

How to apply for a Development Permit when it is a Permitted Use

Why does my project require a development permit? What does that mean?

Most uses of land in the RM of Sherwood require a development permit prior to development taking place. If your development also includes a new building or building alteration, you will also require a building permit (see how to apply for a building permit). If your proposed use is a **permitted use** according to the zoning bylaw, you can apply for a development permit. If your proposed use is a **discretionary use**, you will need approval from the RM of Sherwood Council (see how to apply for a discretionary use).

What must I do to apply for a development permit?

The following information is required for the Planning Department to review a permitted use application:

- 1) Completed development permit application form (be specific), including
 - a) The legal description of the property, including a current legal survey, evidence of current legal ownership and authorization from the property owner to make the application;
 - b) A **Letter of Intent**, describing what you are trying to do;
 - c) Addressing all items listed in the attached site plan checklist. Please review the checklist with RM Staff to confirm what portions of the checklist are required for your site plan.
 - d) Application fee.

What happens once I apply?

Step 1. Once a completed application is received by the planning department, the department will review the application and ensure that it meets the zoning bylaw.

Step 2. The planning department will issue a decision.

Step 3. The applicant has the right to appeal, to the **Development Appeals Board**, pursuant to Section 219 of *The Planning and Development Act, 2007*



DEVELOPMENT PERMIT APPLICATION CHECKLISTS
for Site Plan, Grading Plan and Servicing Plan Requirements

NOTE: All applications for development of any kind, including new construction, building additions, and alterations to the land must be accompanied by a well-drawn, legible and detailed site plan that matches the construction drawings submitted with the application. Please review with RM Staff to confirm what information is required for your application to be complete:

A. General Site Plan

This General Site Plan addresses the requirements of all departments involved in plan review.

General Information		Yes	N/A
1.	<i>North Arrow</i>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<i>Drawing scale (metric and not less than 1:500)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<i>Civic Address (if assigned) or Legal address (Section-Township-Range)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<i>Legal Description</i>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<i>Street and/or road names, if any</i>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<i>Property lines, lot lines and all adjacent public rights-of-way</i>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<i>Lot Dimensions (length, width, and all measurements for irregular property lines)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<i>Total lot area</i>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<i>Construction access route(s) (indicated)</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<i>Existing structures with dimensions and offsets/setbacks from property lines</i>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<i>Proposed structures, with dimensions and offsets/setbacks from property lines</i>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<i>Access routes / lanes for fire fighting</i>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<i>Indicate site-surfacing material and show all curbs, wheel stops, parking fences and lighting. (Refer to Zoning Bylaw)</i>	<input type="checkbox"/>	<input type="checkbox"/>
14.	<i>Dimensions of all projections (i.e. eaves, steps, landings, architectural features.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
15.	<i>Garbage enclosure(s)</i>	<input type="checkbox"/>	<input type="checkbox"/>
16.	<i>Proposed on-site lighting</i>	<input type="checkbox"/>	<input type="checkbox"/>

17.	Proposed signage (location, type, and illustrations with dimensions including overall height and sign surface area)	<input type="checkbox"/>	<input type="checkbox"/>
18.	Dimensions, location and type of surface of existing and proposed approaches, aisles/driveways, vehicle parking areas, loading, storage, etc.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Proposed and existing private sidewalks with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
20.	Accessory structures (e.g. booths, fences, parking lots, planters, retaining walls, curbing, lamp standards, free standing signs, awnings, etc.) with dimensions and offsets/setbacks from property lines	<input type="checkbox"/>	<input type="checkbox"/>
21.	Indicate total number of parking spaces. (Refer to Zoning bylaw)	<input type="checkbox"/>	<input type="checkbox"/>
22.	Indicate total number of loading spaces. (Refer to Zoning bylaw)	<input type="checkbox"/>	<input type="checkbox"/>
23.	Indicate all landscaping areas and identify material e.g. grass, trees, shrubs, ornamental paving, etc. (Refer to Zoning bylaw)	<input type="checkbox"/>	<input type="checkbox"/>
24.	For automobile sales, vehicle display areas shall be shown indicating surfacing and type of fencing (post and chain or bumper guard)	<input type="checkbox"/>	<input type="checkbox"/>
25.	Vent racks and underground storage tanks complete with fuel re-filling areas	<input type="checkbox"/>	<input type="checkbox"/>
26.	Storage Compounds with the surfacing indicated and the type and height of fencing around the compound.	<input type="checkbox"/>	<input type="checkbox"/>
27.	Proposed surface alterations and enhancements or improvements in the public right-of-way including all landscaping, ditch modifications, and proposed hard surfacing.	<input type="checkbox"/>	<input type="checkbox"/>
28.	Location of any proposed structures, portions of structures or services in the public right-of-way, including utility service connections.	<input type="checkbox"/>	<input type="checkbox"/>
29.	Construction equipment site access and site protection (e.g. temporary chain link fencing)	<input type="checkbox"/>	<input type="checkbox"/>

B. Lot Grade Plan

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans.

