

Preparing Concept Plans

Guidelines and Requirements



CONTENTS

PART 1: CONCEPT PLAN CREATION, REVIEW AND APPROVAL

1.0 Introduction	1-3
1.1 Authority and Policy Alignment	1-2
1.2 Application of the Guidelines	3
2.0 Concept Plans and Sketch Plans	3-4
2.1 What is the Difference between Concept Plans and Sketch Plan?	4
2.2 When are Concept Plans and Sketch Plans Required?	4
2.3 Who is Responsible for Preparing Concept Plans and/or a Sketch Plan?	4
3.0 Concept Plan Content Requirements	5-8
3.1 Level of Detail	5
3.2 General Requirements	5-6
3.2 (a) Images, Photos, Maps and Figures	5
3.2 (b) Policy Statements	5-6
3.2 (c) Identification of Key Statistics	6
3.2 (d) Traffic Impact Assessment	6
3.2 (e) Hydraulic Modeling and Analysis	6
3.2 (f) Natural Area Screening	6
3.3 Required Figures	7-8
4.0 Shadow Plans	8
5.0 Concept Plan Creation and Review Process	8-12
5.1 Pre-Application	8
5.1 (a) Engagement and/or Consultation	8-10
5.1 (a)(i) Engagement with Rights Holders	10
5.1 (a)(ii) Engagement with Landowners and Stakeholders	10
5.2 Submission and Review of a Concept Plan	10-11
5.2 (a) Submission Meeting	10
5.2 (b) Circulation	10-11
5.2 (c) Public Engagement during Application Review	11
5.3 Committee Approvals	11
5.4 City Council Approval	11

PART 2: AMENDING AN EXISTING CONCEPT PLAN

6.0 Amending an Existing Concept Plan	13-16
6.1 Amendment Criteria	13
6.2 Amendment Process	13-14
6.3 Amendment Submission Requirements	14-15
Appendix 1: Formal Submission Requirements	17-18
Appendix 2: Statistical Calculations	19-20
Appendix 3: References and Technical Requirements	21-22
Appendix 4: Level of Detail	23-26
Appendix 5: Concept Plan Table of Contents	27-32
Appendix 6: External Stakeholder List	33
Appendix 7: Confirmation of Notification Template	34
Appendix 8: Developer Led Public Engagement	35
Appendix 9: Land Use – Zoning Matrix	36

These Guidelines and Requirements are subject to annual updates. Please confirm with the Planning and Development Department that the most up-to-date Guidelines and Requirements are being referenced.

PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

1.0 INTRODUCTION

Developing a neighbourhood, commercial area, or employment area in the City of Saskatoon (the City) is an exciting and challenging prospect. A Concept Plan should achieve a balance between showcasing the vision of a neighbourhood, meeting rights holders and stakeholder interests, and adhering to the City's long-term objectives, planning principles, policies and bylaws.

1.1 Authority and Policy Alignment

The City of Saskatoon's Official Community Plan Bylaw, 2020, Bylaw No. 9700 (OCP) is the overarching city-wide policy document used to guide growth, development, servicing, and other important initiatives that may impact the city. The OCP is comprehensive in nature, meaning that it provides long-term direction for a broad spectrum of general, high-level issues. Sector Plans, Concept Plans, and Sketch Plans must align with the OCP and further refine its vision for the city.

Sector Plans, Concept Plans, and Sketch Plans differ from the OCP by providing direction for the growth and development of specific areas within the city. Each successively addresses smaller areas, while also providing more detail for how those areas will be developed.

Sector Plans are preliminary planning documents led by the City that provide high level future-oriented direction to support development for areas typically consisting of six to ten neighbourhoods. Sector Plans provide a broad framework for future urban development and

include the location and size of future neighbourhoods, community focal points, employment areas, open spaces, and significant natural areas. No specific timeframe for development is applied to Sector Plans.

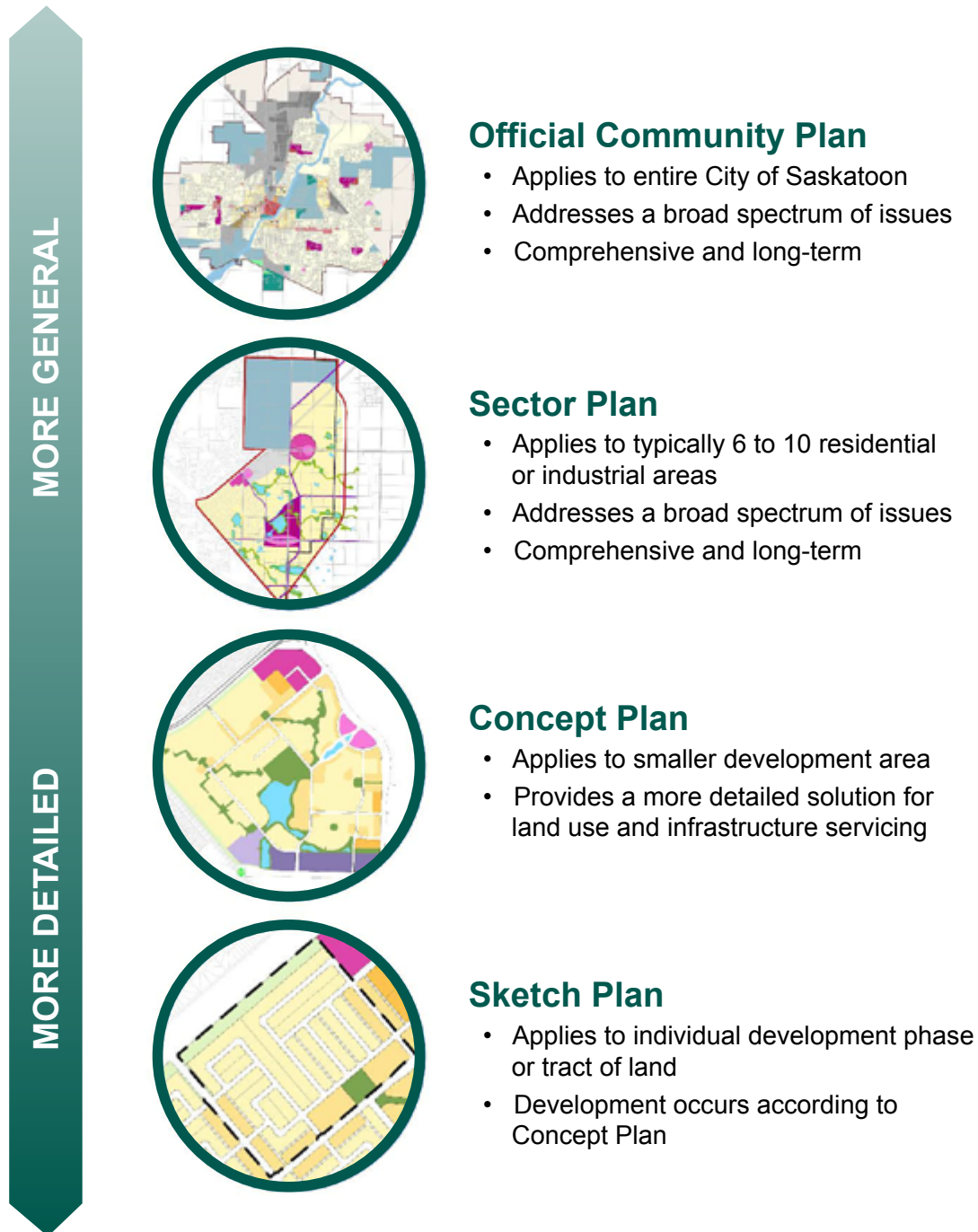
Concept Plans are area specific planning documents that guide development of a new neighbourhood, employment area, urban centre, or major infill area within the city. It outlines the land use, densities, transportation networks, infrastructure and servicing networks, open space systems, and community services intended for an area as it develops. A Concept Plan must be consistent with the applicable Sector Plan.

Shadow Plans are conceptual figures that are provided along with Concept Plans, and encompass the same plan area. The Shadow Plans supplements the information provided by the Concept Plan figures with greater detail needed by City Administration (Administration) for reviewing Concept Plans.

Sketch Plans are planning documents that provide detailed plans for an individual phase of an approved Concept Plan. The size of the area included in these plans would typically align with a single development phase of an area. It should encompass an area that is expected to be subdivided in the short term (one to five years).



FIGURE 1 – Hierarchy and Sequence of Development



PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

1.2 Application of the Guidelines

A Concept Plan should both describe a vision for a neighbourhood and provide a practical decision-making tool to guide development. In order to achieve this goal, this document – *Guidelines and Requirements for Preparing Concept Plans (Guidelines and Requirements)* will define the process, content and format requirements for new Concept Plans, and amendment applications to approved Concept Plans within the City.

The Planning and Development Department may update these *Guidelines and Requirements* as required. The latest version will be provided to applicants by Administration when a new Concept Plan project is initiated. Please confirm with the Planning and Development Department that you are referencing the most up to date version.

2.0 CONCEPT PLANS AND SKETCH PLANS

Concept Plans are area specific planning documents that guide development of a new neighbourhood, employment area, urban centre, or major infill area within the city. It outlines the land uses, densities, major transportation, infrastructure and servicing networks, open spaces system, and community services intended for an area as it develops. A Concept Plan must be consistent with the Sector Plan for the area it is in. Once approved by City Council (Council), Concept Plans are considered a legal document as per Section 44 of *The Planning and Development Act, 2007*.

A Concept Plan is drafted by a proponent with the intention to develop land within City boundaries. In addition to proposed figures that illustrate the plans for the area, it includes technical studies on an

area's topography, natural areas, heritage resources, hydrogeological, provision of water and sanitary services, storm water management networks and services, traffic studies, proposed transit routes, active transportation networks, population projections and more.

Shadow Plans must be provided along with a Concept Plan. The Shadow Plan's figures are to provide more detailed information for the planned development area (as identified by the required figures within the Concept Plan). These figures, supported by the information within the Land Use Composition Summary Table, are required to confirm the vision for the Concept Plan is viable and aligned with City policies and regulations. It will also be used in review of Sketch Plans and will inform the calculation of area development charges, offsite construction or reconstruction charges, and offsite levies.

A Sketch Plan is an intermediary plan that is submitted between the approval of a Concept Plan and the application(s) for rezoning and subdivision. A Sketch Plan encompasses an individual phase of a Concept Plan and provides specific details of the proposed development. This allows Administration to verify the subsequent subdivision application aligns with the Concept Plan. A Sketch Plan's area should include land expected to be developed in the short term (one to five years). Sketch Plan may include multiple subdivision areas, each of which may be brought forward independently or all at once. For more information on the process for creation, review, and approval of Sketch Plans, please refer to the *Guidelines and Requirements for Preparing Sketch Plans*.

The policies provided within a Concept Plan will guide subsequent stages of neighbourhood development including the Sketch Plan, subdivision, infrastructure design and construction, and the application of zoning.



TABLE 1 – Difference between Concept Plans and Sketch Plans

CONCEPT PLAN	SKETCH PLAN
A Concept Plan includes policy statements, which are considered binding.	A Sketch Plan includes descriptive text, but not actual policy statements.
A Concept Plan generally addresses a broad spectrum of design elements and overall phasing for the development of the area.	A Sketch Plan identifies the location, size and distribution of land uses, infrastructure and utilities, as well as transportation networks.
Concept Plans require public engagement prior to approval by City Council.	Sketch Plans do not require public engagement prior to City Administration approval. If proposed changes within a Sketch Plan require a Concept Plan amendment, public engagement will be required as per the Concept Plan Amendment process.
Concept Plans require City Council approval.	As long as a Sketch Plan aligns with the approved Concept Plan, it is only subject to approval by City Administration.
A Concept Plan typically applies to a large area (i.e. approx. 400 to 700 acres) and provides a high-level policy direction. (Note: In major infill areas, Concept Plans could be significantly smaller.)	A Sketch Plan generally applies to smaller tracts of land within an approved Concept Plan's area, and provides the detailed plans for the area required to proceed with rezoning and subdivision.

2.1 What is the difference between a Concept Plan and a Sketch Plan?

The table above identifies how a Concept Plan differs from a Sketch Plan.

