

An aerial photograph of a city, likely Saskatoon, showing a wide river (the South Saskatchewan River) flowing through the center. The river is flanked by dense residential areas with many houses and trees. Several highways are visible, including a major one crossing the river via a bridge. The background shows more urban development and some green spaces.

# **Preparing Sketch Plans**

## **Guidelines and Requirements**

*Photo credit: Discover Saskatoon/Nick Biblow*



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



## 1.0 INTRODUCTION

A Sketch Plan is a detailed plan for a phase or area of an approved Concept Plan. This guide provides details on what a Sketch Plan is, what information is included, how it's developed, and how it's reviewed.

### 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.

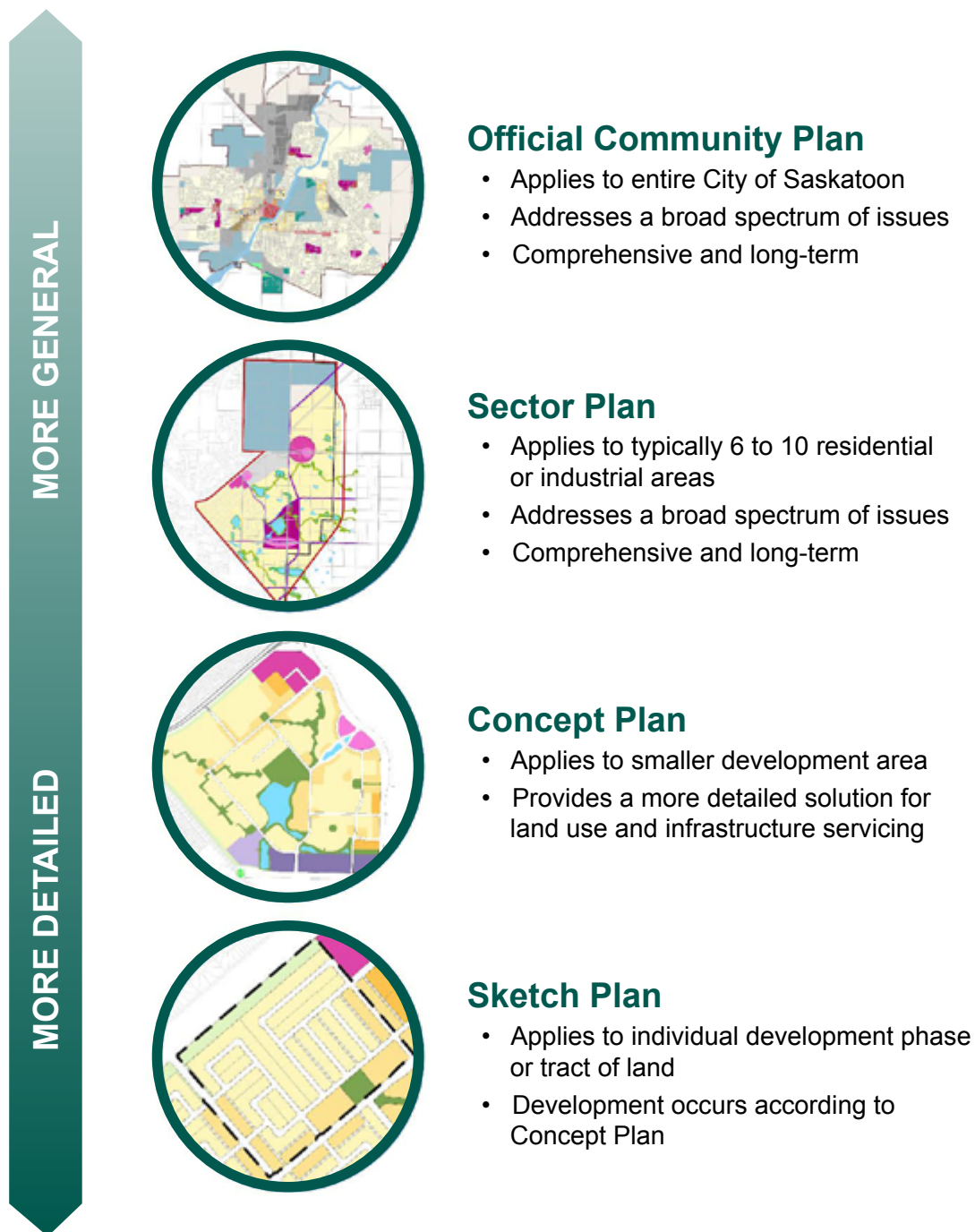
Concept Plans are area specific planning documents that guide development of a new neighbourhood, urban centres, major infill areas, or employment areas in Saskatoon. It outlines the land uses, densities, transportation network, infrastructure and servicing networks, open space system, and community services intended for the area as it develops. A Concept Plan must be consistent with the applicable Sector Plan.

