A Developer’s Handbook
A Guide to Developing Land in Saskatoon
The purpose of this handbook is to:

- provide information to those who intend to develop land within the City of Saskatoon
- assist developers with municipal processes for purchasing, developing and servicing land
- assist with navigating municipal bylaws and managing land use and development issues
- support the urban reserve creation process
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The information contained in this handbook, while as accurate as possible, is intended as a general guide. We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues related to your development.
I. Pre-Development Process (Before you Buy)

What you should know

Before purchasing land, the City of Saskatoon recommends contacting the Planning & Development Department to ensure your building plans and development interests align with municipal regulations and requirements. We are also happy to discuss potential land purchases and potential projects in confidence. Contact 306-975-2645.

When purchasing land, you need to take a variety of considerations into account to ensure the prospective property meets your desired timelines and development objectives. Several important considerations are outlined below:

<table>
<thead>
<tr>
<th>Type of Land</th>
<th>Considerations</th>
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<tbody>
<tr>
<td>Urban</td>
<td>Urban land is land that lies within the current boundaries of the city. It has or will have access to full urban services, subject to availability and timing of development. Full urban services include:</td>
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<tr>
<td></td>
<td>● Urban standard paved roads, sidewalks, street lights, public spaces and amenities,</td>
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<tr>
<td></td>
<td>● Sanitary sewer connection to the City system</td>
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<td></td>
<td>● City water from a pressurized connection</td>
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<td></td>
<td>● Storm water management connected to the City system</td>
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<tr>
<td></td>
<td>● All other City services</td>
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<tr>
<td>Vacant (Greenfield)</td>
<td>A vacant (greenfield) site is an area of land that has never been developed or built on to an urban standard. It is often found near the edge of a city. Most greenfield sites have previously been used for farming. It is important to know when undeveloped land (both within and outside the city) is expected to be serviced, subdivided and zoned for development. In some instances, it may be decades before greenfield land is development ready.</td>
</tr>
<tr>
<td>Vacant (Brownfield)</td>
<td>A vacant (brownfield) site is an abandoned, vacant, derelict or underutilized property that may have actual or perceived contamination. Brownfield sites are often characterized by disuse, decay and evidence of previous development, such as paved areas. Typical examples of brownfield sites include former gas stations, dumps and other industrial sites. Some environmental cleanup may be required on these sites.</td>
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</tbody>
</table>
The availability of servicing on a parcel of land is a significant consideration as it will have a major impact on your ability to develop the land. Serviced land in the city generally falls under one of two general categories:

**i. Fully Serviced** land contains services and is ready for new building construction or expansion of existing buildings. The land already has utility services (water, sanitary, storm water, electricity, roads, etc.) in place and is ready for you to begin construction. Keep in mind that the capacity of existing services to accommodate proposed land uses also needs to be considered. Additional service capacity may be needed if a development proposal is significantly more intensive or substantially different from what was previously located on the site or in the area. Typically, development in Saskatoon cannot proceed if adequate services are not available. If existing services are not adequate, upgrades to servicing may be required for construction to proceed.

**ii. Lightly serviced** land does not have full urban services. Instead, it has services commonly found in rural areas, such as on-site water and sewer systems. In many cases, lightly serviced land is rural land that has been annexed into the City. In general, the City of Saskatoon does not permit land to be developed in a lightly serviced manner; all developed or redeveloped land is intended to be fully serviced.

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<td>Un-Serviced</td>
<td>Unserviced or “raw” land is in a natural or rural state. It is not usually subdivided, and although urban development may be planned, servicing and development have not reached the area. This type of land is usually found in future planned neighbourhoods and commercial/industrial areas or on the edge of the city. Urban servicing occurs in phases as areas are developed. For land in newer development areas on the edge of the city, extending services to the area may be many years away. It is also important to note that developers may need to provide onsite storm water management even when the land is serviced.</td>
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Before you purchase land, ask the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td><strong>What is the City of Saskatoon’s plan for development of the land?</strong></td>
<td>● Does the City’s plan for your site include employment uses? Economic development? Residential housing? Other uses?  &lt;br&gt;● Understanding the City’s plans will guide your development process and help you achieve a successful outcome.</td>
</tr>
<tr>
<td>Question</td>
<td>Response</td>
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| **What type of services are in place or will be available in the future?** | • Understanding what services are currently in place, such as water, wastewater and storm water, will help inform the timing of your development. If services are already in place, development can happen much sooner.  
• Servicing is planned many years in advance and built sequentially, as growth happens. If the parcel has not yet been serviced, it is important to know when servicing is planned.  
• Understanding the financial impacts of servicing is also important. If the land is not yet serviced, all developers in the area will have to help pay for installing and connecting to services to the area. The costs associated with this can be significant.  
• Whether the parcel has services already in place or not, each developer in the area would need to pay to connect to the services.  
• Each developer in the area will also need to allocate land to provide locations for services and amenities, such as pipes, storm ponds, parks and schools. See page 11 for more information.  
• If your parcel is located outside the city, it will not have a readily available connection to City services. |
| **What other questions should I discuss with the City to help facilitate my development?** | • What are the proposed site layout and proposed land uses?  
• What zoning is required to accommodate the proposed uses and densities. How will these relate to adjacent land uses and the overall land use vision for the area?  
• Is there a servicing strategy (i.e. water, storm water, wastewater, road access) for the entire development, prepared by a qualified professional?  
• What will the phasing and approximate timing for each phase of development look like?  
• What consideration has been made for proposed dedication of land or payments for shared services and amenities, such as storm ponds, arterial roads, recreation and park space? |
How do I purchase land?

Land can be purchased multiple ways, either from private landowners or one of Saskatoon’s many land developers. A licensed real estate agent can help identify available land. Alternatively, land developers often sell individual parcels. It is best to contact the developer directly to determine the process for buying land.

