(s) _____
Registered Plan No. _____
Certificate of Title No. _____

3) **Existing use of land intended for development:** _____

4) **Proposed use of land and buildings:**

5) **Surrounding land uses:**

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

	Yes/No	If Yes, Please State Distance
a) Residential Site	_____	_____
b) Recreation or Conservation Site	_____	_____
c) Industrial or Commercial Site	_____	_____
d) Sewage Lagoon or Land Fill	_____	_____
e) Urban Municipality	_____	_____
f) Stream or Large Body of Water	_____	_____
g) Other	_____	_____

6) **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 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: _____

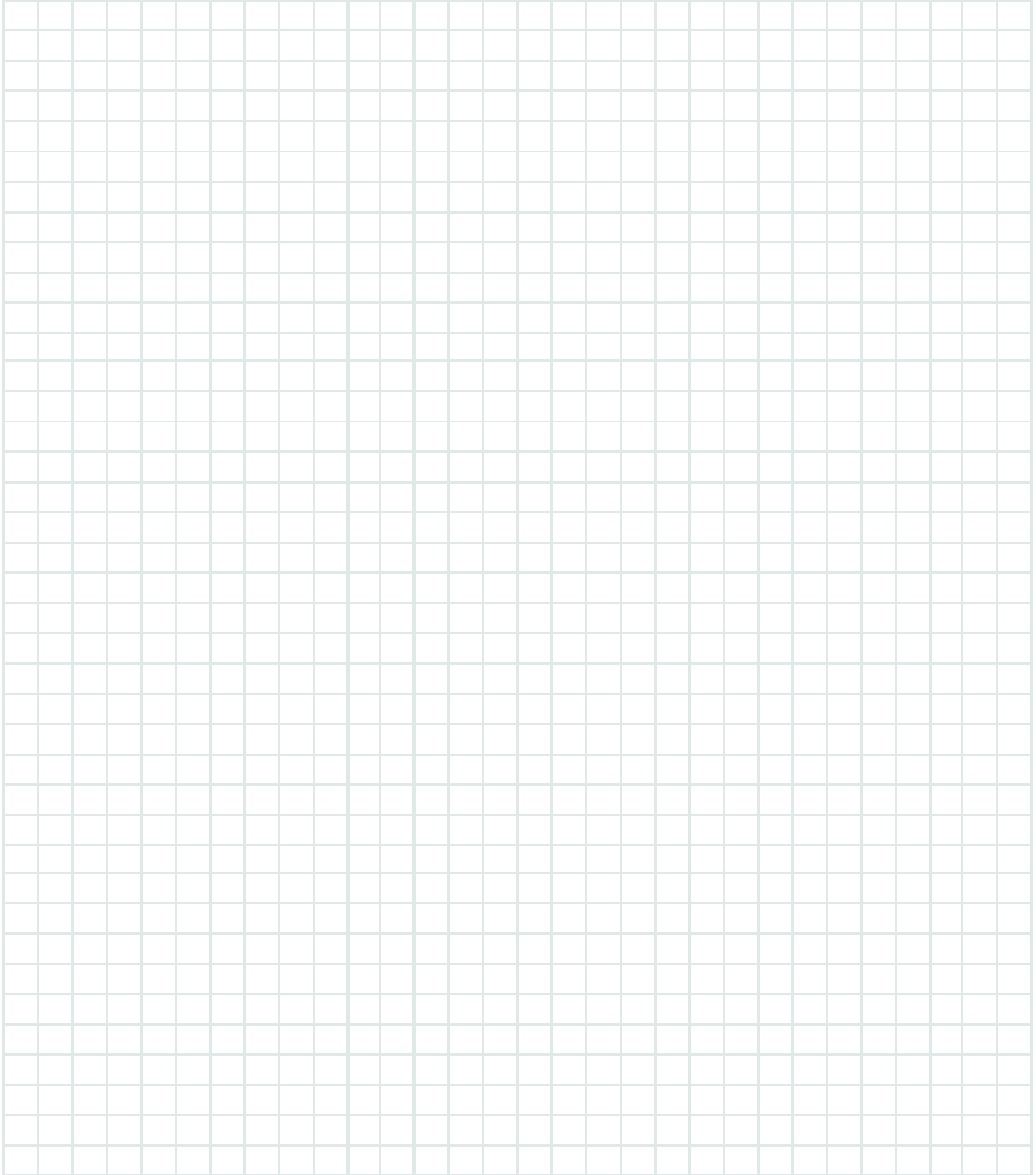
SIGNATURE: _____

DATE: _____

LANDOWNER SIGNATURE: _____
(if required)

Site Plan

In order to process the discretionary use 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:





Discretionary Use Application – Appendix A Mineral Resource Extraction industries

1) Proposed Development Involves:

New Pit

Pit Expansion

Update of Permit

Accessory Use to Existing Pit Operation

2) Total area proposed for extraction _____ acres.

