



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 construction or use of land except as provided within the bylaw.

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

1. agricultural operations excluding intensive agriculture and Intensive livestock;
2. the erection of any fence, wall, gate;
3. the erection of a single residence wind turbine, satellite dish, television antennae, or radio antennae;
4. the construction or placement of a temporary building, the sole purpose of which is incidental to the erection or alteration of a building for which a building permit has been granted;
5. internal alterations and maintenance to a residential building, provided that the use, building footprint or intensity of use of the building including the number of dwelling units within the building or on the site does not change;
6. landscaped areas, driveways and parking lots, provided the natural or designed drainage pattern of the site and adjacent sites are not adversely impacted; or
7. disposal of clean fill on a site where the clean fill is generated by construction or demolition activity on that site, subject to compliance with all federal and provincial requirements.

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 applicable:

- | | |
|--|--|
| 1. Permitted Use | \$ 125.00 |
| 2. Residential Building Permit | \$ 5.00/1000 construction value ¹ |
| 3. Agricultural Building Permit | no charge |
| 4. Commercial/Industrial Building Permit | \$ 5.00/1000 construction value ¹ |
| 5. Building Relocation Permit | \$ 250.00 |
| 6. Building Removal or Demolition Permit | \$ 10.00 |
| 7. Minor Variance | \$ 125.00 |

¹ Minimum fee of \$100.00 applies

Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000.00, whichever is less.

Application Requirements

The following is required in order to make an application:

- 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 proposed for development including the following at a minimum:
 - north arrow;
 - boundaries of the parcel including approximate dimensions;
 - location and dimensions of existing buildings and structures, and 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 and driveways; and
 - the location of all distinguishing physical features located on or adjacent to the property including but not limited to sloughs, streams, culverts, drainage ways, wetlands, slopes bluffs etc...

If different from the applicant, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

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 not being proposed, a development permit maybe issued within five (5) business days of receiving a complete application. Where new construction is being proposed, and a building permit is required, a minimum of fifteen (15) business days is required to review, process and issue a development permit and a building permit. During peak application submission periods, a minimum of twenty (20) business days may be required to review, process and issue the appropriate permits.

Please discuss the current processing timelines with planning staff when you submit your application as these are guidelines only.

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: _____
 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 _____¹/₄, Section _____, Township _____, Range _____, W3
 LSD(s) _____ Lot(s) _____ Block(s) _____
 Registered Plan No. _____
 Certificate of Title No. _____

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

Country residential Industrial
 Agriculture Other: _____
 Commercial

Detailed description of current land use: _____

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

Country residential Industrial
 Agriculture Other: _____
 Commercial¹

¹ For commercial building permit applications, tax abatement **may** be possible if all criteria set out by the R.M. of Corman Park are met. The applicant is responsible for contacting the Assessor at the Municipal Office **prior** to receiving a completed building permit to determine eligibility. The R.M. does not guarantee tax abatements for any landowner if application is received after building permit is issued or construction has commenced.

Detailed description of proposed land use: _____

5) **The proposed development includes:**

New construction New signage Demolition

6) **Surrounding land uses:**

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

	Yes/No	If Yes, Please State Distance
a) Intensive Livestock Operation	_____	_____
b) Landfill or Waste Disposal Site	_____	_____
c) Sewage Lagoon or Land Fill	_____	_____
d) Stream or Large Body of Water	_____	_____

7) **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".

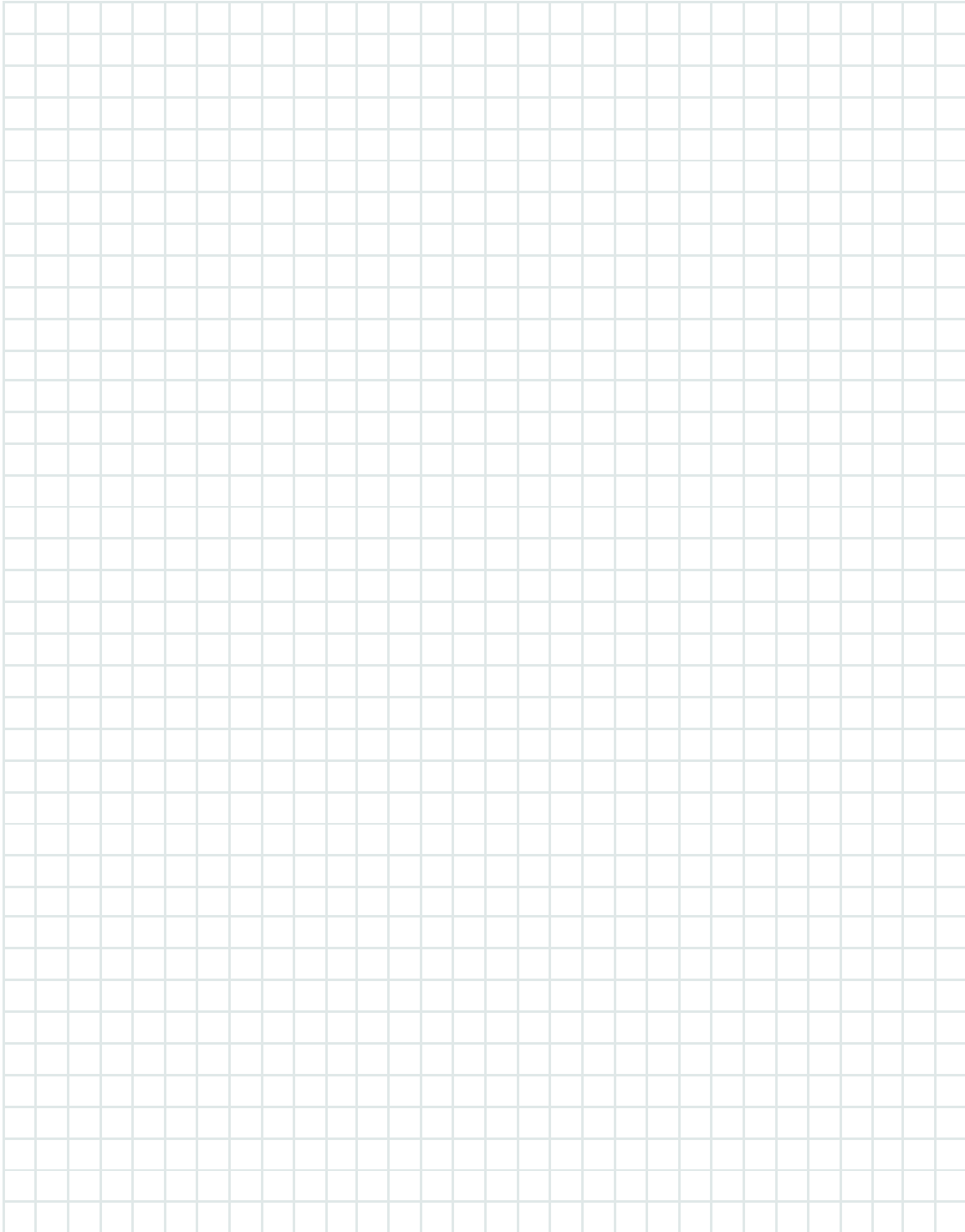
I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: _____ SIGNATURE: _____

DATE: _____ LANDOWNER SIGNATURE: _____
(if required)

Site Plan

In order to process the 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:





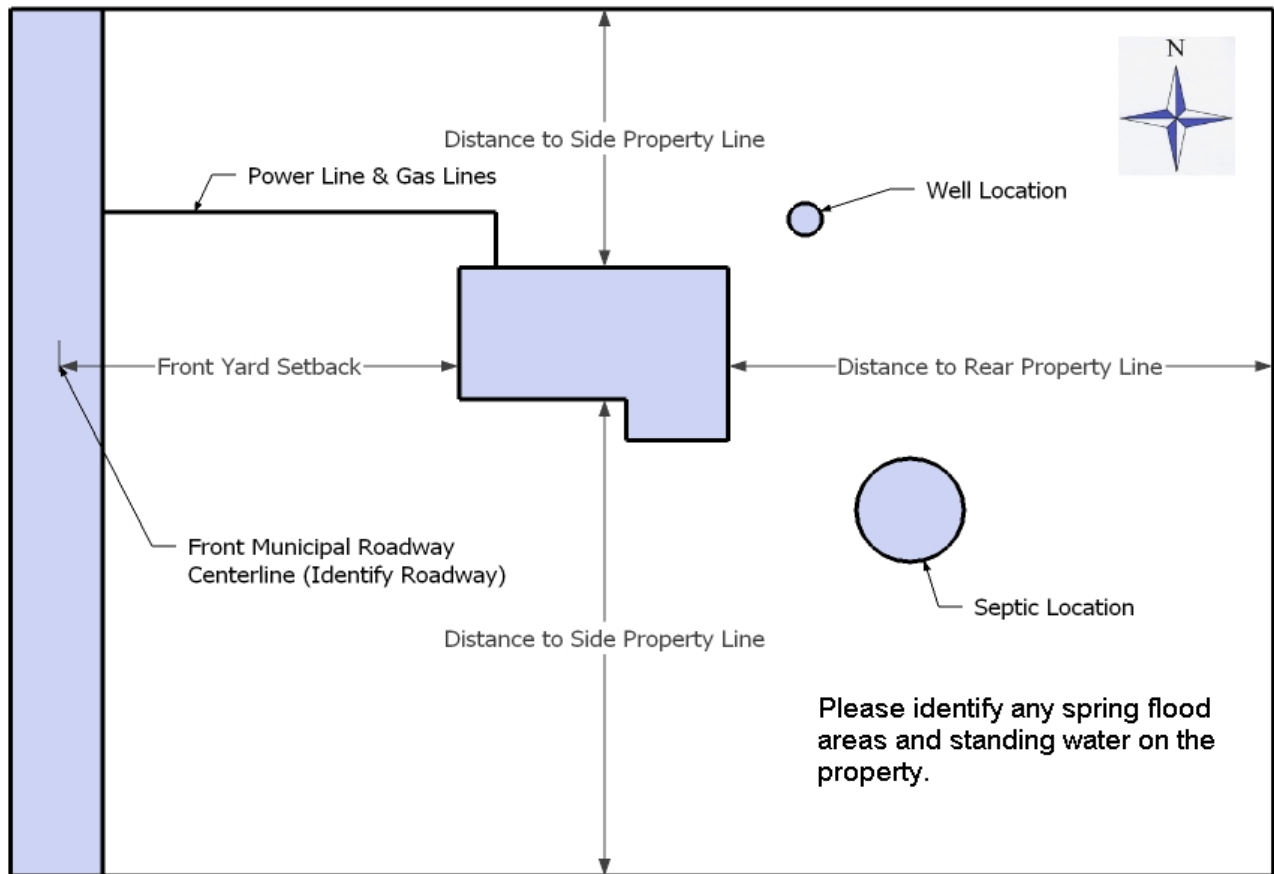
Building Permit Instructions

General Regulations:

1. Every application for a permit to construct, erect, place, alter, repair, renovate or reconstruct a building shall require the submission of a Building Permit as well as all other supplementary information required.
2. All construction, demolition, or relocation of buildings within the R.M. of Corman Park shall be governed by the Municipal Building Bylaw.
3. Municipal Bylaws require that any non-agricultural construction equal to, or in excess of 100 ft² and any agricultural building construction equal to, or in excess of 500 ft² shall require the submission of the attached building permit application form prior to commencing construction.
4. Agricultural construction is limited to structures and or buildings directly associated with an agricultural operation as defined by the Municipal Zoning Bylaw and Official Community Plan.
5. Every application for a building permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
6. Application forms as well as any supplementary documents and worksheets can be obtained from the R.M. of Corman Park Municipal Office or from the R.M. website at www.rm-cormanpark.ca.
7. The applicant is responsible for contacting MuniCode Services Ltd. to arrange all inspections required within the permit as well as providing confirmation that all issued identified throughout the process have been completed.
8. The applicant is responsible for contacting the Assessor at the R.M. of Corman Park Municipal Office prior to completion of this application to determine possible changes to current and future assessment and subsequent property taxes due to construction.
9. For commercial building permit applications, tax abatement **may** be possible if all criteria set out by the R.M. of Corman Park are met. The applicant is responsible for contacting the Assessor at the Municipal Office **prior** to receiving a completed building permit to determine eligibility. The R.M. does not guarantee tax abatements for any landowner if application is received after building permit is issued or construction has commenced.
10. Landowner authorization, either by signature on the application or by letter is required for this application.

Supplementary Information:

1. Applicants are required to provide a site plan identifying the following information when submitting an application:
 - a. The location of the proposed construction on the parcel including front, side and rear yard setback distances clearly identified.
 - b. Orientation of the proposed building by providing a north arrow and identification of the front municipal roadway serving the property.
 - c. Identification of any standing water on the property.
 - d. The location of any easements or utility right-of- ways.
 - e. Identification of all other structures on the property.