What is the Official Community Plan?

The Official Community Plan (OCP) is a bylaw that provides a comprehensive policy framework for achieving the community that Saskatoon residents collectively envision and desire. It guides the physical, environmental, economic, social and cultural development of our community through a broad set of goals, objectives and policies. These inform all planning, decision-making and priority-setting for the City of Saskatoon. The direction and goals outlined in the OCP are entrenched in law and recognized by the Province of Saskatchewan as a statement of Saskatoon’s long-term vision. Think of it as a roadmap that guides all land use and development decisions in Saskatoon.

What is zoning and land use, and how does it apply to the land?

Zoning specifies the rules around what type and form of development can occur on each piece of property. All property in the City of Saskatoon is assigned a zoning designation under the Zoning Bylaw No. 8770, available at saskatoon.ca/zoning. A zoning designation allows certain uses (e.g. residential, commercial, institutional, industrial) and contains development standards, such as building setbacks, building heights and parking requirements. Assigned zoning districts must align with relevant land use designation as outlined in the Official Community Plan Bylaw No. 9700, available at saskatoon.ca/ocp.

Land use designations provide the long-term policy vision for an area, whereas zoning districts provide the specific regulations for an individual site. Before purchasing land, confirm that the existing zoning for the property will allow your development to occur.

In certain circumstances, it may be possible to amend zoning requirements, or a parcel may need to be re-zoned to allow for the specific development you may have in mind. For more information about zoning, contact Development Review, 306-975-2645.

What are Sector Plans and Concept Plans?

Sector Plans are required by the Official Community Plan. They are long range plans for neighbourhoods within the context of a Sector. A Sector typically contains six to ten neighbourhoods and the housing and community facilities necessary to accommodate 50,000 to 80,000 people as well as significant employment. This includes a transportation network to connect the Sector to the city-wide transportation network. More information on Sector Plans is available at saskatoon.ca/sectorplans.
Concept Plans prescribe the development vision (including an outline of specific land uses), and the servicing and transportation framework for a defined area, in alignment with the Official Community Plan and approved Sector Plan. Concept Plans are required for both large scale development, such as residential neighbourhoods or industrial employment areas, and smaller scale development, such as urban centres or significant infill development. Once a Concept Plan is approved, it is implemented over many years as land is subdivided, zoning is applied, roads and services are installed, parks are constructed, and residences and businesses in the neighbourhood are established. If you are developing a large area of land that includes multiple lots, but a Concept Plan or subdivision is currently not in place, you may need to develop a Concept Plan. For more information, visit saskatoon.ca/conceptplans.

**How much of the land is developable?**

The amount of land available to develop will depend on a number of factors. In areas where land is raw or unserviced, all developers share proportionately in dedicating land for the infrastructure and services, such as roadways and the buffers next to them, walkways, utilities such as storm ponds, schools and parks, and other public recreation space. These dedications will be applied when the land is subdivided.

Lands requiring dedication include **municipal reserve**, **utility parcels**, **public reserve**, **environmental reserve**, **buffer strips and walkways**. Schools are built on municipal reserve lands, which may result in an increase in the amount of dedicated municipal reserve. It is necessary to factor dedicated lands into the planning process as these lands are no longer available for development. Once removed, the resulting number is the **net developable area**—this is the amount of land that can actually be developed.
Another major consideration is whether or not there are wetlands, natural areas or other **environmentally sensitive areas**, in proximity to other potentially conflicting land uses (landfills, airport, rail line, etc.). Similarly, consideration should be given to whether the area is prone to hazards like flooding or slumping. Typically, land within these areas is not suitable for development.

The *Planning and Development Act, 2007*, available on the Government of Saskatchewan’s website, outlines the different types of dedicated lands that need to be considered.

**What environmental considerations will affect how I can develop land in Saskatoon?**

i. **Environmental Site Assessments**

Environmental Site Assessments (ESA) are studies performed by qualified professionals that evaluate potential and actual environmental risks to a piece of land or property. In the context of land development, ESAs are usually commissioned and performed prior to land purchase or development activities, including for the purpose of urban reserve creation.

If contamination is identified, the Saskatchewan Ministry of Environment may require you to prepare a Corrective Action Plan.

ii. **Wetland Policy**

Saskatoon is located in the Prairie Pothole Region, and wetlands are found within the city and surrounding area. The City’s Wetland Policy C09-041 ensures wetlands are inventoried and assessed based on function and water permanency. If proposed development will impact significant wetland resources, a wetland mitigation plan is required, including detail on how impacts will be minimized or compensated. Typically, a natural areas screening is completed as a part of the Sector Plan and Concept Plan development process. If specific direction is not provided in a relevant Concept Plan, and there are wetlands on a development site, a new natural areas screening may be required prior to development occurring.

For more information, refer to the City of Saskatoon’s Wetland Policy at [saskatoon.ca/wetlandpolicy](http://saskatoon.ca/wetlandpolicy).
II. Important Plans, Policies and Stakeholders

The role of the City of Saskatoon’s Planning and Development Department is to build an increasingly sustainable community over time, with an enhanced quality of life, consistent with the vision and direction of the City’s Official Community Plan and Strategic Plan.

Through community engagement and consultation, Planning and Development seeks to understand the values of the community and to reflect those values through the implementation of development policies, programs, bylaws and standards.

Our mandate includes district planning, future growth, land use and zoning policy, development review, planning for new neighbourhood and employment areas, revitalizing existing communities, affordable housing, community safety, community and demographic research, heritage management, business licensing and bylaw enforcement. We work with community, business, First Nations and Métis communities, and Regional partners to foster mutually supportive relationships and sustainable development throughout the city and region.

What documents guide the planning and development process in Saskatoon?

Planning decisions in Saskatchewan are guided by The Planning & Development Act, 2007, which provides a framework for cities to set policies and adopt plans to govern development, such as the City’s Official Community Plan, Sector Plans, Concept Plans and Zoning Bylaw.

For more information on relevant Plans & Policies, see page 14.
What is the relationship between the different types of plans in Saskatoon?

As illustrated in the graphic below, several types of plans must be completed before land can be developed. In most cases, City Council approval is required to make changes to these plans.

**Official Community Plan**
- Applies to entire City of Saskatoon
- Addresses a broad spectrum of issues
- Comprehensive and long-term

**Sector Plan**
- Applies to typically 6 to 10 residential or industrial areas
- Addresses a broad spectrum of issues
- Comprehensive and long-term

**Concept Plan**
- Applies to smaller development area
- Provides a more detailed solution for land use and infrastructure servicing

**Sketch Plan**
- Applies to individual development phase or tract of land
- Development occurs according to Concept Plan

Relevant Plans

- OFFICIAL COMMUNITY PLAN [saskatoon.ca/ocp](http://saskatoon.ca/ocp)
- STRATEGIC PLAN [saskatoon.ca/strategicplan](http://saskatoon.ca/strategicplan)
- SECTOR PLANS [saskatoon.ca/sectorplans](http://saskatoon.ca/sectorplans)
- CONCEPT PLANS [saskatoon.ca/conceptplans](http://saskatoon.ca/conceptplans)
- AREA REDEVELOPMENT PLANS (LOCAL AREA PLANS, INFILL GUIDELINES, CITY CENTRE PLAN, ETC.) [saskatoon.ca/planning](http://saskatoon.ca/planning)
Rights Holders, Stakeholders & Partners

Who else should I contact when preparing a development proposal?

Depending on where a parcel of land is located, you may need to take additional considerations into account when preparing a development proposal. Along with the major utility providers (SaskPower, SaskEnergy), the following rights holders, stakeholders and partners should be consulted early in the planning process.

● First Nations

Several First Nations have invested in land in and around Saskatoon, including for the purpose of converting to reserve status. In some cases, the First Nation has opted to pursue reserve designation, which is granted by the federal government; in other cases, the land remains as land holdings (intended for, but not yet designated reserve).

Whether a First Nation or private land developer is proposing development, ongoing dialogue is encouraged between developers to ensure development interests are compatible.

A Concept Plan is often used by First Nations as a tool to provide potential stakeholders or investors with ideas for development. The proposed Concept Plan typically identifies infrastructure and transportation needs, but does not provide a final development strategy. Developers are encouraged to collaborate with First Nations early in the process to determine how to proceed, as the First Nation may need to undertake predesignation of the land, prior to reserve creation.

● Wanuskewin Heritage Park

Wanuskewin Heritage Park is located on the west bank of the South Saskatchewan River approximately 3 km north of Saskatoon within the Opimihaw Creek Valley. A designated National Historic Site due to the presence of archaeological resources representing nearly 6,000 years of Northern Plains people’s history, Wanuskewin is currently pursuing UNESCO World Heritage Designation. If successful, this would recognize the park as a site of international importance.

Due to the significance of the site, consideration must be taken into account when pursuing development opportunities near Wanuskewin boundaries as any development visible from the park needs to be consistent with the natural and historical qualities of the park.

Contact the Park at 306-931-6767 or Regional Planning at 306-975-2645 for more information.

● Rural Municipality (RM) of Corman Park

The RM of Corman Park is the rural municipality surrounding the City of Saskatoon. For over 60 years, the City and the RM have participated in joint planning in the area known as the Corman Park-Saskatoon Planning District (approximately 1-5 miles from city limits). This joint planning includes review by both municipalities of rezoning and discretionary use applications as well as subdivisions proposed within the Planning District area. As well, the two municipalities share information regarding major development proposals, Sector Plans and Concept Plans.

For more information, visit, saskatoon.ca/cormanpark.
● Saskatoon North Partnership for Growth (P4G)

Saskatoon North Partnership for Growth (P4G) is a voluntary regional collaborative that includes political and administrative representation from five partnering municipalities: The RM of Corman Park; the Cities of Martensville, Saskatoon and Warman; and the Town of Osler. Following a Joint Councils Public Hearing on September 24, 2020, each of the partner municipal councils adopted bylaws approving the P4G District Official Community Plan. In addition, the P4G Zoning Bylaw was adopted by RM Council on August 16, 2021. These bylaws, along with the P4G District Agreement, will be forwarded to the province for approval and establishment of the P4G Planning District, which once in place, will replace the Corman Park Saskatoon Planning District.

For more information on how the P4G could impact your development, visit partnershipforgrowth.ca.

● Saskatoon Regional Economic Development Authority (SREDA)

The Saskatoon Regional Economic Development Authority’s (SREDA) role is to strengthen and grow the local and regional economy by providing assistance with business attraction, retention and expansion, regional economic development, economic forecasting and overall marketing of the Saskatoon region.

Contact SREDA for assistance in finding a suitable location for certain development opportunities. They can provide advice on location options and related servicing access.

To discuss potential options for land availability and market forecasting, visit SREDA at sreda.com

● Saskatoon Airport Authority & John G. Diefenbaker International Airport

If developing adjacent to or in the vicinity of the John G. Diefenbaker International Airport, you must first contact Transport Canada to discuss any potential restrictions, as they have specific development regulations separate from those enforced by the City. In addition, you should also review the Saskatoon Airport Zoning Regulations as they impact development within certain boundaries around the airport. Download the regulations at https://laws-lois.justice.gc.ca/PDF/SOR-87-706.pdf.

It is important to familiarize yourself with these regulations:
- Building and other height restrictions
- Storm water management, including standing water bodies
- Noise levels

Contact the Saskatoon Airport Authority at 306-975-4274 and the John G. Diefenbaker International Airport at 306-975-8900.
• Meewasin

Meewasin is a conservation agency dedicated to conserving the cultural and natural resources of the South Saskatchewan River Valley. Meewasin administers a development review process to ensure that proposed changes made to lands within Meewasin’s jurisdiction are compatible with Meewasin’s Development Plan. Meewasin’s Development Review Policy applies to the review and construction of developments in its jurisdiction.

For a map of Meewasin’s jurisdiction and more information on its review policy, refer to meewasin.com/about/development/.

• South Saskatchewan River

For any development in the vicinity of the South Saskatchewan River, Fisheries and Oceans Canada (DFO), Meewasin and the Saskatchewan Water Security Agency (WSA) need to be consulted. They may require permits or approvals depending on how close the development is to the river. Contact with these agencies is recommended prior to development. Restrictions may also exist in areas that are prone to flooding from the river.

The City may require a geotechnical investigation as a condition of development in the vicinity of the river.

• Ministry Of Highways and Infrastructure

Many provincial highways are adjacent to city boundaries and provide access to the city. When building a structure, planting trees or excavating near a provincial highway, you may need a roadside development permit. This permit is required for any work within 90 metres of the right-of-way of a provincial highway outside city limits.

Access Management is the process for managing roadway connections onto provincial highways, at highway interchanges and intersections, and onto municipal roads in the vicinity of a provincial highway.

For more information visit, saskatchewan.ca/business/transportation-and-road-construction/apply-for-a-roadside-development-permit.

• Saskatoon Freeway

The Saskatoon Freeway (previously referred to as Perimeter Highway) is a provincial Ministry of Highways and Infrastructure project. The proposed four-lane, 55-kilometre, limited access highway will connect Highway 11 (south) with Highway 7, forming a partial ring-road around the City of Saskatoon. When fully developed, it will provide a high-speed, free-flow bypass route around Saskatoon, as well as a commuter route for surrounding communities.

When planning any development near the proposed Freeway, consult with the Ministry of Highways and Infrastructure at 306-933-5186 or view maps of affected areas and project updates at saskatoonfreeway.org.
What is the process for rezoning land?

The Zoning Bylaw No. 8770 divides the city into zoning district categories and regulates the development and use of land in those districts. Examples of the categories include:

- Commercial
- Industrial
- Institutional
- Residential
- Specialized, such as future urban development and agriculture

Each zoning district outlines development standards that regulate building requirements. Typical development standards include:

- Types of permitted land uses and types that need City Council approval
- Size of lots
- Distance buildings must be from property lines
- Building heights and sizes
- Parking standards
- Landscaping standards
- Sign standards

Rezoning refers to the process of changing the zoning district that applies to a property. Rezoning is required when land is proposed for development or redevelopment, but the new land use does not comply with the existing zoning requirements. Rezoning is also done when raw land has been serviced and is ready for development.

Rezoning proposals are reviewed by City staff and the public, and then submitted to City Council for a decision. This process can take approximately six to 12 months, depending on the complexity and scale of the application.

An amendment may also need to be made to the Official Community Plan to change the Land Use for the property. The proposed Land Use must align with the approved Sector Plan and Concept Plan, as well as with the overall Official Community Plan. If the area does not have an approved Concept Plan and one is needed, refer to the Concept Plan Guidelines for requirements on completing this step.

To inquire about rezoning property, contact Development Review at 306-975-2645.
What is the process for subdividing land?

Subdivision is the process of creating new parcels of land or altering existing legal property boundaries. If a parcel that is being considered for development is a size that does not meet the developer’s needs, subdivision may be a required step before development occurs. It usually involves dividing a property into smaller lots. It can also include realigning existing property lines or joining two or more lots into a single lot.

Once the subdivision is registered with the Information Services Corporation (ISC) of Saskatchewan, the new parcel can be sold, and the title transferred to a new owner.

To apply for a subdivision, the applicant is required to have a Saskatchewan Land Survey or to prepare a proposed plan of subdivision. Full requirements for documentation that must accompany an application for subdivision are set out in the City’s Subdivision Regulations, available at saskatoon.ca/subdivisions.

Application Stage

- The application is made to the City of Saskatoon (Development Review Section) and examined by staff to ensure that all relevant documents have been submitted.
- If complete, the application is evaluated for conformance with the Subdivision Bylaw No. 6537, Zoning Bylaw No. 8770 and Official Community Plan Bylaw, 2020.

Decision Stage

- Subdivisions will be processed in 30-60 days. If approved, a Certificate of Approval will be issued to the applicant once any applicable conditions of approval have been satisfied.
- If an application is recommended for denial, a report is sent to City Council.
- An applicant may appeal the decision of the approving authority to the Development Appeals Board.

Approval Stage

- 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).
IV. Development Process (Before You Build)

Certain services and amenities are shared, and paid for, by all property owners. Services that directly serve the development are typically paid for by the developer of the property. Some existing properties already have services in place, so all of this has been paid for (other than utility connections); whereas others are still unserviced.

To find out whether a property has all the services it needs, contact 306-975-2462.

Agreements, Levies & Fees

The City is responsible for planning, design, operation and maintenance of the water distribution system, sanitary sewer collection system, storm water collection system, roadways and other public infrastructure.

Inquiries regarding specific standards and regulations or questions about servicing, development charges or levies should be directed to the Transportation & Construction Department at 306-975-1467 and the Utilities & Environment Department at 306-975-2450.

Servicing Agreements

As a condition of subdivision, a servicing agreement may be needed to establish servicing requirements and details for a property. The servicing agreement outlines both the City’s and the developer’s responsibilities and requirements with regards to design, construction, warranty and maintenance of various services to standards established by the City for the development of land to an urban status.

With the agreement, City Council accepts responsibility for maintaining services in a new subdivision in exchange for the developer installing the necessary services.

If a servicing agreement is required, the applicant may be asked to submit detailed engineering designs for these services. Typically, the required services are identified in the Concept Plan, and the developer’s servicing agreement will need to align with the Concept Plan (see page 10 for more information).

In some cases, development may occur ahead of or without a Concept Plan in place. In the absence of a Concept Plan, a servicing agreement may still be needed to establish how and when services will be provided and paid for. This may happen, for example, during urban reserve creation or infill projects.

For more information on servicing agreements, call 306-975-2456.

Development Levies (Servicing Agreement Fees)

The City of Saskatoon charges servicing agreement fees (also referred to as development levies, prepaid service rates or area development charges) for direct and offsite services required to service new development.

Direct services include roads, street lights, sidewalks, storm sewers and drains located within a newly developed area. Land developers typically pay for all direct or “onsite” costs.

Offsite services are shared by several neighbourhoods and include arterial roads, interchanges, bridges, trunk sewers, primary water mains, water and wastewater treatment plant expansions, major recreation and cultural facilities,
libraries and police and fire stations. Land developers pay a predetermined share for offsite services.

These levies are administered under the annual Prepaid Service Rates adopted by Council. Depending on the size and configuration of the parcel or area being developed and/or subdivided, the levies are charged on a front metre and/or area basis.

For more information on development levies, contact 306-975-2462.

**Easement Agreements**

Where a buried utility crosses private property, the developer must provide an easement. The easement provides the legal right for the utility company to use that part of the property for its infrastructure.

Buried utilities in new subdivisions must be located within rights-of-way in accordance with standard drawings referenced in the Design and Development Standards Manual (Section Two, Appendix A) available at [saskatoon.ca/designanddevelopmentstandards](http://saskatoon.ca/designanddevelopmentstandards).

![Image](image.png)

**What are the next steps in the development process?**

**Plans for Submission**

Submission requirements for development plans vary depending on the type of project (greenfield development, infill development, etc.) and the stage of development. In all cases, the City recommends referencing the following documents for more detailed information on submission requirements:

- Concept Plan Guidelines
- Sketch Plan Guidelines
- Design and Development Standards Manual ([saskatoon.ca/designanddevelopmentstandards](http://saskatoon.ca/designanddevelopmentstandards))
- Low Impact Development Design Guide for Saskatoon
- Lot Drainage ([saskatoon.ca/lotdrainage](http://saskatoon.ca/lotdrainage))

**Development and Building Permits**

A Building and Development Permit is required for construction of new buildings and alterations or major additions to existing buildings. A Development Permit may be required when activity occurs, or is changed, on a property even if there are no buildings, such as on parking lots, industrial sites and outdoor storage.

A Demolition Permit is required for the demolition or partial demolition of existing buildings. Other required permits may include plumbing, electrical, water and sewer, right-of-way, parking, curb crossing and signage.

For more information on building plans (including building permits), construction policies and procedures in Saskatoon, see the Contractor’s Handbook (visit [saskatoon.ca/buildingforms](http://saskatoon.ca/buildingforms) and search “Contractor’s Handbook”).
• **Drainage/Grading Plan**

Storm water drainage from residential properties (one and two-unit dwellings) is allowed to drain onto public rights-of-way. All other sites must drain internally towards designated areas before they drain or spill over into the City’s storm water drainage system. As the developer, you are responsible for developing storm water management plans and submitting them to the Transportation and Construction Department for review and approval as part of the Development and Building Permit process. Private property must not drain onto another property unless it is a designated drainage route.

More information can be found in the Design and Development Standards Manual (Section Four, Property Drainage) available at saskatoon.ca/designanddevelopmentstandards.

• **Traffic Impact Study/Transportation Plan**

A traffic impact study (TIS) assesses the impact of a proposed development on the city’s overall transportation network. The TIS will recommend necessary improvements to the transportation network to mitigate any impacts of the proposed development or redevelopment.

A TIS is required as part of a Concept Plan submission and may be required for other development applications, depending on the scale and scope of the project. For development occurring ahead of or without a Concept Plan, a TIS may be required.

To confirm if a TIS is required, contact the Transportation Department at (306) 975-2476.

The TIS is reviewed by the Transportation Department. Further information about the City’s transportation standards can be found in the Design and Development Standards Manual (Section Eight, Transportation System), available at saskatoon.ca. For individual site development, curb crossings (driveways) must meet standard specifications (available on saskatoon.ca by searching “Driveway Access Permits”).

**Incentives**

**What type of development incentives may be available?**

Incentives are available for a number of different types of development projects. The table on the following page summarizes potential incentives and where to find more information.
<table>
<thead>
<tr>
<th>Incentive Name</th>
<th>Details/Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Development Incentives</strong></td>
<td>SREDA administers the City of Saskatoon’s Business Development Incentive Program. This tax abatement incentive was developed to encourage attraction and expansion of businesses and facilitate long-term job creation. Incentives include exemptions or reductions of any City tax or fee, waiving of utility deposits and down payments on land and exemptions of reductions of prepaid servicing levies. For more information or to apply, visit sreda.com/why-saskatoon/business-incentives/.</td>
</tr>
<tr>
<td><strong>Industrial Land Incentives Program</strong></td>
<td>The Industrial Land Incentives Program, offered through Saskatoon Land, defers the cost of land by offering a long-term lease at a low monthly rate, with the option of purchasing the land at market value. For terms and conditions, and information on how to apply, visit saskatoon.ca/industrial.</td>
</tr>
</tbody>
</table>
| **Innovative Housing Incentives (continued over)** | • **New Rental Construction Land Cost Rebate Program**  
  To encourage the construction of new market rentals, purpose-built multi-unit rental housing is eligible for a grant of up to $5,000 per unit as well as a 5-year incremental property tax abatement. The units must remain rental for a minimum of 15 years.  
  • **Affordable Housing Capital Contribution**  
  Eligible affordable housing projects qualify for capital funding assistance of up to 10% of total project costs. Projects are evaluated based on a point system that achieves affordable housing targets.  
  • **Property Tax Abatement**  
  Affordable rental housing projects that are provided on a non-profit basis are eligible to receive a 5-year tax abatement of the incremental increase in property taxes.  
  • **Waiving Offsite Levies for Affordable Housing**  
  City Council, at its discretion, may waive the payment of offsite levies payable as the result of the development of affordable housing in specific circumstances. |
### Innovative Housing Incentives (continued)