Total area intended to be excavated over the next two year period _____ acres.

3) Expected amount of sand or gravel to be extracted (measured in metric tonnes) over the total lifespan of the pit:

Expected amount of sand or gravel to be extracted (measured in metric tonnes) over the next two year period:

4) Proposed hours and days of operation: (circle applicable days of week)

Excavation: **M T W Th F S S** Hours of operation from _____ to _____

Processing: **M T W Th F S S** Hours of operation from _____ to _____

Hauling: **M T W Th F S S** Hours of operation from _____ to _____

5) Municipal roads to be used in hauling material: (Please include Map)

Access to the subject property is provided by:

a) Existing approach to (municipal roadway) _____

b) Proposed Approach to (municipal roadway) _____

6) Level of Usage of Haul Roads (trucks per day):

Haul months:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Average daily number round trips: _____

Maximum daily haul (# round trips): _____

Annual frequency of maximum daily hauls: _____

Trailer capacity (metric tonne/trailer): _____

Trucks will be using engine retarder braking systems: Yes No

7) Operational details:

a. Onsite lighting provided: Yes No

Type and location: _____

b. Chemical/fuel storage proposed onsite: Yes No

Type and location: _____

c. Maximum depth of excavation: _____metres

8) Proposed afteruse of the property: _____

9) Provide an assessment of anticipated impacts on natural (habitat, rare/endangered species, drainage) and heritage (historic, archeological) resources and specify how these impacts will be minimized or mitigated.

10) SITE PLAN (Indicating the Development)

Provide a detailed site plan including the following:

- 1) Scale of the drawings with an illustration of north and clearly identifying the units of measurement including metric and imperial.
- 2) Boundaries of land to be excavated.
- 3) Clear indication of on and offsite drainage patterns associated with this development.
- 4) Location of all existing and proposed mineral extraction activities and structures on the property.
- 5) Approximate location of residences within 800 metres of the site.
- 6) Location of proposed access road from public roadways to the mineral extraction activity.
- 7) Location of any uncultivated land identifying remnant natural grassland, shrub, tree cover, wetlands, and drainage courses.
- 8) Location, intensity, type, size and direction of all outdoor lighting.
- 9) Location and type of existing proposed berm, fences, hedges, and tree lines.
- 10) If any portion of the excavation is located in a flood prone area, especially if adjacent to the North or South Saskatchewan River or significant stream valley, illustrate the boundaries of such as well as delineating the 500 year flood level on the plan.
- 11) Location of any proposed hazardous material storage areas including but not limited to fuel storage and handling, and wash down areas.
- 12) Clear illustration of the proposed excavation and subsequent reclamation areas as well as phasing.

11) Conditions for Approval

Completion and submission of this application form initiates the approval process. Additional information may be requested following review. The review process for areas with uncultivated land may be expedited by submitting a professionally assessed inventory of habitat, amount of potential for rare and endangered species, and a heritage resource inventory as required by The Heritage Resource Act.

12) Financial Security

As a condition of approval of all mineral resource extraction industries the applicant is required to provide the Municipality with an estimate of the costs of reclaiming the excavated area to permit the productive afteruse of the lands. Upon approval of the estimate by the Director of Public Works, the applicant shall be required to provide to the Municipality a bond, letter of credit or any alternate form of unencumbered security acceptable to the Municipality valued at the approved cost of reclamation, to be held for the term of the approval in order to guarantee performance.

RECLAMATION COST ESTIMATE CALCULATIONS

The preparation of reclamation cost estimates is a step-by-step process for calculating the amount of financial assurances necessary to perform site reclamation. The calculation will differ between locations based on the tasks necessary to implement the approved reclamation plan.

Although an individual operation may encounter conditions not listed on the work sheets, through the application of basic estimating principles, most tasks can be broken down into component parts, and simplified. The following methodology (or one similar) may be considered in the development of reclamation cost estimates. The idea is to simplify the tasks and provide justification for the listed costs; merely listing the costs is not adequate.