Shadow Plans are conceptual figures provided along with Concept Plans, and encompass the same plan area. The Shadow Plan 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 Plans





## 1.2 Application of Guidelines

A Sketch Plan should provide the required information and figures to confirm alignment with the corresponding Concept Plan and Shadow Plans. In order to achieve this goal, this document – *Guidelines and Requirements for Preparing Sketch Plans (Guidelines and Requirements)* will define the process, content, and format requirements for new Sketch Plans, and amendments of Sketch Plans.

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 Sketch Plan project is initiated. Please confirm with the Planning and Development Department that you are referencing the most up to date version.

## 2.0 WHAT ARE SKETCH PLANS

A Sketch Plan is an intermediary plan between the approval of a Concept Plan and 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. These specific details may align completely with figures and information established in the Shadow Plan, or may propose Administratively Approved or Council Approved changes.

A Sketch Plan's area should include land expected to be developed in the short term (one to five years). They may include multiple subdivision areas, each of which may

be brought forward independently or at once. If a Sketch Plan aligns completely, or with Administratively Approved changes proposes to the corresponding Shadow Plan figures, it is only subject to approval by Administration.

A Sketch Plan will contain the figures and information needed to proceed with subsequent stages of neighbourhood development including the subdivision, infrastructure design and construction, and the application of zoning.

## 2.1 When are Sketch Plans Required?

Once a Concept Plan is approved, the City of Saskatoon (City) requires the submission of a Sketch Plan. Each Sketch Plan must be approved by Administration before subdivision and zoning applications are made for each development phase within the Concept Plan's area.

## 2.2 Who is Responsible to Prepare Sketch Plans?

The preparation of Sketch Plans is instigated by the proponent planning to develop the area. As Sketch Plans are technical documents, and have significant implications for future land use, infrastructure and servicing, and transportation network, they must be prepared by a qualified professional, such as a planning consultant or multi-disciplinary firm that includes planning and engineering services. Sketch Plans must reflect the requirements of these *Guidelines and Requirements*. If the proponent is not the sole owner of the land included in the Sketch Plan area, documentation of engagement with all landowners is required.



### 3.0 CONTENT REQUIREMENTS

A Sketch Plan is a multi-page document that describes the proposed development, through a summary of land use statistics and a series of figures that provide detailed plans for land use and open spaces, infrastructure and services, transportation networks and subdivision phasing. A Sketch Plan submission must include required supporting technical studies. Supporting technical studies inform the Sketch Plan and are not considered part of the Sketch Plan. A Sketch Plan must align with the direction found within the corresponding Concept Plan, and other related City bylaws and policies. Once approved, a Sketch Plan becomes an extension of the corresponding Concept Plan and can address any matter that the Concept Plan addresses.

#### 3.1 Application

The proponent will be required to provide a completed application form along with required information as detailed below.

#### 3.2 File Index

The proponent is required to provide the figures and supporting information as detailed below with each Sketch Plan application.

##### 3.2 (a) Figures

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

Each Sketch Plan is to include proposed two-dimensional figures that 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). A Sketch Plan addresses small(er) development areas associated with a phase of the Concept Plan that will be developed and serviced within one to five years; therefore, detailed information is expected. The information required for each figure is included below. See Appendix 4 Level of Detail for an illustrative example of the level of detail the Land Use Plan figure requires.

