

**Town of Luseland
Application for a Development Permit**

**Bylaw No. 2023-03
The Building Bylaw
&
Bylaw No. 2014-09
The Zoning Bylaw**

Application Requirements

The following is required in order to make an application:

- a. a completed application form (below);
- 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...
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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. The application will be submitted to the Town of Luseland Council to review, process and issue the appropriate permits at the next regularly scheduled Council Meeting.

Please discuss the current processing timelines with Town Office Administrators 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.

12. PLEASE PROVIDE A DETAILED SITE PLAN, drawn to scale on the attached sheet showing, with labels, the following existing and proposed information:

- a scale and north arrow,
- site lines,
- Bylaw site line setbacks,
- front, rear, and side yard requirements,
- site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features,
- the location of any buildings, structures, easements, and dimensioned to the site lines,
- the location of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
- proposed on-site and off-site services,
- landscaping and other physical site features,
- a dimensioned layout of parking areas, entrances, and exits,
- abutting roads and streets, including service roads and alleys,
- an outline, to scale, of adjacent buildings on adjoining sites,
- the use of adjacent buildings and any windows overlooking the new proposal,
- fencing or other suitable screening,
- other, as required by the Development Officer or Council to effectively administer this Bylaw.

11. Declaration of Applicant:

I, _____ of the Town of _____ in the Province of Saskatchewan, do Solemnly declare that the above statements 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 effect as if made under oath, and by virtue of "The Canada Evidence Act."

I agree to indemnify and hold harmless the Town of Luseland from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

Date: _____ Signature: _____

FOR MUNICIPAL OFFICE USE ONLY:

1. Present Zoning: _____

2. Proposed Use(s): Principal: _____ Accessory: _____

3. Proposed Yards: Front _____ Rear _____ Side _____ Side _____

4. Required Yards: Front _____ Rear _____ Side _____ Side _____

5. Legal Description: Lot _____ Block _____ Plan No. _____

6. Application Status: _____

Meets Bylaw Requirements: _____ Does Not Meet Bylaw Requirements: _____

Other Regulations/Comments: _____

Date: _____ Development Officer: _____

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:

