

# Application Form CERTIFICATE OF APPROVAL FOR SUBDIVISION

Pursuant to Section 127 – Planning and Development Act, 2007

Date of Application: \_\_\_\_\_ File No.: \_\_\_\_\_

## Applicant Information

### REGISTERED OWNER(S) OF THE SITE

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### AUTHORIZED AGENT TO ACT ON BEHALF OF OWNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Property Information

Legal Description: \_\_\_\_\_

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

### Existing Use of Land and Buildings

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

### Intended Future Use of Land and Buildings

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

### State the Specific Purpose of Proposed Subdivision (attach additional material if necessary)

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

Zoning District(s): \_\_\_\_\_ Is this subdivision related to a rezoning application? Y ☐ N ☐

No. of lots proposed: \_\_\_\_\_ Subdivision area (ha) \_\_\_\_\_ If yes to above, state file no.: \_\_\_\_\_

## Required Attachments

For Subdivisions by Plan, Plan of Proposed Consolidation, Leasehold Parcel, Bare land Condominium and Utility Transmission Line or Pipeline, please provide the following for our consideration and records:

### 1. Plan of Proposed Subdivision

Copy Attached ☐

Signed and Sealed, showing existing and proposed easements and existing buildings. The Plan must be an original and can be provided on paper. A reduction copy of this plan, not larger than 11" x 17", must also be submitted.

### 2. Letter(s)

Copy Attached ☐

Letters from the utility agencies listed in "Appendix A" providing comments on easements, servicing requirements, etc.

### 3. Site Plan

Copy Attached ☐

A good quality Site Plan (drawn to scale on paper no larger than 11"x17"), showing the intended development in sufficient detail for the purpose of preliminary zoning compliance examination for bare land condominium proposals.

### 4. Digital File

Copy Attached ☐

An AutoCAD compatible format to accompany all applications by Plan. E-mail to: [subdivisions@saskatoon.ca](mailto:subdivisions@saskatoon.ca)

### 5. Application Fee

Copy Attached ☐

Fee of \$650.00 to accompany this application.

**Required Fees**

- Application Fee (must accompany this application) \$650.00
- Fee for Re-issuance of a Certificate of Approval \$25.00
- Approval Fee of \$115.00 per lot or Bare land Unit to a max. of \$4,600.00, excluding parcels designated on the plan as dedicated lands or parcels for public works (payable upon issuance of the Certificate of Approval).

**Subdivision Application Process**

- The application is examined by staff to determine that all relevant documents have been submitted.
- If complete, the application is evaluated as to conformance with the *Subdivision Bylaw No. 6537*, *Zoning Bylaw No. 8770*, and *Official Community Plan Bylaw No. 8769*.
- If approved, a Certificate of Approval will be issued to the applicant once the applicable conditions of approval have been satisfied (e.g. - servicing agreements, required easements, payment of area development charges, money-in-lieu of municipal reserve and approval fees).
- If any application is recommended for denial, a report is sent to City Council.
- Upon issuance of the Certificate of Approval, applicant may proceed to submit a Plan of Survey to the Controller of Surveys for approval to register the Plan with the Information Services Corporation (ISC) of Saskatchewan.
- Subject to Section 228 of *The Planning and Development Act, 2007*, an applicant may appeal the decision of the approving authority to the Development Appeals Board.
- An application may require the Dedication of Lands for Public Use pursuant to Section 181 of *The Planning and Development Act, 2007*, at a rate of 10% of the land being subdivided for Residential Purposes and 5% of the land being subdivided for Industrial and Commercial Purposes. At the Approving Authority's discretion, money-in-lieu of the dedication requirement may be required.
- Subdivisions will be processed in 30-60 days. If recommended for denial, Council's decision must be issued within 90 days of a complete application.

**Declaration of Applicant/Agent**

I, \_\_\_\_\_, hereby certify that I have been authorized by the registered owner(s) to act on behalf of such owner(s) in the matter of this application.

\_\_\_\_\_  
Signature of Authorized Agent

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 of Owner(s) of Authorized Agent

**FOR OFFICE USE ONLY:**

Cash Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

**Appendix 'A' – List of Agency Representatives to Contact Respecting Proposals for Subdivision**

All subdivision applications involving a Plan of Subdivision, Plan of Consolidation, Leasehold Parcel, Plan of Bare land Condominium, and Certificate of Approval for a Utility Transmission Line or Pipeline, must be circulated to all of the agencies listed below for comment.

**REFERRALS FOR ALL SUBDIVISION APPLICATIONS****City of Saskatoon, Community Services Department**

*Parks Division*  
1101 Avenue P North  
Saskatoon, SK S7K 7K6  
Phone: 306-975-3182 Fax: 306-975-3034

*Recreation and Community Development Division*  
City Hall, 222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
Phone: 306-975-3340 Fax: 306-975-3185

**City of Saskatoon, Transportation & Utilities Department**

*Land Development Section*  
City Hall, 222 - 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
Phone: 306-975-2462 Fax: 306-975-2971

*Public Works – Solid Waste*  
330 Ontario Avenue  
Saskatoon, SK S7K 2H5  
Phone: 306-975-2332 Fax: 306-975-2500

*Saskatoon Light & Power*  
322 Brand Road  
Saskatoon, SK S7K 0J5  
Phone: 306-975-2618 Fax: 306-975-3057

*Transit Services*  
301 - 24<sup>th</sup> Street West  
Saskatoon, SK S7L 6R8  
Phone: 306-975-3118 Fax: 306-975-7532

**Saskatoon Police Service**

*Planning Section*  
Box 1728  
Saskatoon, SK S7K 3R6  
Phone: 306-975-8275 Fax: 306-975-8319

**SaskPower**

1370 Fletcher Road, Box 1560  
Saskatoon, SK S7K 3R3  
Phone: 306-934-7799 Fax: 306-934-7933

**SaskEnergy**

408 - 36<sup>th</sup> Street East  
Saskatoon, SK S7K 6K8  
Phone: 306-975-8544 Fax: 306-975-8598

**SaskTel**

140 - 1<sup>st</sup> Avenue North, 5<sup>th</sup> Floor  
Saskatoon, SK S7K 1W8  
Phone: 306-931-5290 Fax: 306-931-5121

**Shaw Cablesystems**

2326 Hanselman Avenue  
Saskatoon, SK S7L 5Z3  
Phone: 306-665-3728 Fax: 306-244-0105

**Saskatoon Public School Division**

310 - 21<sup>st</sup> Street East  
Saskatoon, SK S7K 6C8  
Phone: 306-683-8243 Fax: 306-683-8207

**Greater Saskatoon Catholic Schools**

420 - 22<sup>nd</sup> Street East  
Saskatoon, SK S7K 1X3  
Phone: 306-221-4576 Fax: 306-668-7296

**Canada Post**

817 - 51<sup>st</sup> Street East  
Saskatoon, SK S7K 0G9  
Phone: 306-668-6706 Fax: 306-668-6714

**Saskatoon Fire Department**

Main Hall, 125 Idylwyld Drive South  
Saskatoon, SK S7K 1L4  
Phone: 306-975-2578 Fax: 306-975-2589