The following figures are required:

**Land Use Plan** – figure illustrating the near precise location, size and distribution of the following:

- Retained ecological features;
- Retained local historical resources;
- Residential, commercial, industrial, corridors, community focal points and/or mixed land uses, and First Nation Urban Reserves;
- Open spaces 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.).
- The scaled size of Municipal Reserve space, including location of greenways and multi-use pathways;
- School sites;
- Institutional or community amenities;
- Complete transportation network and information (i.e., arterial, collector, local streets and lanes, and intersectional operations 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 categories and colours shown in Appendix 1 must be used for Land Use Plan figures.

**Infrastructure and Servicing Plan** – figures illustrating the near precise location of the:

- entire water servicing network from smallest to largest (150 mm pipes and larger) including proposed post-development site topography, 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.), and connection points to the existing city system;
- entire sanitary system network from smallest to largest (200 mm pipes 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;

- 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;
- The near precise location of any existing, interim, or permanent utility installation (e.g., electrical substation(s), fiber optics lines, electrical distribution line(s), and high-pressure gas distribution line(s), etc.) required to serve the area; and
- The location of pre- and post development ground water elevations and depth contours and their seasonal variations. At least a year of groundwater monitoring data is preferred to capture seasonal change.

**Transportation Network Plan** – figures illustrating the near precise location and design of the neighbourhood transportation pattern and facilities including:

- Proposed post-development topography;
- Intersections, including widenings to accommodate channelization, traffic control, and roundabouts for Freeway/expressway-freeway/expressway, Freeway/expressway-arterial, arterial-arterial, arterial-collector, and collector-local;

- Proposed street/lane layout, proposed utilities, land use, buffers/berms, and cross sections of ROW easements, and street widths; and
- 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.

**Subdivision Phasing** – showing the *expected* locations and sequence of subsequent subdivision phasing and development. Please be mindful that the initial subdivision within the phasing must have direct access to major services and sequenced outward thereafter. If necessary, the subdivision phasing figure may be updated without the need for a new Sketch Plan application being made.

**All Sketch Plan figures will be considered near exact.** Furthermore, Sketch Plan figure symbols, locations and boundaries will be interpreted as near exact unless otherwise specified within the plan.

### 3.2 (b) Identification of Key Statistics

A Land Use Composition Summary Table is required as part of the Sketch Plan submission, which outlines how all lands within the Sketch Plan area are allocated towards different land uses and infrastructure. This table is to be considered an updated version of the Land Use Composition Summary Table included in the corresponding Concept Plan, and details land use statistics for the specific phase or development area, as well as any areas previously developed within the Concept Plan.

The information included in the table should be consistent with the corresponding Concept Plan. If Administratively Approved or Council Approved changes are proposed within a Sketch Plan that would impact land use statistics, those changes are to be identified within the table. Refer to the following page for a standard template of a Land Use Composition Summary Table which provides an example of the number of units proposed, as well as corresponding populations. A copy of an Excel spreadsheet version of this table can be found [here](#).





TABLE 1 - 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	—	—	—	—	—	—	—	—	—	—	—
	<b>Totals</b>	—	—	—	—	—	—	—	—	—	—	—
Corridor Growth Area	Corridor Transit Village	—	—	—	—	—	—	—	—	—	—	—
	Station Mixed Use	—	—	—	—	—	—	—	—	—	—	—
	Corridor Mixed Use	—	—	—	—	—	—	—	—	—	—	—
	Corridor Main Street	—	—	—	—	—	—	—	—	—	—	—
	Corridor Residential	—	—	—	—	—	—	—	—	—	—	—
	<b>Corridor Growth Totals</b>	—	—	—	—	—	—	—	—	—	—	—
Community Focal Point	Urban Centre	—	—	—	—	—	—	—	—	—	—	—
	District Village	—	—	—	—	—	—	—	—	—	—	—
	Neighbourhood Node	—	—	—	—	—	—	—	—	—	—	—
	<b>Community Focal Point Totals</b>	—	—	—	—	—	—	—	—	—	—	—
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	—	—	—	—	—	—	—	—	—	—	—
	<b>Employment Area Totals</b>	—	—	—	—	—	—	—	—	—	—	—
Special Use Area	Special Use Area	—	—	—	—	—	—	—	—	—	—	—
	Community Facility	—	—	—	—	—	—	—	—	—	—	—
	Transitional	—	—	—	—	—	—	—	—	—	—	—
	Urban Holding	—	—	—	—	—	—	—	—	—	—	—
	<b>Special Use Areas Totals</b>	—	—	—	—	—	—	—	—	—	—	—
<b>TOTALS</b>		—	—	—	—	—	—	—	—	—	—	—

