



Application for Development Permit

Name of Applicant _____
Mailing Address _____
Telephone Number _____ Email: _____

Name of Registered Owner (if different from applicant) _____
Mailing Address (if different from applicant) _____

Legal Land Description:

Existing Land Use/Development (attach additional sheet if more space is required):

Description of Proposed Land Use/Development (Attach additional sheet if more space is required):

Is this property accessed by a municipal road?

- Yes
- No

Will you be adding a new approach to the property?

- Yes
- No

Is there an agricultural operation on this property?

- Yes
- No

If yes, will this proposed use/development be used for the agricultural operation?

- Yes
- No

Estimated Start Date and Completion Date _____

Attach Site Sketch/Survey Plan (the following information is vital to the permit review process and incomplete information may result in a delay of reviewal)

- Setbacks to **all** property lines, road, services, existing development
- All adjacent roads, highways, service roads and access to the site (label on site plan)
- Rights-of-ways and easements (gas, oil, power, drainage easements, etc)

RURAL MUNICIPALITY OF VANSCOY

306-668-2060
connect@rmvanscoy.ca
Box 187, Vanscoy, SK S0L 3J0



- All waterbodies and drainage courses
- Existing development on the site
- Location of proposed development with dimensions
- Landscaping details (existing trees, removal of trees, proposed plantings, water features, etc)
- Location of well or cistern
- Method and location of sewage disposal
- North arrow
- Any additional information you consider relevant to this application

Declaration of Applicant:

I _____ of _____ in the Province of Saskatchewan, solemnly declare that all the above 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 effects as if made under oath, and by virtue of *The Canada Evidence Act*. I also have no objection to any entry upon the land described herein by the persons authorized by the RM of Vanscoy for the purpose of site inspections required for reviewing of the application.

Further, I/We acknowledge that all buildings must comply with the Municipality's Building Bylaw and with the standards of the National Building Code of Canada and the Uniform Building and Accessibility Standards Act and Regulations.

I/We 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. I/We further consent to the requirement of obtaining an Occupancy Permit prior to tenancy of any dwelling.

Date

Signature of Applicant

Date

Signature of Registered Owner
(if different from applicant)

OFFICE USE ONLY	
Date Received:	
Amount Paid:	
Receipt No.:	



Information Sheet for Development within the RM of Vanscoy No. 345 Development Permit

1. A Development Application shall be made where there is a proposed change in the land use. For example, if developing a yard site, proposing to construct a residence or garage or other accessory building, subdividing land for residential or commercial use or proposing to use a residence as a home-based business a **development permit** is required. There are many different scenarios that require a development permit. Please contact the municipal office if you are unsure.
2. Steps in making an application for development:
 - a. Contact the municipal office to obtain a Development Permit Application Form assuming that your development fits in the permitted or discretionary use category. If your proposed development fits in the permitted use, then approval is expected to take about 4 – 6 weeks.
 - b. If your proposed development is discretionary in nature, council will consider the approval at a meeting of Council. Depending on timing of council meetings and the legislated circulation requirements for discretionary use, the approval could take a minimum of 8 weeks.
 - c. Complete all sections of the Development Permit application form as accurately as possible and return to the administration office complete with a Site Plan on a separate sheet, listing, where applicable, the following:
 - dimensions of the site
 - setbacks to all property lines
 - location and size of all existing and proposed buildings and structures
 - utility lines, easements, or topographic features
 - proposed location of sewage systems and water supply, connections to registered rural water utility is required in approved subdivisions
 - access points to provincial highways or municipal road
 - d. Development adjacent to and accessing a **provincial highway** requires a permit from Highways to ensure that the development is meeting their setback requirements. This does not apply to internal subdivision roads. The Highway Permit is to be submitted along with the development application so it is important to contact Highways prior to submitting the development application.
 - e. Sewage system – a permit is required from the Saskatoon Health Regions – Public Health for sewage works. Contact the Public Health department to ensure compliance with their regulations.

RURAL MUNICIPALITY OF VANSCOY

306-668-2060
connect@rmvanscoy.ca
Box 187, Vanscoy, SK S0L 3J0



3. Complete the declaration of the applicant and sign and date the application for development.
4. Pay application fee at the time of submitting information:
 - a) A **\$125.00 application fee** is payable upon submission of application.
 - c) **Payment can be made by credit card through OptionPay at www.rmvanscoy.ca, e-transfer to payments@rmvanscoy.ca, cash or cheque in the office.**
5. The Municipality may require additional information prior to making a decision regarding approval. The Municipality may request various reports and/or documents to support the application such as a geotechnical or hydrology report.
6. Once your application is approved by the Development Office or Council a Notice of Decision will be issued. No development shall be started until a Notice of Decision has been issued.
7. Where a building is being constructed, a Building Permit Application should accompany the development application if possible. The building permit can be applied for at a later date, but the building dimensions, etc. must remain the same as initially stated on the site plan. If there is a revised site plan, a revised development application will be necessary along with the revised plan. Please refer to the Building Permit for relevant information.

8. **Contact information:**

RM OF VANSCOY NO. 345
PO Box 187, Vanscoy, SK. S0L 3J0

Phone **306-668-2060**
Fax **306-668-1338**
Email planner@rmvanscoy.ca

Municipal Building Inspector	Municode	306-955-6355
Municipal Commercial Inspector	Municode	306-955-6355
Municipal Development Officer	Jodi Henares	
Saskatoon Health Region		306-655-4605