2.2 When are Concept Plans and Sketch Plans required?

The City requires the preparation of a Concept Plan and Sketch Plan(s) to provide the land use and servicing framework for development. All new neighbourhood, urban centre, employment area or major infill areas require a Concept Plan to be developed and approved.

For large tracts of greenfield land, a Concept Plan is required for the total plan area. For development within built up areas of the city (i.e., infill development), Concept Plans may be required depending on the size of the development area and anticipated impacts on surrounding areas. Typically, Concept Plans are required for infill developments which contains multiple land uses and will result in the development of new rights-of-way, open space, or other public amenities.

Once a Concept Plan is approved, separate Sketch Plans must be submitted and approved by Administration prior to subdivision applications for each development phase within the Concept Plan's area.

2.3 Who is responsible for preparing a Concept Plan and/or a Sketch Plan?

The preparation of a Concept Plan and all subsequent Sketch Plans is instigated by the proponent planning to develop the area. As Concept Plans and Sketch Plans are technical documents, and have significant implications for future land use, and infrastructure and servicing, they must be prepared by a qualified professional, such as a planning consultant or multi-disciplinary firm that includes planning and engineering services. Concept Plans must reflect the requirements of these *Guidelines and Requirements*. Sketch Plans must reflect the requirements as identified in the Guidelines and Requirements for Preparing Sketch Plans. If the applicant is not the sole owner of the land included in the Concept Plan or Sketch Plan area, support from all landowners is required, subject to Section 5.1 for Administration to proceed with the review, consultation, and approvals process.

“All new neighbourhoods, urban centres, employment areas or major infill areas require a Concept Plan to be developed and approved.”

3.0 CONCEPT PLAN CONTENT REQUIREMENTS

As detailed in Section 2, a Concept Plan addresses a broad spectrum of issues relating to urban growth and development of a particular area (e.g. new residential neighbourhood or employment area). They become an extension of the OCP and can address any matter the OCP addresses, but in more detail.

3.1 Level of Detail

“Level of Detail” applies to maps and graphics associated with a Concept Plan. A proposed two-dimensional development concept (e.g. proposed residential neighbourhood or subdivision) can be shown from the perspective of a “bird’s eye view” (from a faraway distance), or as a “close-up” (from a short distance). As a Concept Plan addresses a large area, and involves a long-term planning horizon to achieve full build-out, the information should be high-level and conceptual. See Appendix 4 for additional clarification respecting level of detail for Concept Plans.

Shadow Plan figures are to include more detailed information such as detailed street network, servicing details, and site configurations that will be required for the review and approval by Administration only. See Appendix 4 for additional clarification respecting level of detail for the Shadow Plan.

3.2 General Requirements

A Concept Plan is a multi-page document that includes a combination of text, figures, tables, and graphics. The document consists of sections and subsections devoted to the various elements that contribute to the development of a new neighbourhood, industrial or commercial area. A Concept Plan must include succinct policy statements that provide a clear direction for implementing the proposed development.

It is critical that a new Concept Plan demonstrate alignment with the OCP. A Concept Plan must communicate how it addresses OCP principles and helps achieves the City’s long-term vision.

A Concept Plan must align with the direction found within the OCP, and the other related City bylaws and policies, and clearly communicate the vision for the new neighbourhood or development area by including images, clear policies, key statistics, and any required information and supporting technical studies in accordance with the Design and Development Standards Manual. Supporting technical studies inform the Concept Plan and are not considered part of the Concept Plan.

3.2 (a) Images, Photos, Maps and Figures

A Concept Plan will include images, photographs, renderings, maps and/or figures to help communicate the proposed character of the neighbourhood or development area and illustrate key design features and concepts. The use of images and/or renderings will build a shared understanding of how principles may be translated on the ground through the implementation of plan policies. All images and figures must directly relate to policy and/or implementation strategies and should be referred to directly in the plan text.

All Concept Plan maps, figures, and images will be considered conceptual, but compliance with the concept for overall design is required. Concept Plan map symbols, locations and boundaries shall be interpreted as approximate unless otherwise specified within the plan.

3.2 (b) Policy Statements

A key component of a Concept Plan are the policy statements. They provide a commitment to plan preparation that is focused on achieving defined outcomes, through the application of principles, in support of the unique vision. To achieve this, a Concept Plan will:

- reflect the recommendations of technical reports and consultation in the vision, policy, and implementations actions;
- demonstrate in text and images how the vision and policies meet OCP objectives;
- be written as performance based, providing ways to measure plan implementation over time, where possible;
- clearly address the context, vision, approach, policy, and implementation in each subsection of the plan; and
- be written as a forward looking plan that highlights the unique contexts and relevant information, while taking into account and communicating existing conditions.

“ It is critical that a new Concept Plan demonstrate alignment with the OCP. A Concept Plan must communicate how the plan addresses the OCP principles and helps achieves the City’s vision as outlined in the OCP. ”

PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

Examples of policy statements include:

- *“A minimum of 40% of Municipal Reserve will be designed to accommodate programmable space”;*
- *“Blocks within the plan area boundary will be designed as a grid network where possible”;*
- *“Medium to High-density residential land uses shall be located within 400 metres of a designated transit route”;*
- *“Schools and recreation sites should not be located on, or adjacent to, land needed for stormwater ponds”;* and
- *“Sketch Plans will be monitored to ensure that the overall neighbourhood meets a minimum density of nine (9) units per gross developable acre”.*

3.2 (c) Identification of Key Statistics

A Land Use Composition Summary table of key land use and composition statistics shall be provided in a Concept Plan, along with a brief written analysis of the data it contains. The purpose of the Land Use Composition Summary table is to provide critical at-a-glance information about a new neighbourhood or development, and for forecasting employment, student, and overall population. Written analysis included in Concept Plans facilitates a deeper understanding of this raw data. Appendix 2 provides a template that should be used for this table.

For a Concept Plan, the Land Use Composition Summary table must apply to the whole development. It outlines the expected land use mix for the entire development area. Each Sketch Plan will be assessed against it and should include details on land use statistics for the specific phase of development being proposed and any that have already been developed. Deviation from the assumed densities may result in the need for an amendment of the approved Concept Plan.

3.2 (d) Traffic Impact Assessment

A Traffic Impact Assessment (TIA) is a technical study required as part of a Concept Plan application, and may be required as part of a Sketch Plan application. TIA reports provide the Transportation and Construction Division with the information necessary to understand transportation-related aspects and implications of the development proposal, as well as aid Administration in formulating recommendations.

The required TIA must include all information necessary to understand the internal transportation network, as well as how the proposed development integrates and impacts neighbouring areas, and the collective

transportation network of the city. For detailed description of the information required for a TIA, please refer to the [Transportation System Impact Study Guidelines](#). For information on if an updated TIA is required for a Sketch Plan application, please refer to the Guidelines and Requirements for Preparing Sketch Plans document.

The Transportation Department will work with the proponent to confirm the scope of work required for the TIA, and provide information that is available from the City to aid in its completion. If available, this information will be provided at the pre-application meeting.

3.2 (e) Hydraulic Modeling and Analysis

Detailed hydraulic modeling and analysis of the water, sanitary, and storm water networks are technical studies required as part of a Concept Plan application. Hydraulic models and design spreadsheets provide Administration with the information necessary to understand servicing-related aspects and implications of the development proposal, as well as aid Administration in formulating recommendations. The hydraulic modelling and analysis required for a Concept Plan are to include information for how the proposed development integrates and impacts neighbouring areas, and the collective servicing network of the City. For detailed description of the information required of hydraulic modeling and analysis, please refer to the [Design and Development Standards Manual](#).

3.2 (f) Natural Area Screening

A Natural Area Screening (NAS) is a technical study required as part of a Concept Plan application. NAS reports provide Administration with the information necessary to understand the natural conditions and systems within the area and any implications of the development proposal, as well as aid the Sustainability Department in formulating recommendations regarding the proposal.

The Sustainability Department will work with the proponent to provide information that is available from the City to aid in its completion. If available, this information will be provided at the pre-application meeting.

It is recommended (though not required) that the NAS be submitted in advance of creating the Concept Plan. Once complete, the NAS is to be formally submitted to the Planning and Development Department directly, who will then forward the report to the necessary Civic Departments or external agencies.

PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

3.3 Required Figures

The following figures are required:

Location Map – boundaries of the Concept Plan area in relation to surrounding neighbourhoods within the city, and adjacent municipalities, where applicable.

Land Ownership Map – identifies the legal address of proponent, private and public lands within the plan area.

Site Inventory Map – figure illustrating the following existing features:

- shallow buried utilities;
- natural features;
- historic and/or heritage resources; and
- built features.

Land Use Plan – figure illustrating the approximate location, conceptual size and distribution of the following:

- relevant ecological features;
- retained local historical resources;
- residential, commercial, industrial, corridors, mixed land uses, and First Nation Urban Reserves;
- open spaces (i.e., conservation areas, parks and utility areas), and schools;
- institutional or community amenities;
- major transportation information (i.e., arterial and collector streets, and expected intersection operation and configurations such as traffic signals and roundabouts);
- stormwater management facilities, including naturalized stormwater management facilities and other relevant green infrastructure; and
- relevant special use areas or other existing constraints to development.

NOTE: Land use designations and colours shown in Appendix 1 must be used for Land Use Concept Plan maps. Use “blurred” boundaries and/or amorphous polygon shapes to convey conceptual nature.

Open Space Plan – figures illustrating approximate location, conceptual size and distribution of the following:

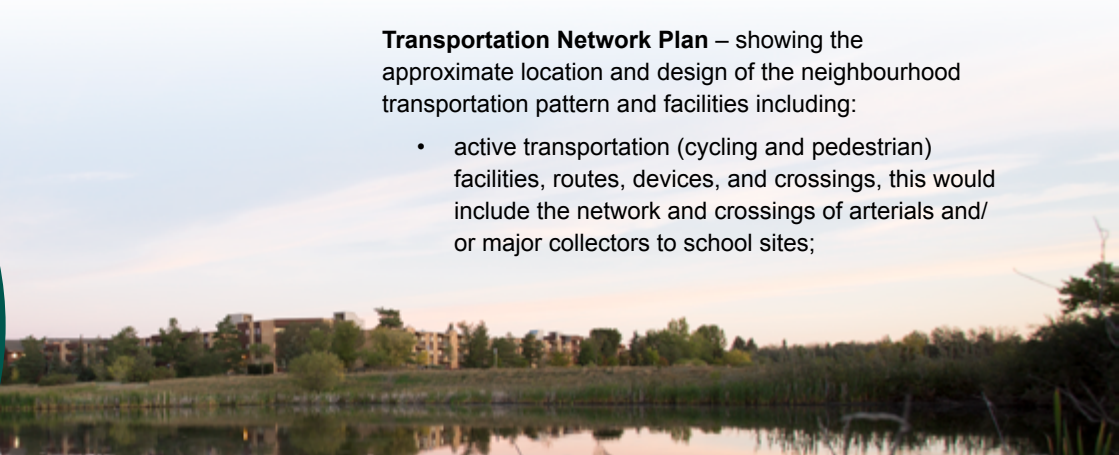
- the approximate location, conceptual size and distribution of multi-district, district, neighbourhood core, pocket, and linear level park space in accordance to the Park Development Guidelines and Standard Construction Specifications;
- conservation areas (i.e., natural areas, naturalized areas, wetlands);
- connectivity through the development area, and to adjacent areas (i.e., multi-use trails, pedestrian and park connections); and
- utility areas (i.e., stormwater management facilities, utility rights-of-way, boulevards, etc.).

Infrastructure and Servicing Plan – figures illustrating the following:

- the conceptual location of the major water network required to serve the area and connection points into the existing system (i.e. primary and local water mains);
- the overall permanent storm water servicing plan involving the major trunk sewers, stormwater storage and management facilities, overland flow routes, connection points, integration and use of natural areas or features, and outlining existing and future catchment areas both inside and outside the Concept Plan area;
- the overall permanent sanitary servicing plan involving the major trunk sewers, pump station/ force-mains and the special servicing needs of low-lying areas, and outlining existing and future contributing areas both inside and outside the Concept Plan area;
- the location of any existing, interim or permanent utility installation (e.g., electrical substation(s), fiber optics lines, electrical distribution line(s), high pressure gas distribution line(s), etc.), required to serve the area; and
- the location of pre and post-development groundwater elevations and depth contours and their seasonal variations.