The R. M. will not begin processing the permit application until the following information is provided:

		Yes	N/A
1.	Lot grading plan(s) prepared and sealed by a Professional Engineer, Landscape Architect, or Architect	<input type="checkbox"/>	<input type="checkbox"/>
2.	Civic address and legal description of the property	<input type="checkbox"/>	<input type="checkbox"/>
3.	Drawing scale (metric and not less than 1:500) and North arrow	<input type="checkbox"/>	<input type="checkbox"/>
4.	Project location with reference to adjoining streets (street names) or dimensions to street corners at mid-block locations	<input type="checkbox"/>	<input type="checkbox"/>
5.	Legal dimensions of all property lines and total gross area of site	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proposed and existing building location(s) and distances to other buildings, property lines, driveways, location of shallow utilities, overhead power poles and lines, locations of existing and proposed underground services, etc.	<input type="checkbox"/>	<input type="checkbox"/>

7.	Entrances to buildings and proposed geodetic floor elevation(s)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Existing contours of the developed parcel/site (0.25m intervals) and outside the perimeter by 25%. Approval from adjacent land owners will be required.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Existing center line profile shots of adjacent access road, ditches, approaches, culverts, etc.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Existing and proposed geodetic lot grade elevations (in metric) both on the site and on adjacent property, public right-of-ways, or easements.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Proposed site grading complete with slope % and storm detention areas and calculations.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Drainage patterns indicated by flow arrows and slopes described in percentages	<input type="checkbox"/>	<input type="checkbox"/>
13.	Location of roof drain downspouts, rainwater leaders and sump pump discharge outlets	<input type="checkbox"/>	<input type="checkbox"/>
14.	Dimensions and location of all paved or impervious areas such as parking lots, lanes, driveways, sidewalks, curbs and gutters, roofs, etc.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Catch basin locations (existing and proposed) with rim and invert elevations including location of sewer (land drainage) connections.	<input type="checkbox"/>	<input type="checkbox"/>
16.	Distances to flood line if development is located within a designated flood area	<input type="checkbox"/>	<input type="checkbox"/>
17.	Distances to environmentally sensitive area, including distance to top of bank, etc	<input type="checkbox"/>	<input type="checkbox"/>
18.	Size, location, and configuration of private approaches off of public right-of-ways including slopes described in percentages	<input type="checkbox"/>	<input type="checkbox"/>

C. Site Servicing Plan (This checklist **MUST** be completed and attached to the submission).

Note: Applicants are encouraged to submit a single drawing (where possible) combining both lot grading and site servicing plans

The RM will not begin processing the permit application until the following information is provided:

Yes **N/A**

1.	Site Servicing Plan(s) prepared and sealed by a Professional Engineer experienced in municipal design works (Municipal Engineer preferred).	<input type="checkbox"/>	<input type="checkbox"/>
2.	Size and location of sewer (waste water/sanitary and/or land drainage / storm water) and water (domestic/fire) service connections, fire hydrants, and siamese connections, including percent slope and connection details (i.e. – connection type, invert elevations, etc.) to the common mains. Wastewater/sanitary and land drainage/storm water connections shall be separate connections to the common sewer mains.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Size and location of all existing services (sewer and water) not planned for re-use and to be abandoned	<input type="checkbox"/>	<input type="checkbox"/>
4.	Size, location (alignment), and material type of common sewer and water mains and other underground utilities in the street or easement(s).	<input type="checkbox"/>	<input type="checkbox"/>
5.	Isolation details of water meter (including location(s) proposed for multiple metering) and meter by-pass c/w backflow prevention, inter-connections, location and layout. Include <u>fixture count</u> on the drawing indicating the total	<input type="checkbox"/>	<input type="checkbox"/>

	number of fixtures by type and quantity.		
6.	Size, location, and configuration of storm water control devices including overflow locations. Sites greater than 1,000 m ² shall be serviced with an internal land drainage system including detention area(s). (Normally, sites less than or equal to 1,000 m ² , with no potential for future expansion may be drained via private approaches). Drainage is not permitted across sidewalks and boulevards.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Site design criteria (storm water runoff) must be able to store, up to and including, a 1 in 25 year design storm event. In areas where gravel parking lots are permitted, the same storm water control conditions shall apply. Storm water management design/calculations must be stamped by a Professional engineer. Each development is required to store 50mm of water for the entire site less the amount which is permeable, roofs and paved parking lots shall have a coefficient of 0.95.	<input type="checkbox"/>	<input type="checkbox"/>
On Site Systems	On Site Systems will need to be shown on the site plan with size and location of septic tank and well/cistern. It will also be required to receive approval confirmation from the Regina Qu'Appelle Health Region of such systems prior to the issuance of a development permit.	<input type="checkbox"/>	<input type="checkbox"/>