- **Secondary, Garden and Garage Suites Rebates**

  The City will provide rebates or partial rebates of permit fees (Building, Development, Plumbing, Occupancy, Discretionary Use) for the creation of new secondary, garden or garage suites, or the legalization of existing secondary suites.

- **Mortgage Flexibilities Support Program**

  Through this initiative, a non-repayable 5% down payment grant is available to eligible homebuyers who are purchasing a home in a development that has been designated under the program. Before submitting a proposal, home builders interested in having their project designated under this program are encouraged to meet with City staff to receive information on funding capacity and feedback on their project.

  For more information on housing incentives, go to [saskatoon.ca](http://saskatoon.ca) and search “Incentives for Builders and Developers.”

### Vacant Lot & Adaptive Reuse Incentive Program

- The Vacant Lot and Adaptive Reuse Incentive Program is designed to encourage development on existing vacant or brownfield sites, and the reuse of vacant buildings in established areas of the city, including the Downtown, by providing financial and/or tax-based incentives to owners of eligible properties.

- As part of the Vacant Lot and Adaptive Reuse Strategy, the City maintains a comprehensive inventory of undeveloped land, which also includes surface parking lots.

  For more information and to view the current inventory, go to [saskatoon.ca](http://saskatoon.ca) and search “Vacant Lot & Adaptive Reuse Strategy.”
<table>
<thead>
<tr>
<th>Incentive Name</th>
<th>Details/Eligibility</th>
</tr>
</thead>
</table>
| Façade Conservation & Enhancement Grant Program | The Façade Conservation and Enhancement Program provides grants to property owners and businesses in established commercial areas for use in the conservation or rejuvenation of the façade of a commercial property.  
For more information, including how to apply, go to saskatoon.ca and search “Facade Conservation & Enhancement Grant Program.” |
| Storm Water Credit Program      | Reductions up to a total maximum of 50% of Storm Water Management Charges are provided to property owners who install approved best management practices (BMP) that reduce storm water runoff and pollutants from commercial and multi-unit residential properties into the City’s storm water system.  
Three credit categories are offered:  
● Water Quality Improvement (up to 20%)  
● Peak Flow Reduction (up to 30%)  
● Onsite Retention (up to 50%)  
Property owners may apply and receive conditional approval for storm water management credits, if eligible, as part of the development approval process. |
| Heritage Incentives             | To encourage conservation of historic places, the City offers a variety of incentives for Designated Heritage Properties in the form of grants, tax abatements and non-financial incentives, including the alteration of development standards and streetscaping elements.  
For more information, and to learn about Saskatoon’s Civic Heritage Policy and the Heritage Plan, go to saskatoon.ca and search “Heritage Plan, Policy & Program Review.” |
V. Urban Reserves

Development Intended for Urban Reserve Creation

This section is intended to assist First Nations who may be considering development through creation of an urban reserve in Saskatoon.

The City of Saskatoon welcomes all Indigenous investors considering opportunities for investment and economic development in Saskatoon, including First Nations who may wish to establish an urban reserve within Saskatoon. While the urban reserve creation process is led by federal and provincial governments, the City has an active role in the process.

For more information on Urban Reserves or to learn more about First Nations with land interests in Saskatoon and area, visit saskatoon.ca/urbanreserves.

The City encourages contacting Regional Planning early in the process, prior to making decisions about location or purchasing land, to ensure the land is suitable for what you are planning.

Contact Regional Planning at 306-975-2645 or email regional.planning@saskatoon.ca for more information.

Considerations for Urban Reserve creation

- When considering a parcel of land for development, it is important to look at surrounding uses. Land use in Saskatoon is regulated through the Zoning Bylaw, which ensures similar uses are grouped together and land use conflict is avoided. If a parcel is not yet an urban reserve, it is subject to the Zoning Bylaw and all other City regulations, until an urban reserve is designated by the federal government.

- The ability to finance the development must be addressed early in the process to attract investment and for development to occur. Confirmation of investment interest comes in the form of letters or expressions of interest from investors as well as signed sub-leases. This helps differentiate genuine investment interest from speculation, which is important when seeking financing for development. Completing this process will assist in ensuring projects can move forward and financing can be obtained. Securing investment for First Nations’ land development usually requires a guaranteed 50% occupancy or commitment.

- If purchasing an existing gas station or a parcel that once had a gas station, environmental conditions and potential soil contamination may be factors. These can be addressed through an Environmental Site Assessment (as required by the Federal Government). If the land is to be deemed as same use, with respect to gas stations, an exemption may be considered if the tanks are above ground.

- When developing agricultural, raw or unserviced land, it is important to consider dedication of land or payments needed to provide for common services and amenities, such as storm ponds, arterial roads and municipal reserve lands. See page 11 to learn more about the development process and land dedication.
Whether developing on fully serviced or unserviced land, financial responsibilities need to be considered regarding contributions to direct services, including those in the immediate area or offsite services that benefit a larger area. See page 20 to learn more about servicing.