Transportation Network Plan – showing the approximate location and design of the neighbourhood transportation pattern and facilities including:

- active transportation (cycling and pedestrian) facilities, routes, devices, and crossings, this would include the network and crossings of arterials and/or major collectors to school sites;



PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

- primary transit route(s), and any major transit station(s), where applicable;
- freeways, interchanges, and arterial and collector streets;
- how the street network integrates with the city-wide network;
- identification of location(s) for major upgrades outside of the Concept Plan area, if applicable;
- major access points to provincial controlled highways, if applicable;
- high level indication of traffic signals and intersection control, and general right-of-way width;
- identification of proposed land uses (e.g., all commercial land uses and supporting roadway, all medium/high density land use and supporting roadway) and school site locations; and
- identifying roadway infrastructure and facilities staging required to support the Concept Plan (e.g., streets, significant intersections, interchanges, estimated general completion time).

Phasing Strategy – figure(s) showing the location and sequence of development. All phases must include lands that have major services located within them, and will require subsequent Sketch Plans.

NOTE: any of the above figures may be inserted into the body of the Concept Plan in order to focus on particular area or policy.

General Images

Additional illustrative images and figures are encouraged as long as they clearly relate to policy and implementation of the Concept Plan. Any of the above figures may be inserted into the text of the Concept Plan, in order to focus on a particular area or policy. Some examples of types of images that could be used are:

- photos demonstrating a policy/implementation action;
- drawings or renderings of design ideas; and
- figures or maps that help demonstrate policy and implementation actions.

4.0 SHADOW PLANS

In addition to the information provided to Committees and City Council as part of the Concept Plan approval, is the requirement to provide a Shadow Plan. Shadow Plan figures are conceptual and provide more detailed information on the planned development area than that included by the Concept Plan figures. These figures are required to be included along with a Concept Plan

submission, but is only subject to review by Administration. The detail within them will be used to confirm the vision for the Concept Plan is viable, and aligned with City policies and regulations. They will also be used in the review of subsequent Sketch Plan submissions, and any update to the Land Use Composition Summary Table. The Land Use Composition Summary Table informs the calculation of area development charges, offsite construction or reconstruction charges, and offsite levies. These charges will vary according to the requirements of individual developments and may be unique to a particular development.

The number of Shadow Plan figures included with each Concept Plan or Concept Plan amendment application are at the discretion of the proponent. However, the information required and illustrated in each figure must be legible in pdf form. For detailed description of the information required and level of detail to be provided by the Shadow Plan figures, please refer to Appendix 4.

5.0 CONCEPT PLAN CREATION AND REVIEW PROCESS

A new Concept Plan should be prepared in consultation with affected Rights Holders, landowners and stakeholders. Proponents are encouraged to share information in the pre-application stage (e.g. technical studies), initiate early consultation, and provide opportunities for Rights Holders, landowners and stakeholders to participate in the plan making process. This process is made up of three major stages: plan creation, plan review, and plan approval.

5.1 Pre-application

Before submission of a Concept Plan application, at least one internal pre-application meeting with the Planning and Development Department attended by the proponent is required. One representative from each Civic Department reviewing the proposal will also be in attendance. It is recommended that the pre-application meeting occur prior to any preliminary design work being completed, so as to ensure the proponent is aware of relevant unique requirements or influences on the development site.

5.1 (a) Engagement and/or Consultation

Engaging with Rights Holders, landowners and stakeholders is an important step in the process of developing a Concept Plan. In accordance to the [Public Engagement Policy](#), it is an expectation of the City that a proponent consults and/or engages early in the project with those who may be impacted by the proposed

PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

TABLE 2 – Concept Plan Creation and Review Process

PLAN PREPARATION	1	Pre-application consultation	Proponent to contact Development Review staff within the Planning and Development Department, to advise of intent to undertake a Concept Plan for a specified area. Based on this/these discussions, a Pre-application meeting will be scheduled. Note: This should be done before drafting preliminary land use plan
	2	Pre-application meeting	At least one pre-application meeting with the Planning and Development Department attended by the proponent is required. One (1) representative from each Civic Department reviewing the proposed Concept Plan will also be in attendance. This meeting will be an opportunity to discuss: <ul style="list-style-type: none"> • preliminary land use, transportation, infrastructure and servicing considerations; • requirements for key statistics and technical studies; and • other relevant matters. Note: This should be done before drafting preliminary land use plan
	3	Site Analysis	The proponent to identify the development area and assess the potential of the site. This requires the proponent to secure a qualified professional to complete the tasks noted in Section 3 – Concept Plan Content Requirements.
	4	Preliminary Design and Servicing Analysis	The proponent to begin preliminary design. This requires the proponent to secure qualified professionals to complete the technical studies listed in Appendix 3.
	5	Plan Preparation	With the above information, the proponent may prepare and submit the application, fee, draft Concept Plan and Shadow Plan and supporting technical studies to the Planning and Development Department. Currently, the proponent must also apply to the CPTED Review Committee.
PLAN REVIEW	6	Review and Circulation	The City will circulate the draft Concept Plan and Shadow Plan to Civic Departments, external agencies. Administration may engage or update City Council on the status and any important details on the Concept Plan at this time.
	7	Public Engagement	The Planning and Development Department notifies affected Community Associations, Ward Councillor(s), and affected First Nations, Landowners and Stakeholders.
	8	Plan Revision(s)	If content revisions are identified, the proponent will be informed of revision requirements. The revised Concept Plan will be re-circulated as necessary.
PLAN APPROVAL	9	Final Submission	Proponent finalizes the Concept Plan document.
	10	Committee Meetings	The Planning and Development Department submits the Concept Plan and a cover report to the Municipal Planning Commission, Standing Policy Committee on Planning, Development and Community Services, and other Committees, as needed. Committee recommendations are forwarded to City Council.
	11	Council Approval	Planning and Development Department presents the proposed Concept Plan for City Council consideration. City Council may adopt, deny, or requests more information regarding the presented Concept Plan.

Concept Plan. The methods of engagement *prior* to a formal application shall be determined by the proponent with input from the Planning and Development Department. Proponents must state their intentions to prepare a Concept Plan and provide contact information regarding the project. The proponent will be required to identify all Rights Holders, landowners and stakeholders. A list of typical external stakeholders is provided in Appendix 6 of this document.

5.1 (a)(i) Engagement with Rights Holders

In keeping with the City's commitment to respond to the Truth and Reconciliation Commission of Canada Calls to Action, the City will authentically engage with Indigenous organizations, First Nations and Métis communities with land interests that may be impacted by the proposed development. Land interests may include designated reserve lands or other land holdings.

The Planning and Development Department will also notify the Province of Saskatchewan's (the Province) ministry responsible for First Nations, Métis, and Northern Affairs of the proposed Concept Plan, and an assessment will be completed through a provincially led process to determine if the formal Duty to Consult First Nations and Métis communities is applicable. If the Province determines the formal Duty to Consult is applicable, a separate consultation process led by the Province is required with the affected First Nations and/or Métis communities and done so in advance of any decisions being made by the City.

For more information on the requirements of the formal Duty to Consult First Nation and Métis communities, please visit the following link [here](#).

5.1 (a)(ii) Engagement with Landowners and Stakeholders

The proponent must notify all stakeholders affected by the proposed Concept Plan, and all registered landowners within and proximate to the plan area. If the plan area borders the city's municipal boundary, the Planning and Development Department will advise if the adjacent municipality may also need to be notified. For a Concept Plan application to be deemed complete, the proponent must include written description of correspondence or discussion with the registered landowner(s). The City strongly encourages the proponent to engage with rightsholders, landowners, stakeholders and the public prior to submitting an application. Please refer to Appendix 7 and Appendix 8 for roles and responsibilities of proponent led engagement.

5.2 Submission and Review of a Concept Plan

A formal submission of the Concept Plan document (Concept Plan) to the Planning and Development Department must provide all content, format, and technical study requirements specified within these *Guidelines and Requirements*, as well as any additional requirements discussed at the pre-application meeting(s), to the City for review. **All formal submission requirements (Appendix 1) must be completed prior to the City's acceptance and circulation of a Concept Plan application.** Once formal submission requirements and conditions have been met, and the application is accepted, the application will be assessed the appropriate Concept Plan application fees. Please refer to the City of Saskatoon's website for an official application form and the fee schedule.

Concurrent to the formal submission of the Concept Plan to the Planning and Development Department, the proponent must also submit for review to the Crime Prevention Through Environmental Design (CPTED) Review Committee. Please refer to the City's Safe Growth and CPTED Review Committee webpage for requirements.

5.2 (a) Submission Meeting

At the proponent's discretion, a meeting may be scheduled to provide Administration with an overview of the content of the proposed Concept Plan, and how it aligns with the City's plans, bylaws and policies, and/or how it addresses any matters Administration has provided for consideration.

5.2 (b) Circulation

Once all submission requirements have been met, the application material will be circulated by the Planning and Development Department to appropriate Civic Divisions and external review agencies (Appendix 6). Reviewing agencies are asked to provide comments in response to the application. Once complete, the Planning and Development Department may hold a meeting with the proponent and affected reviewing agencies to discuss received comments, and to collaborate on desired outcomes.

Plan creation is an iterative process. During circulation of the application material, the Concept Plan may be further modified, updated, or amended. Any required changes to the document must conform to the content requirements identified in these *Guidelines and Requirements*, and be completed prior to final submission of the Concept Plan. During the circulation process, the Planning and Development Department will monitor the status of reviewing agencies responses, advise proponents accordingly, schedule meetings as necessary to address any technical issues or questions raised, and coordinate formal review responses for each iteration received.

PART 1 CONCEPT PLAN CREATION, REVIEW AND APPROVAL

The number of circulations is dependent on the Concept Plan's complexity and the quality of submission materials. As comments can vary greatly in scale, the Planning and Development Department will determine the number and scope of subsequent circulations that are needed for an application. Before the circulation of a revised application, the Planning and Development Department will assess the application to ensure that all civic department and external reviewing agencies comments have been addressed. The proponent is required to provide written confirmation outlining how each comment has been addressed.

5.2 (c) Public Engagement During Application Review

The City of Saskatoon will organize a minimum of one public engagement event (e.g. public meeting) to provide the public with the opportunity to review the proposed Concept Plan. Additional public engagement may be required depending on the nature of the Concept Plan application if major changes result from circulation.

The Planning and Development Department will schedule and host any public engagement event(s), along with other City staff as required to inform and consult with the public. City Council members, Rights Holders, property owners, stakeholders, and members of the public will be invited to review the proposed Concept Plan and provide input. Public Engagement will align with the City of Saskatoon's Public Engagement Policy, and input provided will be considered in its review for final consideration by City Council for approval.

5.3 Committee Approvals

The Planning and Development Department will submit a report to the appropriate committees as required before the Concept Plan is presented to City Council for consideration. The proponent is required to consult with the Planning and Development Department on which committees must review the proposal, as well as the proposed schedule of those committee meetings. The proponent may be required to attend a committee or technical meeting(s) to answer questions and/or provide a presentation regarding the development proposal.

The following table identifies the list of required committee or technical meetings regarding a Concept Plan, or Concept Plan amendment proposal:

Table 3 - List of Required Committee Approval

MEETING
SafeGrowth and Crime Prevention Through Environmental Design (CPTED) Review Committee
Municipal Planning Commission (MPC)
Administration Leadership Team (ALT)
Standing Policy Committee on Planning, Development, and Community Services (PDCS)
City Council Meeting

In unique situations, it may be appropriate for Concept Plan reports, or reports on specific elements of a Concept Plan, to be presented to other Standing Policy Committees or Advisory Committees for their information or advice. Planning and Development Department staff will advise the proponent on what is recommended to go to which committee.

NOTE: For the CPTED Review Committee, the proponent must submit the application and report. As shown in step 5 of Table 2, this should be done early in the process, giving sufficient time to allow for revisions to the Concept Plan.

5.4 City Council Approval

All Concept Plans require City Council approval. Approval occurs through consideration at a Public Hearing at City Council.

Once the Concept Plan is approved by City Council, it becomes the property of the City. The City will maintain an official copy of the approved Concept Plan document as approved by City Council. A copy of the approved Concept Plan will be posted on the City's website. The Planning and Development Department will maintain a consolidated version of the Concept Plan as amendments occur over time, and update the information on the City's website as necessary.





PART 2 AMENDING AN EXISTING CONCEPT PLAN

6.0 AMENDING AN EXISTING CONCEPT PLAN

As new communities develop, neighbourhood populations may increase and then may slow, or even rise again over the decades. Lifestyles and public priorities also change over time, as do markets, economies, and technologies. This could result in proposed changes to an approved Concept Plan, which may significantly impact the overall concept of the plan. If this is the case, an amendment to a Concept Plan may be required.

It is anticipated that the primary reason a Concept Plan may need to be amended is due to changes proposed within a Sketch Plan. For each Sketch Plan that is submitted, the Planning and Development Department will assess if it sufficiently conforms to the Concept Plan. The detailed information within the Shadow Plan, that was provided alongside the Concept Plan, will be used to verify if the Sketch Plan sufficiently aligns with the direction of the Concept Plan. If it does not, then a Concept Plan amendment will be required in order for approval of the Sketch plan to proceed to the subdivision stage. If desired, a proponent may also propose an amendment to a Concept Plan without submitting a Sketch Plan. This would occur when the proponent knows that the desired changes do not sufficiently align with the Concept Plan and do require an amendment.

Amendments are addressed for their compliance with the OCP and/or the intent of the policies and vision of the approved Concept Plan, their compliance with the *Guidelines and Requirements* outlined in this document, and their support of other relevant Federal, Provincial or City policy documents and guidelines, servicing requirements and best management practices. The process to amend a Concept Plan is shown in the table below and is considered the standard process. The amendment process may be adjusted based on the complexity of the specific amendment.

6.1 Amendment Criteria

In determining whether an amendment to a Concept Plan is required, the following combination of criteria will be considered:

Overall characteristics of the approved Concept Plan:

- Change in the boundary of the plan due to a major addition or deletion of land from the plan area;
- Major change in land use or pattern of land use development (e.g., addition or removal of major open spaces, significant changes to collector or arterial network or the character of the local street

network, or change of land use from residential to commercial, etc.);

- Major increase/decrease in the intensity of use or population density of development where development in other locations and/or phases of the Concept Plan are not envisioned to compensate for that increase/decrease (e.g., change of Low Density Residential to High Density Residential, etc.); and
- Major change in the community service requirements (e.g., surplus school site, revised provision of Municipal Reserve).

Infrastructure and Servicing:

- Major change in the servicing scheme (e.g., relocation of major infrastructure or services, alternative methods of storm water management); and
- Major changes in the transportation network or traffic volume, active transportation network, pedestrian or transit route plan as determined by the Transportation Department.

Environmental and Geotechnical:

- Proposed changes based on the subsequent identification of natural areas and/or ecology that would constrain or enhance the originally approved pattern of development;
- Unforeseen geotechnical circumstances or information obtained by the proponent, that would impact the feasibility of the plan area to be developed as outlined in the approved Concept Plan; and
- Other concerns including previously undocumented soil or groundwater contamination identified by the proponent and resulting in the need for major changes to the design of the neighbourhood.

Other:

- Other impacts to development not identified above that would be detrimental to the implementation of the overall vision outlined in the approved Concept Plan.

Administration reserves the right to require a proposed “Administratively Approved” change to receive City Council approval if considered controversial in nature based on previous City Council direction, or is a fundamental change from the approved Concept Plan.

6.2 Amendment Process

The table on the following page outlines the process for amending an approved Concept Plan.

PART 2 AMENDING AN EXISTING CONCEPT PLAN

TABLE 4 - Process to Amend an Approved Concept Plan

	STEPS	CONCEPT PLAN AMENDMENT
PLAN APPROVAL	1 Pre-application consultation	The proponent is to contact Development Review staff within the Planning and Development Department to discuss the proposed amendment. Development Review staff will advise if an amendment is required and/or coordinate an initial assessment to determine if an amendment is required. After this they may contact reviewing Departments and external agencies, as necessary.
	2 Preparation	Proponent initiates required technical studies or required updates to approved technical studies.
	3 Formal Submission	Formal submission to the Planning and Development Department: <ul style="list-style-type: none"> • sketch Plan document and/or Concept Plan amendment application; • key statistics, technical studies and other required information; and • completed application form and application fee for amendment. Concurrently, the proponent must also apply to the CPTED Review Committee.
PLAN REVIEW	4 Circulation and Revision	<ul style="list-style-type: none"> • appropriate circulation to civic departments and external agencies. • revised applications re-circulated as necessary.
	5 Public Engagement	Public engagement events may be held as necessary. If major revisions are identified, re-circulation and review of the updated amendment may be required.
PLAN APPROVAL	6 Final Submission	Proponent finalizes the amended Concept Plan.
	7 Committee Meetings	The Planning and Development Department in conjunction with the proponent submits a report to the Municipal Planning Commission. Committee recommendations are forwarded to City Council.
	8 Approval	City Council may adopt, deny or request more information regarding the presented Concept Plan amendment.

6.3 Amendment Submission Requirements

Technical Studies

As Concept Plan amendments can vary greatly in scale and complexity, where necessary, the Planning and Development Department will contact and/or hold a meeting with relevant Civic Departments and/or external agencies regarding technical study requirements or matters related to a particular technical issue for further clarification or direction.

Amendments should adhere to the formatting and content requirements discussed in Section 3: Concept Plan Content Requirements and APPENDIX 1: Submission Requirements.

The components of a Concept Plan amendment

application include an introduction, background information, amendment rationale and proposed amendment changes.

Introduction

A brief statement of the following:

- purpose of the proposed amendment; and
- proponent of the amendment including land ownership and agents acting on their behalf.

Background

A concise description of:

- the proposed amendment(s) to the approved Concept Plan;
- the rationale or justification for the applicable amendment(s) that includes:

PART 2 AMENDING AN EXISTING CONCEPT PLAN

- an explanation of how the amendment implements the vision of the Concept Plan, and how it maintains or enhances each of the outcomes and principles of policy statements within the approved Concept Plan;
- a description of expected on-site and/or major off-site impacts of the proposed amendment, such as change in land use area, total population or density, traffic volumes, available commercial area, open space (i.e., conservation areas, parks, and utility areas) or development staging and servicing;
- a summary of required technical reports or updates identified as part of the formal submission requirements; and
- a summary of public engagement, and stakeholder participation and input concerning the amendment.

Amendment of the Concept Plan

This section must contain the specific changes required to the consolidated Concept Plan in terms of text, maps, illustrations, statistics and/or policy tables to accommodate the proposed amendment. Proponents will identify those sections within the consolidated Concept Plan to be changed, and state what specific information must be deleted and substituted, added to, or removed from the approved Concept Plan.





“ As new communities develop, neighbourhood populations may increase and then may slow, or even rise again over the decades. Lifestyles and public priorities also change over time, as do markets, economies, and technologies. This could result in proposed changes to an approved Concept Plan, which may significantly impact the overall concept of the plan. **”**

APPENDIX 1

APPENDIX 1: FORMAL SUBMISSION REQUIREMENTS

Formal submission of a Concept Plan or a Sketch Plan to the Planning and Development Department must provide all required content requirements specified in Section 3 and Appendix 1. This includes submission of required technical studies to the level of detail required by reviewing departments (see Appendix 3).

Once it is determined that all technical information has been included, the Planning and Development Department will assess fees payable as per the fee schedule established by City Council. Screening and circulation will not occur until fees have been paid in full.

During processing of a Concept Plan or amendment application, the Concept Plan may need to be further modified, updated, or amended based on the recommendations of Administration, to be completed by the proponent. Any changes to the document shall conform to the content requirements identified under these *Guidelines and Requirements*, and shall be completed prior to finalization, and forwarding to City Council. The following information must be submitted with a Concept Plan application unless approval has been permitted from the Planning and Development Department to waive specific requirements.

Submission Requirements

1. **A completed application form.**
2. **Paper copies of the Concept Plan or Sketch Plan, if requested by Administration during the pre-application meeting.**
3. **Digital copies of the Concept Plan or Sketch Plan (in word and pdf, or other formats as determined by Planning and Development Department).**

Note: Each submission must be dated, including date of revisions for any subsequent iteration(s) of the proposal.

4. **Technical Studies** – Submit technical studies, identified under Appendix 3, and additional reports as determined through the consultation process with the Planning and Development Department, including all required statistical summaries. All technical studies shall provide a clear, concise review of findings under each component policy section along with necessary associated maps or illustrations.

Technical studies must be submitted in PDF electronic format on one (1) memory stick or download link, and two (2) bound copies on

21.5 cm x 28 cm (8 ½" x 11") paper, unless otherwise specified by the primary reviewing department.

All technical studies must be submitted to the Planning and Development Department to assign a file manager, who will then forward reports to the necessary Civic Departments or agencies (see Appendix 3). Where applicable the proponent should provide evidence that technical studies have been submitted to the appropriate reviewing agencies under separate cover.

5. **Shadow Plan** – These conceptual figures will be reviewed in the context of the Concept Plan and used by Administration to verify plan details only. They will not be included in the final Concept Plan or approved as part of the plan.
6. **Land Ownership Information** – Provide a table of registered and assessed owners and legal addresses. If the subject lands within the plan area have multiple owners, provide documentation of correspondence and engagement feedback.

Format Requirements

Formal application and submission of the Concept Plan to the Planning and Development Department for circulation shall include:

- An electronic copy of the formal Concept Plan submission document text (in Microsoft Word file format, or other formats determined by the Planning and Development Department);
- An electronic copy of each required technical supporting document (in PDF file format, or other formats determined by the primary reviewing department);
- Electronic copies of all required figures in PDF file format plus CAD (DWG, DGN or DXF) file format, compiled on a one flash drive or USB stick, or as a link to a location where all files are available to download:
 - All digital drawings must be georeferenced to the City of Saskatoon's standard coordinate system, which is the Universal Transverse Mercator (UTM) Zone 13 within the North American Datum 1983 (NAD83);
 - Map units for all features must be set to metres and unscaled (1:1);
 - All required maps must be formally submitted with appropriate title, plan boundaries, north arrow, scale, legend, known street names and qualifications as required. All mapping must be

reproducible in grayscale (i.e. black and white) and colour format; and

- All artwork should be produced on Windows-based software for best inter-department portability as the City generally uses Window Operating System.
- All layer names and layer colours for mapping proposed within the AutoCAD application must apply in accordance with the City's standard digital submission standards. All features must

be placed in appropriate layers and feature categories and labelled accordingly.

Land Use Categories and Legend Requirements

Figure 2 - Land Use Legend, displays the land use designations and associated layers and the applicable colour sequence for all digital drawings. All figures associated with a Concept Plan and Sketch Plan submission must comply with these requirements.

