

# 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**

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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: \_\_\_\_\_

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**For Office Use:**

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

Application Status:  Approved  Denied

Approved

Present Zoning:

- Residential
- Community Service
- Commercial
- Industrial