

TOWN OF FORT QU'APPELLE

DEVELOPMENT PERMIT APPLICATION

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) Residential Zoning Districts

- a. Buildings and structures under 9.0 m² (97 ft²) in area, which are accessory to a principal, residential use except where such dwelling is a discretionary use;
- b. The erection of any television antennae or radio antennae;
- c. The erection of any fence, wall, gate under 1.8 meters (6 ft) in height;
- d. Relocation of any residential or accessory building provided development standards are still met on the site.

2) Commercial Zoning Districts

- a. The erection of any fence, wall, gate under 1.8 meters (6 ft) in height;
- b. 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.

3) Official Uses

- a. Uses and buildings undertaken, erected, or operated by the Town of Fort Qu'Appelle.

4) Internal Alterations

a. Residential Buildings

- i. Internal alterations to a residential building, provided that such alterations do not result in a change of use or an increase in the number of dwelling units within the building or on the site.

b. All Other Buildings

- i. Internal alterations and maintenance to other buildings, including mechanical or electrical work, provided that the use, or intensity of use of the building, does not change.

5) Landscaping

- a. Landscaped areas, driveways and parking lots, provided the natural or designed drainage pattern of the site and adjacent sites are not adversely impacted.

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 Town of Fort Qu'Appelle Building Bylaw.

Application Requirements

The following is required in order to make an application for a development permit:

- 1) A completed application form (attached);
- 2) Submission of any application appendices if necessary;
- 3) Receipt of full payment of the applicable application fee;
- 4) A scaled site plan drawing showing, in detail, the site proposed for development including the following at a minimum:
 - a. North arrow;
 - b. Boundaries of the parcel including dimensions;
 - c. Location and dimensions of existing buildings and structures, and proposed buildings and structures and distances from the four property boundaries;
 - d. Location of all existing and proposed utilities;
 - e. Location of all existing and proposed driveways; and,
 - f. 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.
- 5) If different from the applicant, the owner of the property must also sign the application forms 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 may be issued within five (5) days of receiving a complete application. Where new construction is being proposed, a minimum of fifteen (15) business days is required to review, process and issue a permit.

***Note:** 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.

PROPERTY OWNER INFORMATION:

Applicant Name		Company Name (if applicable)		
Primary Phone Number	Cell Phone Number	Fax Number	E-mail Address	
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory	Postal Code

CONTRACTOR INFORMATION: SAME AS PROPERTY OWNER

Property Owner Name		Company Name (if applicable)		
Primary Phone Number	Cell Phone Number	Fax Number	E-mail Address	
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory	Postal Code

APPLICANT INFORMATION: SAME AS PROPERTY OWNER SAME AS CONTRACTOR

Contractor Company Name		Contact Person Name		
Primary Phone Number	Cell Phone Number	Fax Number	E-mail Address	
Apt. No. – Street No. Street Name/ P.O. Box – Rural Route		City	Province/Territory	Postal Code

LEGAL LAND DESCRIPTION:

Quarter: _____ Section: _____ Township: _____ Range: _____ Meridian/Extension : _____
 LSD: _____ Lot: _____ Block: _____ Plan: _____ Extension: _____
 Civic Address: _____ Certificate of Title: _____

CURRENT ZONING:

Residential Commercial Mixed Use Industrial Community Service/Future Urban Development

DESCRIPTION OF PROPOSED USE OF LAND (ATTACH LETTER OF INTENT IF MORE SPACE IS REQUIRED):

PROPOSED NEW BUILDINGS/CONSTRUCTION:

Type of Building/Construction:

<input type="checkbox"/> Single Unit Residence	<input type="checkbox"/> Residential Addition	<input type="checkbox"/> Residential Renovation
<input type="checkbox"/> Attached/Detached Garage	<input type="checkbox"/> Basement/Foundation Development	<input type="checkbox"/> Deck
<input type="checkbox"/> Accessory Building (Please describe)	_____	
<input type="checkbox"/> Other Residential Building (Please describe)	_____	
<input type="checkbox"/> Commercial Building (Please describe)	_____	
<input type="checkbox"/> Industrial Building (Please describe)	_____	
<input type="checkbox"/> Institutional/Utility Building (Please describe)	_____	
<input type="checkbox"/> Other Commercial/Industrial Building (Please describe)	_____	

PROPERTY SERVICING:

Property Access is Provided by: Paved Street Gravel Road Highway Other (please specify) _____
 Water Supply is Provided By: Municipal Distribution System Private Well Other (please specify) _____
 Sewage Disposal is Providedby: Municipal Sanitary Sewer System Septic System Other (please specify) _____

Site Characteristics:

Please use the space provided below to indicate the site characteristics pertaining to the proposed development.

Parcel Size/Site Area:

Please indicate the dimensions of the parcel and the total site area.

Frontage: _____ ft m Rear: _____ ft m Side: _____ ft m Side: _____ ft m Total Area: _____ ft² m²
(Please Circle) (Please Circle) (Please Circle) (Please Circle) (Please Circle)

Principal Building:

Please indicate the following information in regards to the principal building located on or proposed for the site.

Floor Area: _____ ft² m² Site Coverage*: _____ % Height: _____ ft m
(Please Circle) (Please Circle) *Building Area/Site Area x 100 (Please Circle)
Set-backs: Front Yard: _____ ft m Side Yard: _____ ft m Side Yard: _____ ft m Rear Yard: _____ ft m
(Please Circle) (Please Circle) (Please Circle) (Please Circle)

Accessory Building:

Please indicate the following information in regards to the accessory building located on or proposed for the site.

Floor Area: _____ ft² m² Site Coverage*: _____ % Height: _____ ft m
(Please Circle) (Please Circle) *Building Area/Site Area x 100 (Please Circle)
Set-backs: Front Yard: _____ ft m Side Yard: _____ ft m Side Yard: _____ ft m Rear Yard: _____ ft m
(Please Circle) (Please Circle) (Please Circle) (Please Circle)

Fence Information:

Please indicate the height of any fences located on or proposed for the site.

Height: Front Yard: _____ ft m Side Yard: _____ ft m Side Yard: _____ ft m Rear Yard: _____ ft m
(Please Circle) (Please Circle) (Please Circle) (Please Circle)

Parking Information:

Please indicate the following information in regards to designated parking spaces located on or proposed for the site.

Quantity of Designated Parking Spaces: _____ Location of Designated Parking Spaces: Front Yard Side Yard Rear Yard
(Please check all that apply)

Loading Information:

Please indicate the following information in regards to designated loading spaces located on or proposed for the site.

Quantity of Designated Loading Spaces: _____ Location of Designated Loading Spaces: Front Yard Side Yard Rear Yard
(Please check all that apply)

Signage Information:

Please indicate the dimensions of any signage located on or proposed for the site.

Top: _____ ft m Bottom: _____ ft m Side: _____ ft m Side: _____ ft m Total Area: _____ ft² m²
(Please Circle) (Please Circle) (Please Circle) (Please Circle) (Please Circle)
Sign Materials: _____
Sign Purpose (Advertising, Decorative, Real Estate, etc.): _____

Outdoor Storage Information:

Please indicate the following information in regards to any outdoor storage areas located on or proposed for the site.

Location of Outdoor Storage Space: Front Yard Side Yard Rear Yard
(Please check all that apply)
Description of Materials to be Stored Outdoors: _____

Landscaping Information:

Please indicate the following information in regards to any landscaping located on or proposed for the site.

Location of Landscaping: Front Yard Side Yard Rear Yard
(Please check all that apply)
Description of Landscaping/Description of Materials: _____

