

## TOWN OF OUTLOOK

### BYLAW NO. 05 (2023)

#### A BYLAW TO ESTABLISH DEVELOPMENT PERMITS AND APPLICATION FEES FOR PROPERTY DEVELOPMENT WITHIN THE TOWN OF OUTLOOK

The Council of the Town of Outlook in the Province of Saskatchewan enacts as follows:

##### **SHORT TITLE**

1. This bylaw may be cited as the "Development Permit and Fees Bylaw".

##### **PURPOSE**

2. To provide for fees and charges require for Development permits is to, a minimum, compensate the municipality for fees and charged to it; by the assessment agency, by advertising businesses, should it be required, and by any other organization, individual or agency that may be required.
3. The purpose of this bylaw is to provide for fees and charges required to review planning and development applications and issue development permits, as provided in Schedule "A" of this Bylaw.

##### **4. DEFINITIONS**

- (1) **Act-** means "*The Planning and Development Act, 2007*" and amendments
- (2) **Chief Administrative Officer (CAO)** – the person appointed as pursuant to Section 111 of "*The Municipalities Act, 2005*".
- (3) **Council** – The Mayor and Councilors of the Town elected pursuant to the provisions of "*The Local Government Election Act, 2015*".
- (4) **Development** – The carrying out of any building, engineering, mining, or other operations in, on, or over land, or the making of any material changed in the use of intensity of the use of any building or land.
- (5) **Development Permit** – A permit that allows a property owner to construct, renovate, or make an addition to a structure on a property. A development permit must be applied for and issued, prior to applying for a building permit.
- (6) **Proposed Development-** a permitted or discretionary use within the Town's Zoning Bylaw, for which a person or corporation has made an application for a development permit.
- (7) **Town** – The Town of Outlook

##### **PROVISIONS**

5. The prescribed permit application to be used is set out in the Forms "A" through "E" attached hereto and forming part of this bylaw.
6. The fees shall be set out in Schedule "A" attached hereto and forming part of this bylaw.
7. Unless otherwise provided for in this bylaw, all fees prescribed in Schedule "A" shall be paid and MUST accompany all required Forms before the Development Officer will consider the application to have been received.
8. The Development Officer may determine that the whole or part of an application fee may be returned to the applicant.
9. If a cheque used for payment of fees or services is returned to the Town of Outlook due to non-sufficient funds or closure of the account, the fee is deemed to not have been received.
10. Should the developer engage the use of a planner designated by the municipality and should the municipality be invoiced for the planner's time, the municipality shall pay the planner's invoice and all costs shall be submitted to the developer for reimbursement.
11. The municipality reserves the right to invoice the developer for any fees or encumbrances to external contractors, municipalities, or individuals that may be incurred during the development.
12. In any case, where the required fee is not listed on Schedule "A", such fee shall be determined by the development officer.
13. Where a development has commenced before a development permit has been applied for and the applicant subsequently submits an application, the fees charged for the application shall be double the

normal fee. Such applications shall also be subject to the penalties and requirements of the Zoning Bylaw or any other related Town Bylaw.

**COST OF ADVERTISING**

14. Applicants shall pay all advertising costs as required in *The Act* or in WaterWolf's District Official Community Plan or in the Town's Official Community Plan or the Town's Zoning Bylaw associated with:
- (1) Zoning Bylaw amendments;
  - (2) Discretionary use development proposals;
  - (3) Official Community Plan amendments;
  - (4) All other advertising costs permitted under *The Act*

**OTHER**

15. A decision of the court that one or more of the provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness, or enforceability of the other provisions or parts thereof with respect to this Bylaw.

**COMING INTO FORCE**

16. This Bylaw shall take effect and come into force upon the date of final passing by Council.
17. This bylaw shall come into force on the date of approval issued by the minister.

READ a first time this September 13, 2023.  
READ a second time this September 27, 2023.  
READ a third time and adopted this October 11, 2023.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
CAO

Certified a true copy of Bylaw 05(2023)  
adopted by the council of the Town of  
Outlook on the 11<sup>th</sup> day of October, 2023.

  
\_\_\_\_\_  
Administrator



**SCHEDULE "A"**

To Bylaw 05 (2023)

Planning and Development Services	Fees
<b>Development Services</b>	
<i>Development Permit Application - Permitted Use</i>	\$75.00
<i>Development Permit Application- Discretionary Use</i>	\$150.00
<i>Minor Variance Application</i>	\$25.00
<i>Change of Occupancy Application</i>	\$25.00
<i>Accessory Building Less than 100 Sq feet Application including Site Plan</i>	No charge
<b>Planning Services</b>	
<i>Zoning Bylaw Text/Map Amendment</i>	\$250.00
<i>Zoning Bylaw Major Amendment (more than One Text/Map amendment)</i>	\$500.00
<i>Official Community Plan Amendment</i>	\$1,000.00
<b>Development Appeal</b>	
<i>Development Appeal Non-Refundable Fee</i>	\$50.00
<i>Development Appeal Deposit for Third Party Professional expenses incurred by the Town with loss of appeal (not to exceed \$500.00)</i>	\$500.00
<i>Additional Advertisement Fees Associated with public notification requirements (not to exceed \$500.00)</i>	Up to \$500.00
<b>Building Permit</b>	
<i>Demolition/Moving Permit</i>	\$25.00
<i>Building Permit - Residential</i>	\$60.00
<i>Building Permit- Commercial/Industrial</i>	\$100.00
<i>Building Official Fees</i>	Billed Out Actual Cost to Town

# Development Permit Application



All Sections Must Be Completed in FULL (Please Print)

## SECTION 1 – OWNER INFORMATION

Date: \_\_\_\_\_

Owner's Full Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Home) (Work)

Mailing Address \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

I hereby give my consent to allow authorized persons the right to enter the above land and/or building, with respect to this application only. I understand and agree that this application for a development permit and any development permit issued pursuant to this application, or any information related thereto, is not confidential information and may be released by the Town of Outlook.

## SECTION 2 – LOCATION OF PROPOSED DEVELOPMENT

Street Address: \_\_\_\_\_, Outlook, Sask.

Lot(s): \_\_\_\_\_ Block \_\_\_\_\_ Plan: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Description of Project/Land Use/Development: \_\_\_\_\_

Estimated Commencement Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_ (Total cost minus land price)

## SECTION 3 – Development Information

### Proposed Development Involves:

\_\_\_ New Buildings \_\_\_ Alterations \_\_\_ Addition \_\_\_ Move in Buildings \_\_\_ Other

### Description of Proposed Land Use:

\_\_\_\_\_  
\_\_\_\_\_

### Other Comments in Support of Application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a Discretionary Use Permit Application?

YES  NO

If yes, then the following information applies:

- In accordance with the zoning bylaw, all assessed landowners within a 75.0 meter radius shall be notified the details of this application by regular mail and they have a minimum of 21 days to provide public comment to Council.
- The process from application to approval can take between 6 to 8 weeks.

\_\_\_\_\_

**Section 4: Site Plan**

---

- Attached are copies of a site plan and detailed construction plans outlining the proposed development
- Attached is a recent Land Title search dated no more than 3 weeks prior to the date of the application
- Dimensions of parcel & location of existing or proposed buildings
- Proposed Yards of Front, Rear, and sides of building(s) from property line
- Size and locations of easements or right-of-ways

The above documentation must be attached to your Development Permit Application prior to submission of your Development Permit; otherwise the application **will not be accepted**. Every application for a Development Permit shall, unless otherwise directed by the Development Officer, be accompanied by the following:

**SITE PLAN** showing the following information: Property boundary and lot dimensions scale of plan, legal description, location and dimensions of buildings or structures, required side yards and setbacks shown, abutting streets, avenues, and lanes shown, all easements shown, dimensioned layout of parking areas, entrances and exits, fencing, screening and garbage cans, distance of proposed building(s) from road and closet side property line.

**DETAILED CONSTRUCTION PLANS** containing the following: Floor plans, elevations (views of each side of the building), building, cross section, wall sections, specifications, any other pertinent details of construction.

In addition to the above, the Development Authority may require further information, drawings, or documents as may be needed to determine any aspect to the proposed development, or such other material as may be required for presentation to the municipal planning office. Applicants are advised that failure to provide all of the required information will result in the application **NOT BEING PROCESSED UNTIL** all required information and fees are submitted.

**Section 5: Declaration**

---

I, \_\_\_\_\_, of the Town of Outlook, in the Province of Saskatchewan, solemnly declare that all the above statements contained within the application are true, and make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effects as if made under oath, and by virtue of "The Canada Evidence Act"

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

**For Office Use:**

Application Number: \_\_\_\_\_

Application Status:  Approved  Denied

Approved

Present Zoning:

- Residential
- Community Service
- Commercial
- Industrial

## Minor Variance Application

### Section 1: Application Information

---

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: (if different from above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Section 2:

---

Legal Description: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No. \_\_\_\_\_

Civic Address: \_\_\_\_\_

Reason for support of request: (attach additional notes if necessary)

---

---

---

#### Attachments:

Please provide the following information for our consideration and records:

Site Plan – Drawn to scale indicating the dimensions of the existing or proposed building and the building setback(s) dimensions and a real property report or surveyor’s certificate. Please note that the maximum variance that can be approved is 10% of each required setback

Non-refundable Application Fee

### Section 3: Declaration of Application.

---

I hereby certify that all the above statements contained within this 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Development Appeal Application

### Section 1: Application Information

---

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

#### Property Owner: (if different from above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Section 2: Locaton of Subject Property

---

Legal Description: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No. \_\_\_\_\_

Civic Address: \_\_\_\_\_

Present Status of Building or Structure Under Appeal:

Construction not yet Begun  Under Construction  Completed

Type of Construction:

Residential  Commercial  Industrial  Other (specify)

Description of Development Appeal: (example: side yard deficiency, parking deficiency, etc.)

\_\_\_\_\_

Reason for Development Appeal: (as per The Planning and Development Act, 2007, applicants have 5 days prior to the appeal hearing date to submit drawings and written materials)

\_\_\_\_\_

\_\_\_\_\_

Application for development permit has been submitted to the Development Officer and subsequently been denied on (date) \_\_\_\_\_.

### Section 3: Attachments

---

Site Plan and Development permit from the land location under appeal

Application Fee (please make cheques payable to the Town of Outlook)

### Section 4: Declaration of Applicant

---

I hereby certify that all the above statements contained within this 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Change of Occupancy Application

A change in the use of a building or a portion of a building which results in one of the following:

- ❖ A change of occupancy classification
- ❖ A change from one group to another group within an occupancy classification
- ❖ Any change in use within a group for which there is a change in the application of the requirements of building code or fire code

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different from Applicant)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Representative (if different than owner) \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date property was acquired by applicant/owner:

\_\_\_\_\_

Proposed Use (incl. proposed alterations and attach sketch of site)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parking Required under bylaw: \_\_\_\_\_ Parking Provided: \_\_\_\_\_

Previous Use, if applicable: \_\_\_\_\_

Name(s) of previous business(es): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_





## NOTICE OF DECISION FOR A DEVELOPMENT PERMIT

Development Permit #     ( )    

To: \_\_\_\_\_  
(Owner / Applicant)

This Is To Advise You That Your Application For: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

- PERMITTED USE FORM OF DEVELOPMENT, OR
  - DISCRETIONARY USE FORM OF DEVELOPMENT:
- HAS BEEN:

- 1. **APPROVED**
- 2. **APPROVED** subject to: \_\_\_\_\_
- 3. **REFUSED** for the following reason: \_\_\_\_\_

If your application has been **approved** with or without conditions, this form is considered to be **Development Permit** referred to in the Development Permit and Fees Bylaw. **This permit valid for a period of twelve (12) months from the date of issue.**

### RIGHT OF APPEAL

Pursuant to *The Planning and Development Act 2007*:

- You may appeal the refusal of your application for a permitted use or form of development;
- You may not appeal the refusal of your application for a use or form of development that is not permitted within the Zoning district of the application;
- You may appeal those standards that you consider excessive in the approval of the discretionary use or form of development subject to standards. Section 58(1) of *The Planning and Development Act, 2007*;
- You may not appeal the refusal of your application for a discretionary use or form of development.

**Appeals are made to the Development Appeals Board of the Town of Outlook. In addition, you may appeal if you feel the Development Officer misapplied the Zoning Bylaw in the issuing of this permit. Your appeal must be made in writing within 30 days of the date of this notice. Send your request to:**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Development Officer)

#### NOTES:

- This is not a Building Permit (must be obtained separately).
- Any Development carried out prior to obtaining a Development Permit Decision signed by an authorized Development Officer of the Town of Outlook is at the applicant's own risk.