1. Describe the task to be performed. Examples would include: spoil grading, high wall reduction, re-vegetation, etc. Following the identification of broad reclamation categories, the component parts of these tasks should be identified. For example, re-vegetation may include seed bed preparation, seeding and fertilizing, irrigation and weed control. Each of these subtasks should be estimated individually to simplify the overall process.
2. Identify the equipment necessary to complete the proposed task.
3. Identify the labor requirements.
4. Identify the materials to be used.
5. Define each of the unit costs.
6. Calculate Production Rates.
7. Multiply the Unit Cost (e.g. \$/hr) by Production Rate (e.g. cubic yards/hr) to determine the total cost for each cost item (e.g. Scrapers). Add the costs for all cost items to find the total cost per category (e.g. Equipment).
8. Add Total Cost of all categories (i.e. Equipment, Labor, Materials, etc.) to determine the
9. Total Direct Cost of reclamation.

FINANCIAL ASSURANCE COST ESTIMATE

FOR

The Rural Municipality of Corman Park

Legal Land Location: _____

Prepared by: _____

Date: _____

Instructions

The worksheet is divided into three sections to simplify the cost analysis process. Below is a list of instructions for each section. Please read them carefully before filling out the form. If a section is not applicable, please indicate so with a brief statement. Copies of supporting documentation such as contractor estimates should also be attached.

Section 1: Primary Reclamation Activities

This section should be used to calculate direct costs associated with primary reclamation activities. These activities include, but are not limited to: establishing final slopes on all cuts and fills, removal of haul/access roads, constructing drainage/erosion controls, de-compacting staging/stockpile areas, demolition, removal or disposal of any buildings, structures or tanks and other debris as well as topsoil replacement/ redistribution, finish grading, remediation of any soil contamination, and establishing access restrictions.

Refer to the approved reclamation plan contained within the Development Agreement to determine the objectives of reclamation. Using the form provided, estimate the costs for each task by: 1) briefly describing the reclamation task to be performed and the methods to be implemented; 2) completing the calculation tables; and 3) adding the results at the bottom of the page.

Section 2: Re-vegetation

This section should be used to calculate direct costs associated with re-vegetating disturbed areas. Re-vegetation activities include, but are not limited to: soil preparation/amendment, mulching, custom seed/plant collection, nursery services, hydro-seeding, seed/plant installation, plant protection, and remediation.

Follow the procedures discussed in Section I to estimate the costs for each task. Be sure to provide the unit of measure (i.e. kg, pallet, pound, ton) in the materials table for the type of material to be used.

Section 3: Summary of Costs

This section should be used to determine the total cost of reclamation and the amount of the financial assurance. Add the cost sheets from each section together and place their totals in the spaces provided.

The R.M. of Corman Park Director of Operations will review the information provided to determine if the cost evaluation is sufficient to complete the reclamation. Once confirmation has been received that the estimate is acceptable, the applicant shall be responsible for providing a letter of credit equal to the total cost of reclamation prior to initiating any activity on the property.

Section 1: Primary Reclamation Activities

Description of Task:

Method to be used:

Miscellaneous Information:

- 1. Overburden (cubic yards) _____
- 2. Topsoil (cubic yards) _____
- 3. Total acres _____

A. Equipment - List all equipment required to complete identified task.

Equipment:	Quantity	\$/Hour	# of Hours	Cost (\$)
1.				
2.				
3.				
4.				

Total Equipment Cost for this Task: \$ _____

B. Labour - List all labor categories to complete identified task.

Labour Category:	Quantity	\$/Hour	# of Hours	Cost (\$)
1.				
2.				
3.				
4.				

Total Labour Cost for this Task: \$ _____

C. Materials - List all materials required to complete identified task.

Materials	Quantity	\$/Unit	Cost (\$)
1.			
2.			
3.			
4.			

Total Material Cost for this Task: \$ _____

Section 2: Re-vegetation

Description of Task:

Method to be used:

A. Equipment - List all equipment required to complete identified task.

Equipment:	Quantity	\$/Hour	# of Hours	Cost (\$)
1.				
2.				
3.				
4.				

Total Equipment Cost for this Task: \$ _____

B. Labour - List all labor categories to complete identified task.

Labour Category:	Quantity	\$/Hour	# of Hours	Cost (\$)
1.				
2.				
3.				
4.				

Total Labour Cost for this Task: \$ _____

C. Materials - List all materials required to complete identified task.

Item/Plant Species	Unit of Measure	# of Units	\$/Unit	Cost (\$)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Total Material Cost for this Task: \$ _____