FIGURE 2 – Land Use Legend

RESIDENTIAL		INSTITUTIONAL	
(255,255,229)	RESIDENTIAL (RES)	(94,131,146)	INSTITUTIONAL (INST)
(255,247,188)	LOW DENSITY RESIDENTIAL (RLD)		
(254,196,79)	MEDIUM DENSITY RESIDENTIAL (RMD)		
(254,153,41)	HIGH DENSITY RESIDENTIAL (RHD)		
(236,112,20)	RESIDENTIAL MULTI USE (RMU)		
COMMUNITY FOCAL POINT			
(179,7,130)	URBAN CENTRE (FPUC)		
(223,69,169)	DISTRICT VILLAGE (FPDV)		
(251,124,219)	NEIGHBOURHOOD NODE (FPNN)		
COMMERCIAL			
(139,0,0)	REGIONAL COMMERCIAL (CR)		
(183,72,70)	URBAN CENTRE COMMERCIAL (CUC)		
(218,129,136)	ARTERIAL COMMERCIAL (CA)		
(242,189,199)	SPECIAL AREA COMMERCIAL (CSA)		
CORRIDOR			
(74,62,130)	CORRIDOR TRANSIT VILLAGE (CTV)		
(105,91,154)	STATION MIXED USE (CSMU)		
(136,120,178)	CORRIDOR MIXED USE (CMU)		
(167,152,203)	CORRIDOR MAIN STREET (CMS)		
(199,184,228)	CORRIDOR RESIDENTIAL (CRES)		
INDUSTRIAL			
(244,244,244)	BUSINESS PARK (IBP)		
(172,172,172)	LIGHT INDUSTRIAL (ILGT)		
(102,102,102)	HEAVY INDUSTRIAL (IHVY)		
(0,0,0)	ENVIRONMENTAL INDUSTRIAL PARK (IEP)		
		OTHER	
		(207,51,57)	DOWNTOWN (DWTN)
		(124,165,82)	PARK (PRK)
		(57,76,38)	CONSERVATION AREA (CONA)
		(109,86,34)	UTILITY AREA (UA)
		(149,188,203)	SPECIAL USE AREA (SUA)
		(24,152,139)	DIRECT CONTROL DISTRICT (DCD)
		(41,79,92)	COMMUNITY FACILITY (CF)
		(171,144,89)	TRANSITIONAL (TRA)
		(243,239,231)	URBAN HOLDING (UH)
		(82,165,145)	HIGH DENSITY MIXED USE (HDMU)
CONCEPT PLAN LAYERS			
		(92,92,92)	CONCEPT PLAN BOUNDARY
		(51,51,51)	POTENTIAL RIGHT OF WAY
		(127,223,255)	STORMWATER MANAGEMENT FACILITY
		(225,245,194)	BUFFER
		(145,50,124)	POTENTIAL SCHOOL SITE
		(0,0,0)	POTENTIAL CELL TOWER LOCATION
		(0,0,0)	POTENTIAL RESIDENTIAL CARE HOME
		(0,0,0)	MUNICIPAL RESERVE

Disclaimer: The above list of "Concept Plan Layers" is not exhaustive, and additional figures and/or layers should be used at the discretion of the proponent to depict necessary information.

APPENDIX 2

APPENDIX 2: STATISTICAL CALCULATIONS

A Land Use Composition Summary Table is required as part of the Concept Plan submission, which outlines how all lands within the Concept Plan area are allocated towards different land uses and infrastructure. The information included in this table should be consistent with information provided on the Shadow Plans. A standard template of a Land Use Composition Summary Table can be found on the following page which outlines the number of units proposed, as well

as corresponding populations. The Land Use Composition Summary Table must apply to the entire Concept Plan area. A copy of an Excel spreadsheet version of this table can be found [here](#). Sketch Plans will require an updated Land Use Composition Summary Table that includes details on land use statistics for the specific phase of development being proposed as well as any that have already been developed.

TABLE 5 - Land Use Composition Summary Table Template

Land Use		Ac	Ha	%	Frontages (m)	Units per Acre (upa)	Units	People per Unit	Population	Elementary Student Population	Residents & Jobs per Hectare	Employment (est.)
Residential Neighbourhood	Residential	—	—	—	—	—	—	—	—	—	—	—
	High Density Residential	—	—	—	—	—	—	—	—	—	—	—
	Medium Density Residential	—	—	—	—	—	—	—	—	—	—	—
	Low Density Residential	—	—	—	—	—	—	—	—	—	—	—
	Residential Multi Use	—	—	—	—	—	—	—	—	—	—	—
	High Density Mixed Use	—	—	—	—	—	—	—	—	—	—	—
	Totals	—	—	—	—	—	—	—	—	—	—	—
Corridor Growth Area	Corridor Transit Village	—	—	—	—	—	—	—	—	—	—	—
	Station Mixed Use	—	—	—	—	—	—	—	—	—	—	—
	Corridor Mixed Use	—	—	—	—	—	—	—	—	—	—	—
	Corridor Main Street	—	—	—	—	—	—	—	—	—	—	—
	Corridor Residential	—	—	—	—	—	—	—	—	—	—	—
	Corridor Growth Totals	—	—	—	—	—	—	—	—	—	—	—
Community Focal Point	Urban Centre	—	—	—	—	—	—	—	—	—	—	—
	District Village	—	—	—	—	—	—	—	—	—	—	—
	Neighbourhood Node	—	—	—	—	—	—	—	—	—	—	—
	Community Focal Point Totals	—	—	—	—	—	—	—	—	—	—	—
Employment Areas	Regional Commercial	—	—	—	—	—	—	—	—	—	—	—
	Urban Centre Commercial	—	—	—	—	—	—	—	—	—	—	—
	Arterial Commercial	—	—	—	—	—	—	—	—	—	—	—
	Special Area Commercial	—	—	—	—	—	—	—	—	—	—	—
	Direct Control District	—	—	—	—	—	—	—	—	—	—	—
	Business Park	—	—	—	—	—	—	—	—	—	—	—
	Light Industrial	—	—	—	—	—	—	—	—	—	—	—
	Heavy Industrial	—	—	—	—	—	—	—	—	—	—	—
	Environmental Industrial Park	—	—	—	—	—	—	—	—	—	—	—
	Institutional	—	—	—	—	—	—	—	—	—	—	—
	Employment Area Totals	—	—	—	—	—	—	—	—	—	—	—

Continued
on page 20

TABLE 5 - Land Use Composition Summary Table Template (continued)

Land Use		Ac	Ha	%	Frontages (m)	Units per Acre (Upa)	Units	People per Unit	Population	Elementary Student Population	Residents & Jobs per Hectare	Employment (est.)
Special Use Area	Special Use Area	—	—	—	—						—	—
	Community Facility	—	—	—	—						—	—
	Transitional	—	—	—	—						—	—
	Urban Holding	—	—	—	—						—	—
	Special Use Areas Totals	—	—	—	—						—	—
TOTALS		—	—	—	—		—		—	—		—
Open Spaces: Park	Neighbourhood Core Parks	—	—	—								
	Linear Parks	—	—	—								
	Pocket Parks	—	—	—								
	Village Square	—	—	—								
	District Park	—	—									
	Total Park Area	—	—	—								
Open Spaces: Conservation Area	Conservation Area	—	—	—								
	Total Conservation Area	—	—	—								
Open Spaces: Utility Area	Drainage Parcels	—	—	—								
	Buffer and Berms	—	—	—								
	Utility Corridor	—	—	—								
	Total Utility Area	—	—	—								
TOTAL OPEN SPACE		—	—	—								
Transportation Network	Arterial Roads	—	—	—								
	Collector Roads	—	—	—								
	Local Roads	—	—	—								
	Lanes	—	—	—								
	Total Roads	—	—	—								
GRAND TOTAL		—	—	—								
Neighbourhood Density	(Units per Gross Acre)	—										
	(Persons per Gross Hectare)	—										
Population		—										
Neighbourhood Residential Unit Split		—										
Employment		—										

Note: Proponents are advised to consult with the Planning and Development Department, Long Range Planning Section for up to date unit and population calculations and assumptions.

APPENDIX 3

APPENDIX 3: REFERENCES AND TECHNICAL REQUIREMENTS

Required References

The following list of bylaws, policies, guidelines, and information must be consulted and considered where applicable in the preparation of a Concept Plan, or amendment application. Additional sources may be added as required.

Please note this is not an exhaustive list of all policies and guidelines. Proponents are encouraged to verify with the Planning and Development Department as to further references that may inform a Concept Plan, or amendment application.

TABLE 6 – Reference Documents

		CITY DEPARTMENT
OVERARCHING DOCUMENTS	Official Community Plan (Bylaw No. 9700)	Planning & Development
	City of Saskatoon Strategic Plan	Strategic & Business Planning
	Growth Plan to Half a Million	Planning & Development
	Design and Development Standards Manual	Transportation & Construction Division Utilities & Environment Division
GUIDING PLANS	Sector Plans (area specific)	Planning & Development
	Regional Plan (relating to adjacent municipalities)	Planning & Development
	Local Area Plans (relating to specific neighbourhoods)	Planning & Development
POLICIES & GUIDELINES	Wetlands Policy	Planning & Development
	Park Development Guidelines and Standard Construction Specifications	Parks
	Transportation Master Plan	Transportation
	Safegrowth and Crime Prevention Through Environmental Design	Planning & Development
	Active Transportation Plan	Transportation
	Neighbourhood Design and Development Standards Manual	Transportation
	Street Design Policy and Guidelines	Transportation
	Transportation Impact Assessment Guidelines	Transportation
	Public Engagement Policy	Communications and Public Engagement
	Low Impact Development: Design Guide for Saskatoon	Utilities & Environment Division
	Wetland Design Guidelines	Sustainability
OTHER GUIDING DOCUMENTS	Housing Strategy	Planning & Development
	The Low Emission Community Plan	Sustainability
	Accessibility Action Plan	Recreation & Community Development
	Culture Plan	Recreation & Community Development
	Infill Development Strategy	Planning & Development
	Traffic Safety Action Plan	Transportation
	Recreation & Parks Master Plan	Recreation & Community Development
	Green Infrastructure Strategy	Sustainability
	WinterCity YXE Saskatoon's Winter Strategy	Planning & Development
	Guidelines for New Development in Proximity to Railway Operation	Planning & Development
	Corporate Climate Adaption Strategy	Sustainability

Technical Requirements

Specific technical information will be required at the formal application stage and during circulation of the Concept Plan. The need for particular planning studies and level of detail will be confirmed by the Planning and Development Department during the pre-application stage, prior to plan preparation and undertaking technical studies. Further technical requirements supporting more detail will be required at the relevant Sketch Plan stage. Technical studies may be submitted in preliminary or completed form to the satisfaction of City Administration as determined during

pre-consultation. Below are two tables, the first showing technical reports required for all Concept Plans, while the second table showing technical reports that may be required, depending on existing or future site conditions. Supporting technical studies inform the Concept Plan and are not considered part of the Concept Plan.

All technical studies must be submitted to the Planning and Development Department. The studies will then be forwarded to the necessary Civic Departments or agencies.

TABLE 7 – Required Technical Reports

TECHNICAL REPORT	LEAD REVIEWING CIVIC DEPARTMENT
Commercial/Retail Market Needs Assessment	Planning & Development
Natural Area Screening	Sustainability
<u>Traffic Impact Assessment</u>	Transportation
Phase 1 Environmental Site Assessment	Sustainability
Historical and Archaeological Review	Planning & Development
Hydrogeological Analysis	Saskatoon Water

The proponent acknowledges that by submitting technical reports to the City of Saskatoon, such documentation and any underlying data will be used by the City of Saskatoon in its review and analysis of the application and may be released, at the discretion of the City of Saskatoon, to subsequent proponents for the purpose of generating more detailed report and plans for the area.

In addition to the required technical reports identified in Table 7 above, Table 8 includes other technical reports that may be required based on location of the proposed Concept Plan:

TABLE 8 – Other Technical Reports

TECHNICAL REPORT	LEAD REVIEWING CIVIC DEPARTMENT
Sound and Vibration Study	Planning & Development
Wetland Mitigation Plan	Sustainability
Additional reports or studies as requested by City Council or Administration	As required

The proponent acknowledges that by submitting technical reports to the City of Saskatoon, such documentation and any underlying data will be used by the City of Saskatoon in its review and analysis of the application and may be released, at the discretion of the City of Saskatoon, to subsequent proponents for the purpose of generating more detailed report and plans for the area.

APPENDIX 4

APPENDIX 4: LEVEL OF DETAIL

Concept Plan “Level of Detail”

Concept Plans will generally provide a high-level direction only, as follows:

- Land use designation and associated layers should be shown and described conceptually, as follows:
 - only the conceptual location of land uses must be shown, using the land use designations listed within Appendix 1. Use “blurred” boundaries and amorphous polygon shapes to convey conceptual nature.
 - conceptual location of major open space such as parks, conservation areas and utility areas. Example of what would be considered “major” for parks would include core, district, and multi-district parks.
- Major elements of city networks (streets and utilities) should be shown conceptually, as follows:
 - for the transportation network, figure(s) must include the major active transportation facilities, routes, activated pedestrian and cycling devices and crossings, major transit routes and stations, the major street network and how this network integrates into the city-wide networks, including the identification of locations for major upgrades needed outside the plan area. The locations and routes will be considered approximate, as this provides opportunity for small changes to be proposed at the Sketch Plan stage.
 - for the infrastructure and servicing systems, figure(s) must include the major water, storm water, and sanitary systems and facilities, and how these systems integrate into the city-wide systems. They must also include existing, interim or permanent utility installations required to serve the area. The locations and routes will be considered approximate, as this provides opportunity for small changes to be proposed at the Sketch plan stage.
- Details on all other items to be provided with the Concept Plan, including considerations and policy relating to amenities, design guidelines, Safe Growth, Affordable Housing and other information is identified in Appendix 5 – Concept Plan Table of Contents.

