

Application Process & Approval

Step 3: Plan Review

A preliminary review will be completed by the Development Officer to ensure the required information has been provided.

For the formal review, the Development Officer will coordinate with Town departments as well as other external agencies (Water Security Agency, Public Health, SaskPower, SaskEnergy, SaskTel, etc.) if necessary, to ensure compliance with any other applicable bylaws or legislation. **This process is repeated until the application meets all necessary requirements.** At any time during the review process, additional information or meetings may be required, which may extend the total timeline of the application review.

Step 4: Development Review Meeting (if required)

Development Review Meetings are typically required when significant changes to the project or plans are made that were not discussed during the preliminary review process, or when issues or concerns are raised by either the Town or the applicant that require further discussion.

Step 5: Town Council Consideration and Public Notice (if required)

All Applications need Town Council approval and some applications will also require public notice **once the formal review process has been completed.** The Development Officer will submit a report to Town Council for consideration, and issue public notice (if required)

The timing of this particular phase is important. Public notice must be issued 10 days prior to Town Council's consideration. Depending on the Council meeting schedule, this could add 1 month or more to any application.

Step 6: Approval/Issuance

Once the DP is approved and the necessary conditions of approval have been met, a permit will be issued and you will be notified in writing.

NOTE: Before any work commences, whether construction or operation, all businesses operating in the Town of Luseland are required to have a Town Business License. The Business License process can take place concurrently with the DP and Building Permit processes. All DP and Building Permit's will not be issued until all fees have been paid and all Business License's have been applied for.

Development Permits

Information on when a development permit is required and the application and approval processes

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Town of Luseland Development Officer for assistance, as the Town of Luseland accepts no responsibility to persons relying solely on this information.

Development Officer - CAO

Town of Luseland

503 Grand Ave
P: (306) 372-4218
Fax: (306) 372-4700

OFFICE HOURS

8:30 a.m. — 4:30 p.m.
Monday to Friday

www.townofluseland.com

General Information

What is a Development Permit?

A Development Permit (DP) is a type of development approval granted by The Town of Luseland, by Town Council. A DP application may be required in order to consider, process and approve a proposed development project.

When is a Development Permit application required and how do I apply?

An application (and an approved permit) is required in a number of different situations such as the construction of a new building, building an addition to an existing building, or changing the use of a unit, building or site (e.g. a commercial space that was an office but is being changed to a hair salon or coffee shop); these types of changes and uses are detailed in the Zoning Bylaw 2014-09. It is important to consult with a Development Officer at the Town of Luseland Office at 306.372.4218, as early as possible to assist with the application process and to avoid unnecessary delays.

A completed application along with necessary plans and payment can be submitted in person or by mail to:

Town of Luseland
503 Grand Ave
PO Box 130
Luseland SK S0L 2A0

What is the cost to apply?

The applicant is responsible for **all** costs associated with their application, which may include but are not limited to:

- Application Fee for a Permitted Use; or a Discretionary Use
- Advertising Fees
- All Fees can be found in the Development and Building Fee Bylaw

What kind of information do I have to provide with my application?

A detailed proposal and set of plans may be required for review and approval and the regulations that affect your development depend on the Zoning District in which the subject property is located. It is important to contact the Development Officer to discuss what is required prior to submitting an application.

General Information

How long does the process take?

The length of time it takes to process an application from start to finish can vary depending on a number of different factors, such as the complexity of your application and the quality of the plan submission. The general steps undertaken are as follows:

- Initial consultation and applicant meeting (pre-application);
- Application submission and preliminary plan review;
- Council consideration and Public Notice (if required); and
- Approval and follow up.

A Development Permit is not a Building Permit.

An approved DP determines the necessary site development requirements for a project. A Building Permit represents approval(s) that are specific to the construction of any building or structure regulated by The Town of Luseland Building Bylaw and all National Building Codes.

If a DP is required, it must be approved before a Building Permit can be issued and a Building Permit must be applied for and approved by a Building Inspector before starting construction.

Application Process

Step 1: Pre-Application

Before submitting your Development Permit Application and plans, it is important that you contact the Development Officer. Depending on the complexity of the project, you may be required to meet with Town staff to discuss your project and the regulations that will apply.

Please ensure that **ONE** contact person is designated for your project. It will be that person's responsibility to manage the project and communicate with the Development Officer.

Step 2: Submission of Complete Application

The submission of a completed and signed DP application, along with the necessary plans and fees is **required** prior to the commencement of any review.