In order to contract a tenant for the site, a fair market rent appraisal by an Appraisal Institute of Canada (AACI) accredited appraiser is required as part of the reserve creation and leasing process. The appraisal enables capital and sub-leasing opportunities for developers or investors.

Converting lands via Additions to Reserve (ATR) or through Treaty Land Entitlement (TLE) requires pre-designation of land use for zoning purposes. The head lease will reflect this zoning once the conversion is complete. Referencing City of Saskatoon growth and community plans will help determine which land use designation makes sense for your development.

**Municipal Agreements**

Before an Urban Reserve is created, the City of Saskatoon and the First Nation negotiate agreements for the provision of municipal and police services, to ensure land use compatibility and to establish a commitment to ongoing communication. These agreements are negotiated between the City Solicitor’s Office and the First Nation and signed by the First Nation’s Chief and Council, City Council and the Board of Police Commissioners, as appropriate.

If the land has not yet been serviced, a Servicing Agreement may also be negotiated between the City and the First Nation. See page 20 for more information.

It is recommended that the First Nation consider implementing a taxation system to help offset the costs associated with managing its obligations under these agreements. Resources are available through the First Nations Tax Commission (FNTC) and can be found at [fntc.ca](http://fntc.ca).
More information on urban reserve creation can be found at [saskatchewan.ca/residents/first-nations-citizens/treaty-land-and-entitlements](saskatchewan.ca/residents/first-nations-citizens/treaty-land-and-entitlements).

Upon formal designation as a reserve by the federal government, property jurisdiction will transfer from the City to the First Nation.

### Components of a Municipal Services Agreement

<table>
<thead>
<tr>
<th>Agreement Type and Land Use Compatibility</th>
<th>Intent of Agreement</th>
<th>Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● To ensure the Urban Reserve has the same building and fire standards, public health and safety and business regulations as non-reserve properties.</td>
<td>• First Nation Chief and Council</td>
</tr>
<tr>
<td></td>
<td>● To ensure land use complies with neighbouring land use and the City’s Zoning Bylaw.</td>
<td>• Mayor and City Clerk</td>
</tr>
<tr>
<td></td>
<td>● Annual fee paid by the First Nation is equal to the amount that would be billed for municipal and library taxes for a similar property.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Fee paid to the City to provide municipal services (fire, snow removal, garbage pickup, infrastructure repairs, etc.).</td>
<td></td>
</tr>
</tbody>
</table>

| Police Services Agreement                | • To provide police service to the site that would be provided to any other similar site.                                           | • Chair, Saskatoon Board of Police Commissioners |

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Yellow Quill First Nation Urban Reserve - First Nations Bank of Canada - 224 4th Ave South
Municipal, Provincial & Third-Party Interests

Regardless of whether you are purchasing unserviced vacant land or land with an existing building/business or whether the land is Crown or privately owned, all provincial and third-party interests must be addressed prior to Urban Reserve designation. The Province of Saskatchewan leads the referral process to help identify these interests, with the support of approximately 14 provincial ministries, Crown corporations and agencies.

The City of Saskatoon is asked to consider whether land is needed for road widening, for buffers to separate development from roads or for other necessary land dedication. Although land dedications may not be required until a future date, they must all be addressed prior to reserve creation.

Successfully addressing or removing third-party interests is the most important factor in the reserve creation process for First Nations. It is recommended that third party interests be investigated and dealt with before commitments are made, financial or otherwise. More information can be found at saskatchewan.ca/government/government-structure/ministries/government-relations.

Development on Urban Reserves

If development is to happen following Urban Reserve creation, contact Development Review at 306-975-2645 to ensure plans align with any applicable Municipal Agreements. Plans for development should be shared, including concept plan and land designation contained within the head lease.

If applicable, agreements would have already been endorsed and in place with regards to bylaw compatibility. Based on best practices, once a proponent is ready to apply for a building and development permit, it is suggested you submit the application to the City of Saskatoon for review. This review ensures the minimum standards of the Zoning Bylaw and the federal National Building Code have been met.

To ensure public safety for the occupants and customers, regular annual fire inspections are done for commercial and industrial developments in Saskatoon, including those on Urban Reserves.

It is important to note that once a property is formally designated as Urban Reserve by the Federal government, jurisdiction passes from the municipality to the First Nation, which means municipal bylaws and regulations no longer apply to the site, unless specified in a Municipal Services and Land Use Compatibility Agreement.

As a developer, it is recommended that any incentives and leasing arrangements you plan to use align with the City’s (and/or municipality’s) with respect to designations, rates for competitive purposes and investment attraction.
Before Selection

- Generating ideas for the land
- Exploring what land is available
- Reviewing plans, regulations & policies
- Preliminary discussion with City (e.g. servicing, future land use, etc.)
- Selecting the right piece of land

Key Questions:

1. What do you want to do with the land/property and does it align with the current or future zoning for the property?
2. Has the City approved any plans for the land or neighbouring lands (such as Sector Plans or Area Concept Plans)?
3. What services does the property currently have? If the site is not fully serviced, what is the associated timeline and cost?
4. Are there environmental concerns on the land that need to be addressed or remediated? And if so, is there a timeline for remediation?
5. Have you contacted the City to discuss approximate timelines for servicing and/or development?

Before Development

- Detailed design
- Construction
- Permits & inspections
- Succession planning & long-range planning
- Ongoing communication

Key Questions:

1. Have you retained the proper professionals to undertake site planning and building design?
2. Have you read A Contractor’s Handbook?