Figure 3 – Concept Plan Level of Detail Example (page 23), shows the level of detail required for a Concept Plan.

Shadow Plans “Level of Detail”

The Shadow Plan figures will provide direction for the “near precise” location, size and distribution of the land use, transportation and infrastructure and servicing networks, as follows:

- All land uses, such as:
 - residential, commercial, industrial, corridors, community focal points and/or mixed land uses, and First Nation Urban Reserves;
 - School sites, and institutional and community uses;
- Location of different types of open space, such as:
 - multi-district, district, neighbourhood core, pocket, and linear level park space in accordance with the Park Development Guidelines and Standard Construction Specifications;
 - Conservation Areas (i.e., natural areas, naturalized areas, wetlands);
 - Connectivity through the development area, and to adjacent areas (i.e., multi-use trails, pedestrian and park connections);
 - Utility Areas (i.e., stormwater management facilities, utility rights-of-way, boulevards, municipal utility buffer, municipal buffer, etc.); and
 - The scaled size of Municipal Reserve space, including location of greenways and multi-use pathways;
- In accordance with Section 4 – Water Distribution System of the Design and Development Standards Manual, figures showing the entire water servicing network from smallest to largest (150mm pipes and larger) including proposed staging of development and the associated layout of the water distribution system, nodes and demands, node elevations, pipes, other hydraulic elements (i.e., hydrants, valves, etc.), direction of flow, and connection points to the existing city system.
- In accordance with Section 5 – Sanitary Sewer Collection System of the Design and Development Standards Manual, figures showing the entire sanitary system network from smallest to largest (pipes 200 mm and larger) including proposed post-development site topography, proposed staging of the development and the associated layout of the sanitary sewer collection system, nodes, elevations, pipes, major hydraulic elements, anticipated flows, direction of flow, facilities and the special servicing needs of low-lying areas and connection points to the existing city system.

- In accordance with Section 6 – Storm Water Drainage System of the Design and Development Standards Manual, figures showing the major and minor storm water servicing network in its entirety including pre-development hydrology, proposed post-development topography and hydrology, catchment areas, proposed staging of development and storm water drainage infrastructure and retention facilities (i.e., pipes, overland flow routes, connection points, and integration and use of wetland complexes, detention and retention ponds, natural areas or features) to be constructed for each stage of development, direction of flow, as well as potential locations for oil/grit separators.
- In accordance with Sections 4, 5, and 6 of the Design and Development Standards Manual, detailed water and sewer hydraulic models and analysis.
- In accordance with Section 8 – Transportation System of the Design and Development Standards Manual, figures showing:
 - Intersections, including widenings to accommodate channelization and roundabouts for Freeway/expressway-freeway/expressway, Freeway/expressway-arterial, arterial-arterial, arterial-collector, and collector-local;
 - Proposed street/lane layout, proposed utilities, ROW, land use, buffers/berms, and cross sections of ROW, easements, and street widths;
 - Transit routes and stops, pedestrian pathways and sidewalks, curb cuts and key crossings of major streets and walkways, cycling facilities and pathways, traffic signals and pedestrian crossing devices or other enhanced pedestrian crossing elements, connectivity of transit, pedestrian, and cycling routes to adjacent neighbourhoods, traffic calming (traffic calming devices, school zones, marked crosswalks), and street classifications, and posted speed limit; and
- Any existing, interim, or permanent utility installations (e.g., electrical substation(s), fiber optic line(s), electrical distribution line(s), and high-pressure gas distribution line(s), etc.

Figure 4 – Shadow Plan Level of Detail Example (page 25), shows the level of detail required for a Shadow Plan.

APPENDIX 4

FIGURE 3 – Concept Plan “Level of Detail”

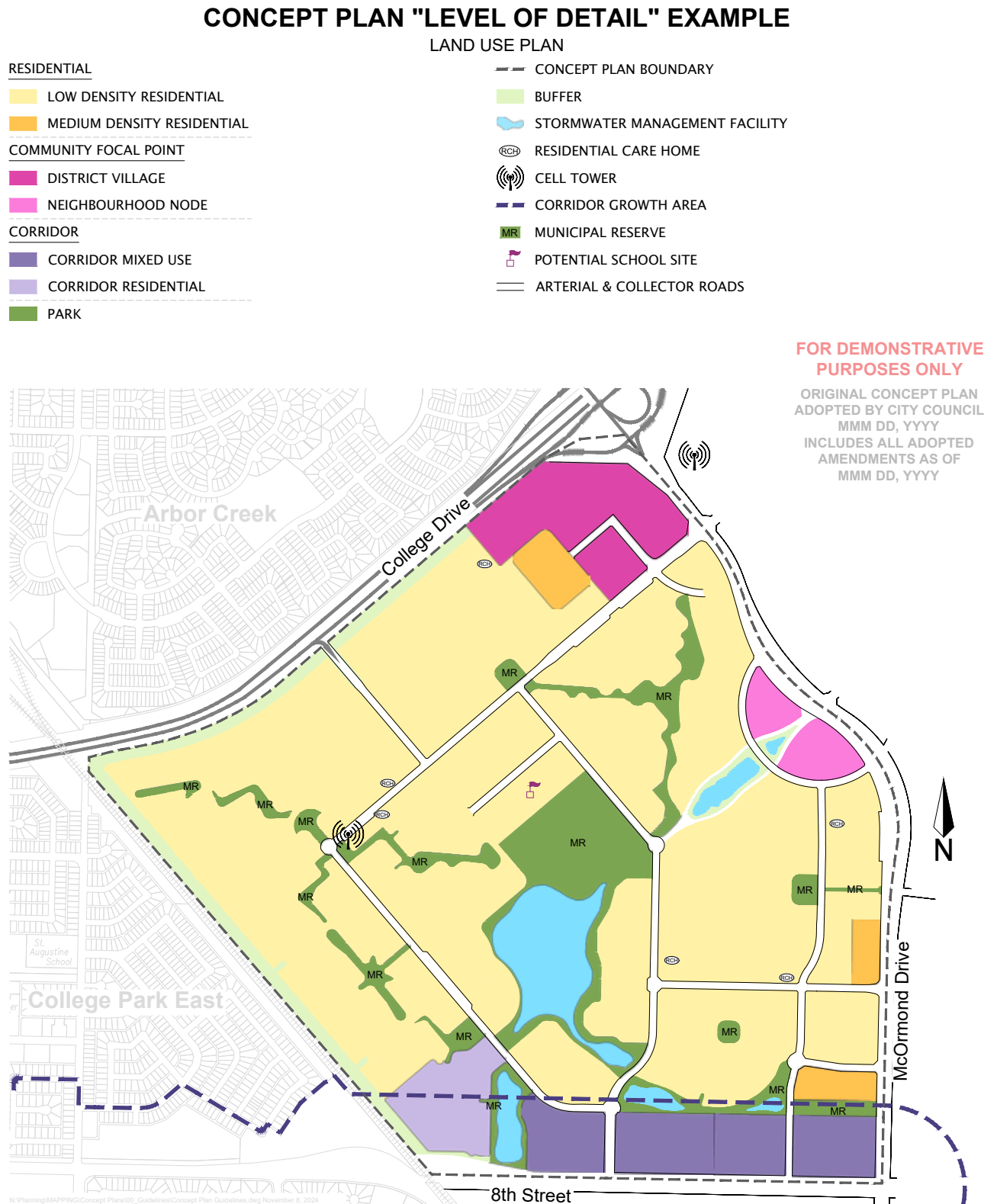
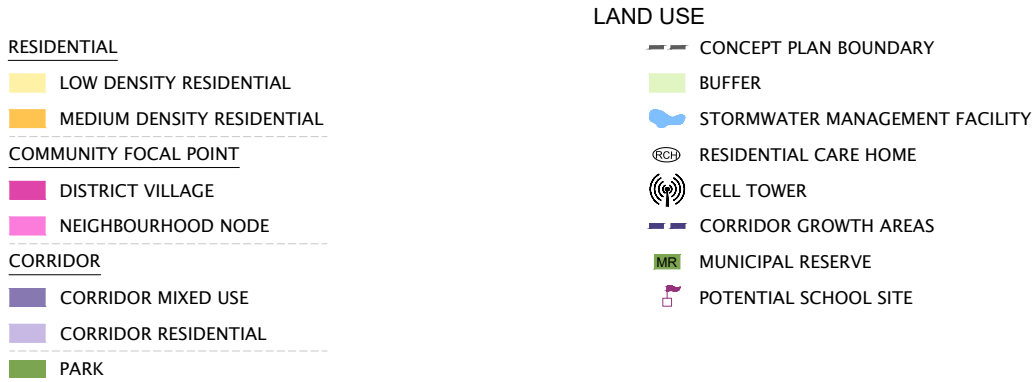
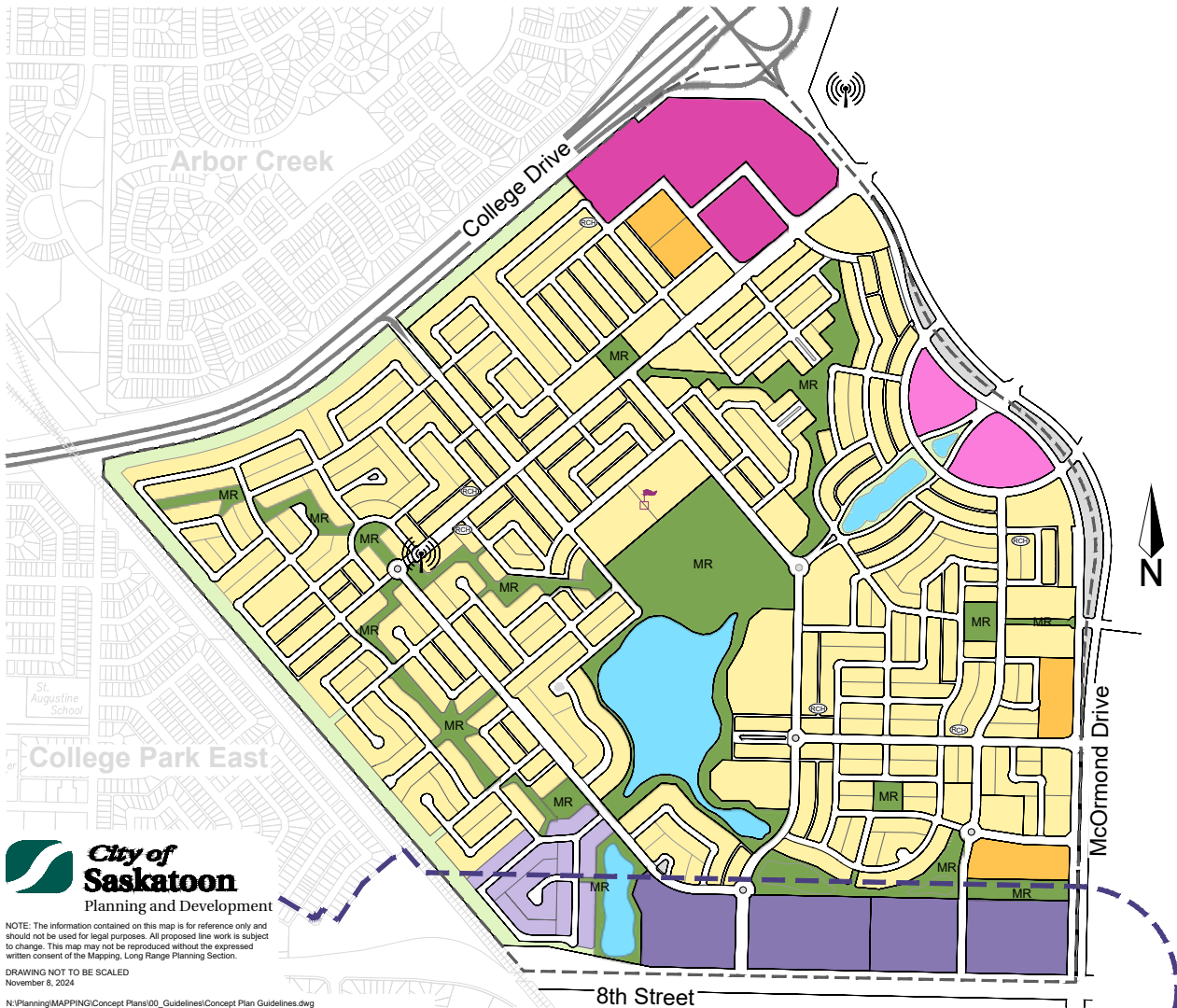


FIGURE 4 – Shadow Plans “Level of Detail”

SHADOW PLAN “LEVEL OF DETAIL” EXAMPLE



FOR DEMONSTRATIVE
PURPOSES ONLY



APPENDIX 5: CONCEPT PLAN TABLE OF CONTENTS

The following Table of Contents template provides a list of components to consider including in a Concept Plan. The proponent should examine all sections and sub-sections described in this Concept Plan Table of Contents for their applicability to a particular plan area. The final Table of Contents for a proposed Concept Plan should be determined through discussion with the Planning and Development Department. The proponent should be prepared to justify the exclusion of any content described in this Table of Contents, based on the specific site context or development concept for a plan area.

