

RM of Frenchman Butte #501

Information for the completion of a development permit application

1. A development permit application shall be made any time there is a change in land use for example if developing a yard site, or proposing to construct a garage or subdividing land for residential or commercial use. There are many different scenarios where you require a development permit, please contact the municipal office if you are unsure.
2. There are two different types of uses - Permitted Uses or Discretionary Uses. Permitted uses are those in which the Administrator/or Development officer can issue an approval. Discretionary use applications have to be approved by council.
3. Steps in making application for development
 - i) Contact the municipal office to find out whether your proposed development is permitted or discretionary, or if it is allowed at all. If your proposed development does not fit in the permitted or discretionary use categories as set out in the Zoning Bylaw, the Development officer cannot issue an approval for development; your application will be denied. As a ratepayer you may make application to amend the Zoning Bylaw, but this is a lengthy process, therefore provide yourself with enough time if this is the route that you may have to take.
 - ii) Assuming that your development fits in either the permitted or discretionary use category get a development permit application from the municipal office.
 - iii) Complete the application and provide the following information:
 - a) Name, address and contact information for applicant
 - b) Name, address and contact information for registered owner if different from above
 - c) Legal land description of property. If it is a subdivided parcel provide the parcel # or lot and block & plan number
 - d) Site size - frontage, depth, area (if ¼ section - 160 acres)
 - e) Existing use of land and buildings
 - f) Proposed use of land and buildings
 - g) Proposed construction and alteration of buildings
 - h) Proposed start and completion dates
 - i) Other relevant information - for example sewage system. You require a permit from the department of health for the sewage works. It is a good idea to contact the Health department at this point to ensure that you are in compliance to their regulations.
 - j) Other dwellings or commercial uses located on the site.
 - k) Where there is new construction, we will require a site plan to be submitted with the development permit application on a separate sheet, where applicable the following:
 - dimensions of the site
 - location and size of all existing and proposed buildings and structures
 - utility lines, easements, or topographic features
 - proposed location of sewage system and water supply
 - access points to provincial highway or municipal road. If adjacent to provincial highway, a permit will be required from highways to ensure that the development is meeting highway's setback requirement. This permit is to be submitted with the development permit application.
 - Any other information that may be relevant to the application

- 1) Complete the declaration and sign and date the application.
- m) A **\$100.00 /\$200.00 application fee** is due upon submitting the application for consideration.
4. It is imperative that the information required in clause 3 is provided, as the application cannot be processed until all required information is received.
5. The municipality may require additional information prior to making a decision regarding approval. The municipality may request various reports or documents to support the application such as a geotechnical or hydrology report.
6. There are a number of development standards that are relevant to all developments, they are as follows:
 - No site size shall be less than 2 hectares (5 acres)
 - The minimum site frontage shall be 30 metres
 - The development must abut a developed road, if it does not, the developer will be responsible to build the road to municipal standard
 - The minimum setback of buildings from the centerline of the developed road, municipal road allowance shall be 45.72 metres (150 ft) or 300 ft from the centerline where there is 2 intersecting corners.
7. Permitted use applications (\$100.00) may be processed within a few days depending upon the work load in the office.
8. Discretionary use application (\$200.00) will be forwarded to council for their consideration at the next regular meeting of council providing that the application is received a minimum of 3 weeks prior to the council meeting. This provides Administration sufficient time to circulate (notify) adjacent landowners and provide a response period for the circulation. The council meeting is normally held the second Thursday of each month. Dates and times of the meetings are subject to change.
9. Once approved by council an approval can be issued.
10. If your development is a shoreline (lake development) please contact the municipal office for additional information pertaining to your type of development. Certain development standards may apply to your development.
11. Where a building is being constructed, a building permit application should accompany the development permit application if at all 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. In the case, where there may be a revised site plan, a revised development permit application will be necessary along with the revised plan. Please refer to the Building Permit Application instruction sheet for further information.
12. If in doubt, please contact the municipal office at (306) 344-2034.

Development standards for this type of development are as follows:

A site plan indicating building locations as well as other structures will have to be submitted as part of the development permit.

STANDARDS FOR TENTATIVE PLAN DRAWINGS

Item Checklist

THE FOLLOWING INFORMATION IS REQUIRED ON ALL DRAWINGS FOR REDESIGNATION AND SUBDIVISION APPLICATIONS TO ENSURE YOUR PROPOSAL IS ACCURATELY PRESENTED TO COUNCIL

OMISSION OF ANY INFORMATION COULD RESULT IN MISUNDERSTANDINGS THAT MAY AFFECT COUNCILS DECISION. IF YOU REQUIRE ANY ASSISTANCE PREPARING YOUR DRAWING PLEASE CONTACT THE PLANNING DEPARTMENT.