Before Purchases

- Forming partnerships
- Marketing analysis
- Business planning
- Conceptual site planning
- Infrastructure analysis
- Negotiation for municipal services

Key Questions:

1. Have you completed a business plan for the development?
2. Have you begun any servicing feasibility studies?
3. For Urban Reserve creation, have you entered into a Municipal Servicing Agreement with the City?
## Roles & Responsibilities Contact List

<table>
<thead>
<tr>
<th>Contact</th>
<th>Roles &amp; Responsibilities</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Review</td>
<td>● Development Permits&lt;br&gt;● Applications for Subdivision, Rezoning and Discretionary Use&lt;br&gt;● Concept Plans</td>
<td>306-975-2645</td>
</tr>
<tr>
<td>Regional Planning</td>
<td>● Urban Reserve creation&lt;br&gt;● District Planning (P4G)</td>
<td>306-975-2645</td>
</tr>
<tr>
<td>Business Licensing</td>
<td>● Commercial/Home Based Business License</td>
<td>306-975-2760</td>
</tr>
<tr>
<td>Building Standards</td>
<td>● Building and Plumbing Permits (See A Contractor’s Handbook for complete list)</td>
<td>306-975-2645</td>
</tr>
<tr>
<td>Community Standards</td>
<td>● Zoning Bylaw Enforcement&lt;br&gt;● Land Use Complaints&lt;br&gt;● Sign Permits</td>
<td>306-975-2645</td>
</tr>
<tr>
<td>Urban Design</td>
<td>● Streetscape Projects</td>
<td>306-975-3686</td>
</tr>
<tr>
<td>Long Range Planning</td>
<td>● Official Community Plan&lt;br&gt;● Sector Planning</td>
<td>306-975-7946</td>
</tr>
<tr>
<td>Neighbourhood Planning</td>
<td>● Local Area Planning&lt;br&gt;● Neighbourhood Safety Program&lt;br&gt;● Vacant Lot &amp; Adaptive Reuse Strategy</td>
<td>306-975-2645</td>
</tr>
<tr>
<td>Saskatoon Land</td>
<td>● City-owned Land for Sale</td>
<td>306-975-3278</td>
</tr>
<tr>
<td>Saskatoon Fire Department</td>
<td>● National Fire Code</td>
<td>306-975-2578</td>
</tr>
<tr>
<td>Contact</td>
<td>Roles &amp; Responsibilities</td>
<td>Phone</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| Saskatoon Transportation & Construction      | • Transportation Plans  
• Crosswalks, Curb Cuts  
• Traffic Impact Studies                                                                 | 306-986-9729     |
| Saskatoon Water                               | • Water Treatment & Distribution  
• Wastewater Collection & Treatment  
• Storm water Management                                                                   | 306-975-2534     |
| Saskatoon Parks                               | • Park, Sport Field & Naturalized Area Maintenance  
• Tree Maintenance, Removal, Relocation & Inspections                                       | 306-975-3300     |
| Saskatoon Light & Power                       | • Electrical Service (within City franchise area)                                         | 306-975-2414     |
| Sustainability                                | • Wetlands Policy  
• Brownfield/Contamination Advisory  
• Natural Area Standards  
• Contractor Environmental Guidelines                                                      | 306-975-2486     |
| SaskPower                                    | • Electrical Service (outside City franchise area)                                        | 1-888-757-6937   |
| Saskatoon Regional Economic Development Authority (SREDA) | • Business Attraction and Economic Development Programs and Services                     | 306-664-0720     |
| Technical Safety Authority of Saskatchewan   | • Gas & Electrical Licensing  
• Gas & Electrical Inspections from SaskPower                                             | 1-866-530-8599   |
VI. Glossary

**Buffer Strip:** Parcels used for separating different land uses. For example, a buffer strip can separate residential and commercial areas or residential lots from major roadways.

**Easement:** Any right, interest, estate or agreement affecting part of a parcel to create a right-of-way through which the owner of a parcel allows another person to install or maintain things such as pipelines, utility line, or drainage ditches.

**Environmental Reserve:** During the subdivision process, any flood-prone or unstable land may be dedicated as Environmental Reserve. For more information, visit the Government of Saskatchewan’s website.

**Environmentally Sensitive Area:** An undisturbed or relatively undisturbed site that, because of its natural features, has value to society and ecosystems worth protecting, but is susceptible to further disturbance.

**Gross Developable Area:** The total land area of a parcel or property, including any roads, buffers, reserve lands, etc.

**Head Lease:** A headlease is the primary lease that is signed between a tenant and a property manager. The tenant, or head lessee, is contractually responsible for the terms of the lease and in most lease agreements, they have the ability to sublease the space if they so wish.

**Infill:** The development of vacant parcels within previously built areas or the intensification of an existing development.

**Meewasin Valley Conservation (MVA) Zone:** The area running adjacent to the South Saskatchewan River. All proposed developments that fall within this boundary require approval from MVA.

**Municipal Reserve:** Subdivision must provide Municipal Reserve land for public use. Subdivision for residential purposes must provide 10% of the gross area as Municipal Reserve; other subdivision must provide 5%.

**Municipal Utility (parcel):** A portion of a parcel of land provided for the purpose of locating a public work or public utility, typically designated on a subdivision plan as “Municipal Utility (MU).”

**Right-of-Way:** The land used for a public highway, road, railway, public utility or pipeline.

**Road Allowance:** Land that has been set aside through legal survey for roads.

**Streetscape:** The natural and built fabric of a street, defined as the design quality of the street and its visual effect.

**Streetscaping:** Improvements to streetscape conditions, including changes to road cross sections, traffic management, sidewalk conditions, landscaping, street furniture, building fronts and materials specifications.

**Utility Corridor:** Land or rights to use land for locating utilities, including sewage, storm water management and/or water services, power lines (above or below ground), communications lines (above or below ground), gas lines, water lines or any other utility lines.

**Walkway:** Parcels required for pedestrian paths through long blocks, at the end of culs-de-sac or between crescents.
The information contained in this handbook, while as accurate as possible, is intended as a general guide. We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues related to your development.