Innovative or unique approaches to organizing the Concept Plan are encouraged, as long as all pertinent information is included in an appropriate way. If the plan deviates from the template below, please consult with the Planning and Development Department to confirm the direction you plan on taking is appropriate.

The following terms found in this Concept Plan Table of Contents refer to the components of a plan from background information to implementation. The policy and implementation statements in a Concept Plan describe how the outcomes will be achieved in the context of a specific plan area.

Context: The background information and existing site conditions that inform the approach and subsequent policy and implementation of a Concept Plan.

Approach: The general planning intent or purpose for a particular Concept Plan topic, which provides the overall rationale for subsequent Concept Plan policy statements and implementation actions.

Policy: A formalized idea for a particular Concept Plan topic that provides specific direction for achieving the Concept Plan vision and aligns with the associated approach for a Concept Plan topic.

Implementation: A definable step that helps achieve the approach and policy for a specific Concept Plan topic. Implementation actions identify the decisions or design ideas that will be incorporated during the Sketch Plan.

1. Introduction

1.1 Background

- Provide an overview of the plan area; and
- Describe any pertinent information regarding the formulation of the Concept Plan.

1.2 Site Context

- Describe the plan area and boundaries, including how the plan area relates to the surrounding neighbourhoods and areas.

1.3 Project Vision

- Provide a short description of the vision for the neighbourhood or development area. The emphasis of a Concept Plan vision statement should be on the area's unique elements and features.
- The vision statement should:
 - express a long-term perspective;
 - be unique to the neighbourhood or development area;
 - help achieve the policies and objectives of the OCP; and
 - clearly relate to the policy statements and implementation actions outlined in the Concept Plan.

1.4 Goals

- Provide an executive summary of the Concept Plan, which expands on the vision statement, describes the concept for the plan, and explains the application of objectives within the OCP.
- This is an opportunity to discuss the approach and policy outlined in the Concept Plan and provide an overall picture of how the plan area will develop.
- The format of the plan area concept is flexible, however, the concept should:
 - be concise and constitute a summary;
 - comply with and expand on the Concept Plan vision statement;
 - highlight the defining elements of the Concept Plan and demonstrate how the approach and policy achieve the desired outcomes; and
 - reference the Land Use Figure and the Concept Plan Land Use Composition Table.

1.5 Regulatory Framework

- Define Concept Plans and describe how they fit into the planning framework.
- Provide an overview of the associated Sector Plan and other relevant documents, if applicable, and how the Concept Plan aligns. Refer to Appendix 3 for a list including, but not limited to relevant guiding documents.

2. Site Inventory and Analysis

Provide a figure(s) identifying the general context of the plan area, including the important features in adjacent areas that relate to development of the Concept Plan. On the figure, make note of any important existing elements of the plan area that impact the development concept and objectives of the plan area, such as:

2.1 Natural Features:

- Topography and Climate; and
- Unique vistas.

2.2 Environmental Analysis:

- Existing vegetation, water bodies, natural areas or assets, or other notable green infrastructure; and
- Any other areas requiring further investigation or consideration (e.g., contaminated lands and potentially contaminated lands such as farmsteads, historical landfill).

2.3 Hydro-Geotechnical Analysis:

- Geotechnical and hydrological characteristics.

2.4 Historical and Heritage Resources:

- Archaeological features and historical areas.

2.5 Built Features:

- Transportation network, railways, public transit routes and facilities and external connections.

2.6 Existing Shallow Utilities:

- Existing infrastructure (storm, drainage, water, sanitary facilities and/or telecommunication aerial/cellular towers); and
- Utility corridors and registered rights of way.

2.7 Adjacent Land Uses:

- Existing development and subdivisions;
- Indicate boundaries or locations of restricted areas, or other areas which may be affected by regulatory or ownership considerations (e.g., restricted development areas, First Nations lands, and airport Noise Exposure Forecast (NEF) areas).

Provide a brief summary of the plan area's existing context highlighting key constraints. Note that not all site context must be provided in this section as more detailed and specific context information shall be provided in appropriate subsequent sections.

3. Land Use Strategy

3.1 Community Design

- Provide specific background information that affects the development of the plan area, such as:
 - the neighbourhood interface and connections to land uses in adjacent neighbourhoods;
 - findings from market assessments that provide information about commercial needs in the area; and
 - employment areas, corridor growth areas, community focal points, or other connections or features that affect the density and type of development in the plan area.
- Describe the overall approach to development in the plan area, focusing on how different land uses will:
 - interact and complement one another, including walkability, active transportation and convenient access to services and facilities.
 - contribute to reducing emissions and adaptation to climate change.
- Considerations for design guidelines and/or amenities.

NOTE: certain land uses may be more prominent and require greater policy and/or direction on how the proposal will be implemented.

3.2 Employment Areas

- Provide policies and implementation considerations for Employment Areas.
- Include information about the:
 - scale, format, and design of commercial land uses (e.g., Regional Commercial, Urban Centre Commercial, etc.);
 - justification of commercial land uses within the Concept Plan based on the Commercial Market Needs Assessment, population to be served, size of the area, mixed use areas in the Concept Plan, or distribution of commercial sites outside the immediate plan boundary;
 - if applicable, scale, format, and design of industrial land uses (e.g. light industrial);
 - justification of industrial land uses within the Concept Plan based on population to be served, size of the area, or distribution of industrial sites outside the immediate plan boundary;
 - connections with surrounding land uses;
 - facilitation of multi-modal access to employment area nodes, which is appropriately tailored to the specific design, scale, and format of use; and

APPENDIX 5

- transitional areas between any commercial and/or industrial development to adjacent land uses.

3.3 Residential

- Provide policies and implementation considerations for housing in the plan area.
- Include information about the:
 - conceptual location, pattern, and design for a mix of residential typologies within the plan area;
 - relative walking distance and access from residential areas to public transit, community focal points, parks and conservation areas and amenities in surrounding neighbourhoods; and
 - provision of a range of housing forms to accommodate a variety of income levels and household types in response to a continuum of housing need (e.g., market, affordable, entry level, residential care home sites).

3.4 Community Focal Points

- Provide policies and implementation considerations for any community focal points within the plan area;
- Include information about the:
 - conceptual location, size, function and design of any mixed use and village square development(s) (e.g., compatibility, integration of uses), including the rationale for mixed use development based on demographic and economic forecasts;
 - strategies for achieving transit oriented development at appropriate locations;
 - land use efficiencies that can be achieved through the joint use of space in mixed use areas;
 - unique urban design character of focal point areas;
 - accessibility to mixed use and/or village square locations and facilitation of multi-modal connections to Employment Areas within the Concept Plan area and nearby neighbourhoods; and
 - general design and connections of paths to other land uses in the plan area and surrounding neighbourhoods.

3.5 Institutional

- Provide policies and implementation considerations for institutional development in the plan area, including:
 - Schools – provide information on need for and location of educational facilities; and
 - Institutional and Community Services – provide information on institutional and community service uses within the plan area, such as health care facilities, religious facilities, libraries, ambulance, fire and police stations, cemeteries, recreational facilities, or service yards.

4. Open Space, Ecology and Amenities

4.1 Overview

- Provide any background information that effects the ecology and open space in the plan area, such as:
 - relevant conclusions from technical studies such as a Natural Area Screening Study or other existing studies or management plans for the area; and
 - existing natural area, tree stands, natural connections, wetlands, and other waterbodies in the plan area and how these natural areas relate to adjacent land uses and the larger ecological network in surrounding neighbourhoods, the city and the region.
- Outline the strategy regarding the open spaces, ecology and amenities included in the Concept Plan area.

4.2 Safety Considerations

- Provide any information that contributes to design considerations that promote neighbourhood safety; and
- Outline the strategy of design principles that contribute and meet the principles of Crime Prevention Through Environmental Design.

4.3 Sustainable Design Considerations

- Provide information on proposed design features that address the objectives of the Low Emissions Community Plan.

4.4 Open Spaces

4.4.1 Conservation Areas

- Outline policy and implementation pertaining to the conservation of natural area(s) within the plan area.
- Identify preservation, conservation, and enhancement strategies that support a functioning ecological network including:
 - natural areas and systems;
 - areas of interest as identified in the Green Infrastructure Strategy;
 - waterbodies, all wetlands, drainage courses, watershed management; and
 - rare/unique landforms with historical or aesthetic significance.
- Identify what, if any, protection measures will be used (i.e., Environmental Reserve, Conservation Easement Agreements, etc.).

4.4.2 Parks

Outline policy and implementation for parks and associated amenities in the plan area.

- Include information on:
 - municipal reserve dedication for parks and schools;
 - the approximate location, size, distribution, and configuration of parks, schools, and recreational facilities, having regard for the role of proposed parks and facilities in relation to what is offered outside the immediate plan boundary;
 - any strategies or considerations on the basis of environmental conditions, residential density, historical or aesthetic significance; and
 - the overall role of park space in the plan area, the balance of parks for different recreational functions and the complementary nature of natural areas and programmed park spaces.
- Details on the range of park types (in accordance with the Parks Development Guidelines and Standard Construction Specifications).

4.4.3 Utility Areas

- Outline policy and implementation for utility areas, including:
 - corridors;
 - utility rights-of-ways;
 - municipal utility parcels;
 - municipal buffers;
 - boulevards; and
 - stormwater management facilities.

- Outline policy and implementation for how utility areas interface with, or may function as, passive green spaces, including how open space complements more traditional park spaces in the plan area, and contributes to the ecological network in the plan area and surrounding neighbourhoods.

5. Infrastructure and Servicing

5.1 Overview

- Provide any background information that impacts the infrastructure and servicing scheme for the plan area, such as:
 - existing rail lines;
 - high voltage power lines;
 - existing drainage or servicing constraints and opportunities (including existing wetlands); and
 - findings from Geotechnical Studies of the area.
- Describe the approach to infrastructure and servicing in the plan area, including opportunities for low impact development and efficient and adaptable servicing.
- Consider the efficiency, effectiveness and sources of risk to the infrastructure, as well as potential off-site impacts.
- Identify connections to infrastructure in adjacent neighbourhoods or city-wide networks and identify potential downstream impacts (i.e., needed upgrades to support development).

5.2 Water and Sanitary

- Outline policy and implementation for water distribution and sanitary systems in the plan area, including the planned development and phasing of:
 - sanitary sewer mains and trunks;
 - sanitary lift stations;
 - water mains;
 - water looping; and
 - fire flows.
- In accordance with the Design and Development Standards Manual Sections Four and Five, provide hydraulic models and analysis for the Concept Plan, and the staging and interconnectivity of services to adjacent areas.

5.3 Storm Water and Drainage

- Outline policy and implementation for storm water and drainage in the plan area and the connection to adjacent areas, where applicable, including the planned development and phasing of:
 - Storm water conveyance systems (minor and major);

APPENDIX 5

- storm water management facilities; and
- catchment areas.
- Where possible consider low-impact development opportunities to manage storm water runoff at the source and improve water quality.
- Consider opportunities to integrate low impact development with natural areas and the open space network.
- In accordance to the Design and Development Standards Manual Section 6, provide hydraulic models and analysis for the Concept Plan.