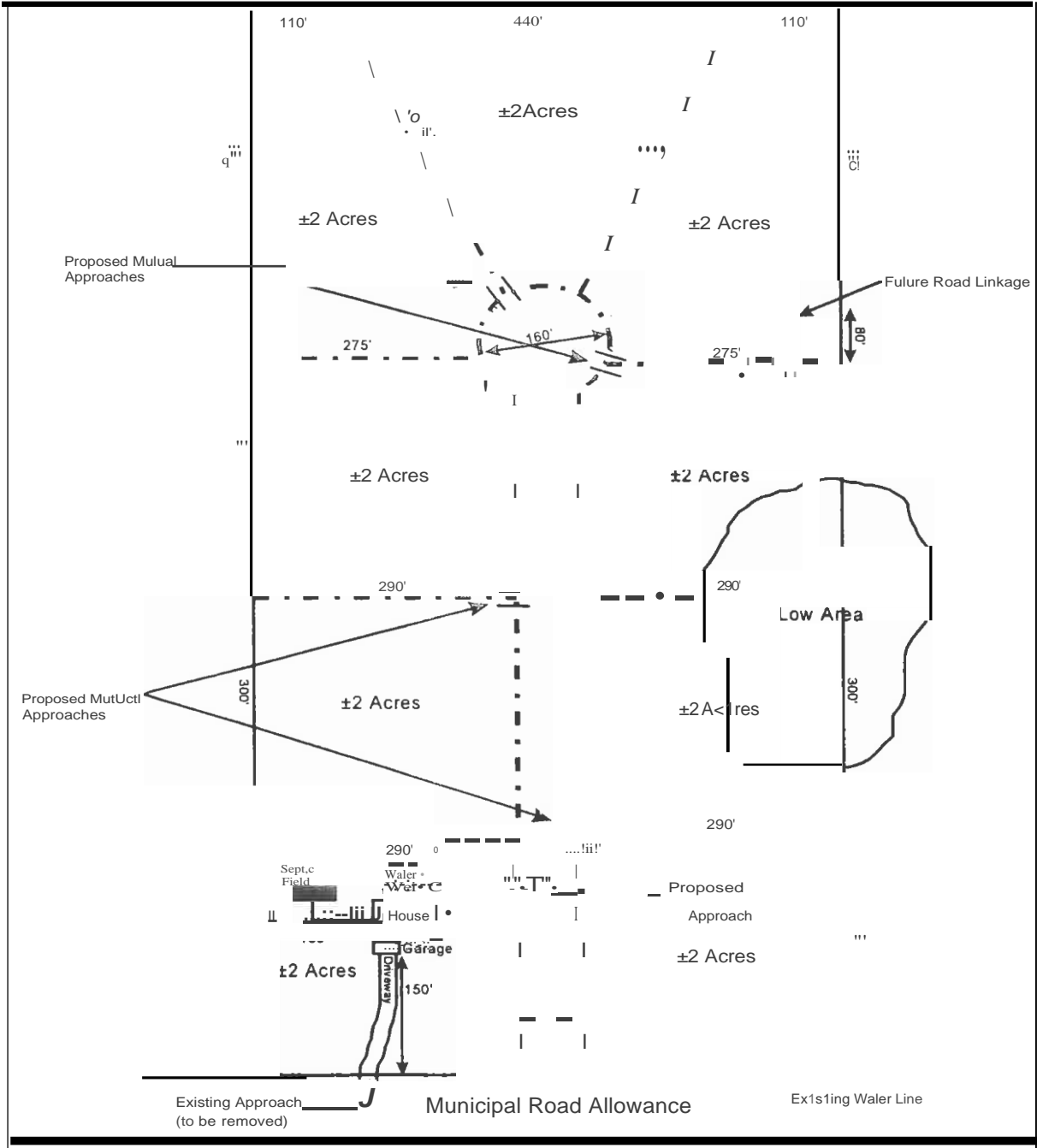
The sketch is to be drawn with a straight edge as accurately as possible showing:

- North arrow (please orient your drawing to the top or right-hand side of the page)
- Municipal address (street address)
- Legal description (quarter section and/or plan/block/lot)
- The accurate location, dimension, areas and boundaries of the proposed subdivision in relation to the rest of the titled lands
- Existing and proposed property lines
- Adjacent MD roads, provincial highways and any public pathways or trails adjacent to the site, dimensioned from the property lines
- Easements, utility rights-of-way, railways, canals or any other feature on or adjacent to the land proposed for subdivision
- Existing and proposed site grades, contours and any special topographical features or site conditions (e.g. escarpments, break-of-slope, and unstable areas)
- An accurate location of all existing buildings (temporary and permanent), driveways and road approaches on the property with their distances to existing and proposed property lines, showing the:
 - Foundation outline of the dwelling; include existing cantilevers, decks and other projections
 - Outline of any accessory buildings (e.g. detached garages, garden sheds and other buildings, complete with dimensions)
 - Location of existing wells, septic fields, fences, trees and any permanent bodies of water on the land.

All buildings **must** be shown, even if they may not be affected by the proposed subdivision.

Paper copies of maps must be provided on a paper size of no larger than 11"x 17" and no smaller than 8½" x 11".

If you are able to submit a computer-generated copy of your drawing on a disc, it would be greatly appreciated. The format for drawings that are submitted digitally must be AutoCAD, Release 14.



Above is a sample of the type of sketch that you must submit with an application. Your sketch will be different, but it should include the same information that is shown on this example.