2. Applications proposing residential, commercial or industrial construction shall include one (1) set of 11"x17" or smaller paper construction drawings or digital set of plans (USB or emailed to planning@rmcormanpark.ca). All drawings should:
 - a. Show the owner's name, project name and date.
 - b. Be drawn to scale and the scale should be noted.
 - c. Be black line or blue prints on good quality paper.
 - d. Include legible letters and dimensions.
 - e. Where required an architect's or engineer's stamp shall be included.
 - f. Clearly show the location of existing and new construction for additions, alterations and renovations.

- g. Include a **Foundation Plan** providing the overall size of the foundation, size and location of footings, piles, foundation walls, size and openings for doors and windows and foundation drainage.
 - h. Include a **Floor Plan** including size and location of interior and exterior walls, exits, fire separations, doors (including swings and hardware), stairs, windows, barrier free entrances and washrooms and built-in furnishings.
 - i. Include a **Structural Plan** including the size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured in place and precast concrete walls and floors and related structural details.
 - j. Include an **Elevation Plan** illustrating views of all sides of the building, height of finished grade, exterior finishing materials, size and location of exterior doors and windows and location of chimneys.
 - k. Include a **Cross Section Plan** providing cut through views of the building, lists of all materials cut through including structural and finishing materials, vertical dimensions, stair and handrail dimensions, height of finished grade, wind, water and vapour protection and insulation.
 - l. Include **Mechanical Plan** providing a description and location of heating, ventilating and air-conditioning equipment, size and location of duct work, location of fire dampers, plumbing fixtures and piping and the size and location of sprinkler system equipment.
 - m. Include **Electrical Plan** illustrating the type and location of lighting, electrical panels, fire alarm systems, location of exit lights and emergency lighting.
3. All applications for residential construction shall include the submission of a Declaration of Conformance with Ventilation Requirements form completed by the plumbing and heating contractor chosen to complete the work.
4. All commercial and industrial construction shall require drawings to be stamped by an architect or engineer licensed to practise in Saskatchewan.
5. The Municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets Municipal Standards, National Building Code Standards and The Uniform Building and Accessibility Standards Act.

Design Worksheets:

With the following building projects, the plan requirements identified above may be satisfied through the submission of a design worksheet. Based upon the nature of construction, these worksheets are intended to replace building plans:

1. **Mobile Home Worksheet** – identifies the structures CSA number and the means by which the structure is intended to be anchored to the ground.
2. **Attached and Detached Garage Worksheets** – provided the essential building construction information required by the National Building Code in a simple worksheet.

Permit Validity:

1. A building permit issued in accordance with the notice of decision is valid for the entire period required to complete the work proposed with the following exceptions:
 - (a) If after twelve (12) months from the date of issue of the permit, the work has not commenced or been carried out with reasonable diligence , or
 - (b) at any time the work has been discontinued for a period of six (6) months, the permit may be revoked and cancelled by the Municipality.
2. If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Municipality along with the required fees within fourteen (14) days after the notice of decision is given. The Municipal Development Appeals Board will be convened according to the guidelines set out within the Development Appeals Handbook.

Other Permit Information Required:

1. If you propose to install or modify an electrical system, you must obtain a permit from SaskPower.
2. If you propose to install or modify a natural gas system, you must obtain a permit from SaskEnergy.

Plumbing Permit:

1. If you propose to install or modify a sewage disposal or plumbing system, you must obtain a permit from Saskatchewan Health Authority prior to the issuance of a building permit.



**Development Permit Application Form – Appendix A
Building Permit**

1) **Proposed Construction:** New Construction Existing Construction

2) **Type of Construction Proposed:** (check if applicable)

a. Residential Buildings:

Single Unit Residence Building Area: _____ ft² Construction Value: \$ _____

Attached Garage Building Area: _____ ft² Construction Value: \$ _____

Detached Garage Building Area: _____ ft² Construction Value: \$ _____

Residential Addition (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____

Residential Interior Renovation (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____

Mobile Home Building Area: _____ ft² Construction Value: \$ _____

Other Residential Building (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____

b. Agricultural Buildings:

Farm shop Building Area: _____ ft² Construction Value: \$ _____

Barn Building Area: _____ ft² Construction Value: \$ _____

Other Agricultural Building (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____

c. Other Buildings (Describe): _____

Building Area: _____ ft² Construction Value: \$ _____