5.4 Shallow Utilities

- Outline policy and implementation for additional utilities in the plan area, such as power, gas, and telecommunications services.

5.5 Infrastructure and Land Use Integration

- Outline policy and implementation steps for integrating:
 - existing rail lines;
 - areas of potential contamination; and
 - existing utility infrastructure.
- Include policy and implementation actions on:
 - required buffers or setbacks or other mitigation strategies for environmentally sensitive areas; and
 - how transitional land uses from identified environmentally sensitive areas will be addressed.

5.6 Climate Mitigation and Adaptation

- Outline policy and implementation for addressing climate change and adaptation in the plan area, such as:
 - energy efficient and alternative energy sources and systems (e.g. renewable energy products, or promotion of community amenity renewable energy);
 - carbon reduction strategies;
 - design assets in alignment with climate projections;
 - identify potential new services or changing service levels required due to changing climate and exacerbated social inequities; and
 - possibilities for the use of emerging technologies and adaptation to climate change.

6. Transportation

6.1 Overview

- Provide background information that affects the transportation network in the plan area, such as:
 - existing and surrounding streets, transit services and major pedestrian/cycling facilities;
 - city-wide networks within and surrounding the plan area;
 - rationale for the transportation network from a Traffic Impact Assessment or other Traffic Studies;
 - existing utility rights-of-way; and
 - the ecological and open space network related to shared use pathways.
- Outline the approach to the transportation and mobility network in the plan area, including how:
 - the network connects to surrounding neighbourhoods, community focal points, and employment areas (all modes);
 - the network connects to surrounding municipalities, where applicable;
 - transportation and land use integration (i.e., destinations and links); and
 - the active transportation goals and actions are incorporated into the transportation and mobility network.

6.2 Active Transportation and Transit

- Outline policy and implementation for transit, including:
 - high-level routing information;
 - provision of convenient public transit facilities, or future Bus Rapid Transit routes.
- Outline policy and implementation for cyclists, including:
 - types of bike paths, including on street and/or shared use paths; and
 - connections to bike paths in adjacent neighbourhoods.
- Outline policy and implementation for creating a walkable, pedestrian friendly neighbourhood, including:
 - shared use path system, including connections to conservation areas, parks and surrounding neighbourhoods;
 - access to amenities and general pedestrian connectivity; and
 - universal design so that all individuals can safely use sidewalks.

6.3 Street Network and Classifications

- Outline policy and implementation for the street network to support efficient movement for all modes of transportation, having regard for the City of Saskatoon Transportation Master Plan, including:
 - expressways;
 - highways;
 - freeways;
 - arterials;
 - collectors;
 - truck routes;
 - dangerous good routes within the plan area or adjacent neighbourhoods;
 - emergency accesses; and
 - any potential implications or considerations for snow clearance and removal.
- Include street design worksheet(s) in accordance to the Development and Design Standards Manual.

6.4 Transportation and Land Use Integration

- Outline policy and implementation relating to transportation and land use integration, including:
 - transit oriented development, where applicable;
 - sound mitigation;
 - garbage/recycling collection and/or snow management; and
 - different functions streets will perform, and the types of users accommodated in certain areas of the plan area depending on adjacent planned land uses.

- phasing and construction plan that optimizes servicing elements within the plan area and allows for the development to occur in a rational order; and
- rational for major utility or infrastructure servicing that is inconsistent with the typical phasing construction.
- The sequence of phases developed may be flexible based on the ability for contiguous development, and where required servicing and the transportation network can be adequately planned, developed and maintained.

7.2 Implementation Considerations

- If needed, outline any specific implementation considerations required to achieve the vision of the Concept Plan.

8. Glossary

- If needed to ensure clarity of the document, a glossary of terms should be included.

Appendices

- The details of what should be included in the appendices will be determined by the proponent, in consultation with the Planning and Development Department, and shall include a complete list of technical studies (Appendix 3) conducted for preparation of the Concept Plan and any background information that is helpful for stakeholders using the plan.

7. Phasing and Implementation

7.1 Phasing Strategy

- Outline policy and implementation relating to servicing and construction phasing within the plan area, including:

APPENDIX 6

APPENDIX 6: EXTERNAL STAKEHOLDER LIST

As part of the review process for new Concept Plans and any subsequent amendments, Administration will circulate the application to Rights Holders, and relevant external agencies or organizations. This is to ensure the short and long-term objectives of these stakeholders are accounted for, and managed appropriately.

The list below includes stakeholders that are typically included in the circulation of Concept Plan applications for comments. Based on the location and context of an application, Administration may forward the application to other relevant stakeholders, as needed.

1. Saskatoon Police Service
2. Saskatoon Fire Department
3. Saskatoon Light and Power
4. SaskPower
5. SaskEnergy
6. TransGas
7. SaskTel
8. Shaw Cable Systems
9. Canada Post
10. Saskatchewan Health Authority
11. Medavie Health Services West
12. Rural Municipality of Corman Park
13. Canadian National Railway
14. Canadian Pacific Railway
15. Saskatoon Public School Board
16. Greater Saskatoon Catholic Schools
17. St. Paul's Roman Catholic Separate School
Division #20
18. Meewasin Valley Authority
19. John G Diefenbaker International Airport

APPENDIX 7: CONFIRMATION OF NOTIFICATION TEMPLATE

(TEMPLATE)

All registered property owners have the right to develop their land in conformance to guiding plans and associated regulations adopted and/or approved by the City of Saskatoon Council, applicable for said land. To develop previously undeveloped land, a Concept Plan must be adopted by City Council. Amongst other matters, a Concept Plan identifies the future land use, transportation and infrastructure, and servicing network for an area.

As a landowner within the proposed Concept Plan area, you may choose to not participate in the proposed development, participate in proposed development, undertake a land swap, or sell. This is a decision between registered property owner and the proponent(s), the City will not facilitate.

If you choose to participate in the development of land within the proposed Concept Plan, please be aware of the following:

1. The cost of development is borne entirely on the proponent(s);
2. Levies and servicing agreement fees are required to be paid in full to the City, in addition to the cost of development; and
3. A Municipal Reserve (MR) dedication of 10% for residential lands and 5% for commercial, institutional and/or industrial lands is required. The MR dedication is considered for the collective area of the Concept Plan, and typically used for the proposed conservation areas and/or parks. This MR dedication may impact the developable area of your property.

Declaration by registered property owner(s):

I/We as the registered owner(s) of property within the identified plan area have been notified of the proposed Concept Plan, and have been made aware of my/our land rights and options for the potential development of said land.

Property: _____

Lot(s) _____	Block(s) _____	Plan No. (s) _____	Or Parcel No. _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I/We as the registered owner(s) of the above identified property, hereby:

- ☐ Support the proposed development ☐ Do not support the proposed development

If you do not support the proposed Concept Plan, please describe your concern(s) and/or reason(s) below:

Owner Name (please print) _____ Signature _____

Owner Name (please print) _____ Signature _____

Date _____

APPENDIX 8: DEVELOPER LED PUBLIC ENGAGEMENT

Background

All registered property owners have the right to develop their land in alignment with applicable guiding plans, policies, and regulations adopted and/or approved by City of Saskatoon Council. In the development of a new Concept Plan or an amendment, the City encourages developer(s) to engage with all registered landowners, rights holders, and stakeholders prior to submission.

The process of engagement should fully inform property owners, rights holders, and stakeholders of the proposed plan. This should include what lands are proposed to be developed and how. Property owners, rights holders, and stakeholders must be given opportunity to participate in the development process and be informed of what their obligations would be if they do so, or what their options would be if they choose not to participate.

Responsibilities

City of Saskatoon Administration

Administration will ensure that developers, rights holders, landowners, stakeholders and the public have reasonable access to information regarding development, land use, and other related matters. The provision of sufficient access to information allows people to become well-informed and capable of participating in relevant dialogue.

Developer

As part of the process to develop a new Concept Plan or amending an existing, the City strongly encourages the developer to engage with all rights holders, landowners, stakeholders, and the public. It is recommended that a public engagement strategy be created to guide that public engagement.

Public engagement refers to a variety of formal and informal interactions ranging from information sharing to

more active consultation through collaboration in the decision-making process. To ensure those impacted by plans and decisions, developing a public engagement strategy provides the framework for meeting engagement objectives and goals. Public engagement strategies typically include the following:

- a communication strategy;
- identification of rightsholders, landowners, stakeholders, and the public with consideration of the need to engage harder-to-reach audiences (in some cases), and an outline of the intended levels of participation for each audience;
- evaluation processes;
- engagement objectives;
- engagement goals;
- identification of potential barriers and solutions to engagement; and
- the processes to achieve these goals and objectives.

Once developer-led public engagement concludes, a report summarizing the engagement process must be submitted to the City as part of the Concept Plan application. This report may identify items such as:

- If engagement professionals were contacted by the developer to aid in the process.
- Details of proposed development and relevant historic information.
- Purpose of public engagement.
- When engagement occurred.
- Identification of rights holders, stakeholders, and landowners engaged.
- Engagement methodology used.
- Complete and unbiased results of the engagement.
- Analysis of results from engagement.
- How results from engagement influenced the proposed development.

APPENDIX 9: LAND USE – ZONING MATRIX

The following Land Use – Zoning Matrix (the matrix) is a communication tool to be used by Administration and the proponent that provides opportunity for clarity and consistency towards the expected alignment of land use designations and zoning districts. The matrix is future-oriented, describing the expected future application of zoning to land use based on land use descriptions as approved by the Official Community Plan 2020, Bylaw 9700, and the zoning district purpose statements as approved by the Zoning Bylaw, Bylaw 9990.

Within the matrix, zoning districts shown in **BLACK** are considered generally compatible. Zoning districts shown in **RED** may be considered compatible depending on the context and alignment with relevant policy. Policy direction will be reviewed in detail to verify if a proposed application can be supported by Administration. It should always be confirmed with Administration if the desired zoning is in alignment with land uses proposed in a Concept Plan.

Note: For current application of land use designations and zoning districts to property in Saskatoon, this matrix does not indicate non-conformity of use nor inhibit the ability to re-designate and/or re-zone lands in a manner that conforms to City policies, bylaws, and regulations.

TABLE 9 – Land Use Zoning Matrix

LAND USE – ZONING MATRIX																			
Land Use Designations	Zoning Districts																		
Downtown	M4	B6	MX2	DCD1(AC)															
Urban Centre	RM4	RM5	M2	M3	B4A	B4MX	B3												
District Village	M1	M2	B4MX	B4A															
Neighbourhood Node	M1	B1	B1A	B1B															
Corridor Transit Village																			
Station Mixed Use	CS1																		
Corridor Mixed Use	CM1																		
Corridor Main Street	B5	B5B	B5C																
Corridor Residential	CR1	CR2																	
Residential	R1	R1A	R1B	R2	R2A	RMHC	RMHL	RMTN	RMTN1	RM1	RM2	RM3	RM4	M1	M2	M3	B1	B1A	B1B
High Density Residential	RM5	M3																	
Medium Density Residential	RMTN	RMTN1	RM3	RM4	M2	B1	B1A	B1B											
Low Density Residential	R1	R1A	R1B	R2	R2A	RMHC	RMHL	RMTN	RMTN1	RM1	RM2	M1	B1	B1A	B1B				
Residential Multi Use	MX1																		
Regional Commercial	DCD	B4																	
Urban Centre Commercial	B4	B4A																	
Arterial Commercial	B2	B3	B4	B4MX															
Special Area Commercial	B5	B5A	B5B	B5C	B2	B3													
Business Park	IB	B2	B3	IL1															
Light Industrial	IL1	IL2	IL3	AM	IB														
Heavy Industrial	IH	IH2																	
Environmental Industrial Park																			
Institutional	M1	M2	M3	M4															
Park																			
Conservation Area																			
Utility Area																			
Special Use Area	AG	APD	FUD																
Direct Control District	DCD1	DCD2	DCD3	DCD4	DCD5	DCD6	DCD7	DCD8											
Community Facility																			
Transitional																			
Urban Holding	AG	FUD																	
High Density Mixed Use																			

[illegible]



saskatoon.ca/planning

Prepared by
Planning & Development

Revised March 2025