Continued on page 7

TABLE 1 - 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.)
Open Spaces: Park	Neighbourhood Core Parks	—	—	—								
	Linear Parks	—	—	—								
	Pocket Parks	—	—	—								
	Village Square	—	—	—								
	District Park	—	—	—								
	<b>Total Park Area</b>	—	—	—								
Open Spaces: Conservation Area	Conservation Area	—	—	—								
	<b>Total Conservation Area</b>	—	—	—								
Open Spaces: Utility Area	Drainage Parcels	—	—	—								
	Buffer and Berms	—	—	—								
	Utility Corridor	—	—	—								
	<b>Total Utility Area</b>	—	—	—								
<b>TOTAL OPEN SPACE</b>		—	—	—								
Transportation Network	Arterial Roads	—	—	—								
	Collector Roads	—	—	—								
	Local Roads	—	—	—								
	Lanes	—	—	—								
	<b>Total Roads</b>	—	—	—								
<b>GRAND TOTAL</b>		—	—	—								
<b>Neighbourhood Density</b>	(Units per Gross Acre)	—										
	(Persons per Gross Hectare)	—										
<b>Population</b>		—										
<b>Neighbourhood Residential Unit Split</b>		—										
<b>Employment</b>		—										

**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.

### 3.2 (c) Technical Studies

#### 3.2 (c)(i) Traffic Impact Assessment

A Traffic Impact Assessment (TIA) is a technical study that 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.

If a Sketch Plan proposes changes from the approved Shadow Plan figures, a TIA may be required in accordance with the Transportation System Impact Study Guidelines. A TIA is to include detailed information for the phase or development area of a Sketch Plan, and how it relates to the Concept Plan area collectively. If required, the Transportation Department will work with the proponent to determine 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 during the pre-application consultation.

**TIA's are 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.**

#### 3.2 (c)(ii) Hydraulic Modeling and Analysis

Detailed hydraulic modeling and analysis of the water, sanitary, and storm water networks are technical studies that may be required as part of a Sketch 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.

If a Sketch Plan proposes changes from the approved Shadow Plan figures, additional modeling may be required in accordance to the Design and Development Standards Manual. If hydraulic modelling and analysis is required, it is to include information for the phase or development area of a Sketch Plan, and how it relates to the Concept Plan area collectively. If required, Saskatoon Water will work with the proponent to determine the scope of the 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 during the pre-application consultation.

**Hydraulic modeling and analysis are 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.**

#### 3.2(c)(iii) Hydrogeological Study

A hydrogeological study is a technical report that details geological and groundwater conditions. For each Sketch Plan, updated groundwater monitoring information for the area is required. This information will aid Administration in assessing current conditions and groundwater mitigation options related to the proposal.

**Hydrogeological study reports and/or updated information are to be formally submitted to the Planning and Development Department directly, who will then forward the report or information to the necessary Civic Departments or external agencies.**

## 4.0 CREATION AND REVIEW PROCESS

As described above, a Sketch Plan is a phase or defined area within an approved Concept Plan. Concept Plans are accompanied by a Shadow Plan which provides information at an equivalent level of detail required for a Sketch Plan. A Sketch Plan may be identical to the approved Shadow Plan or may propose changes.

For a description of the review and approval process for Sketch Plans where no or Administratively Approved changes are proposed, please refer to section 4.5 (a) No or Administratively Approved Changes Proposed.

For a description of the review and approval process for Sketch Plans where Council Approved changes are proposed, please refer to section 4.5 (b) Council Approved Changes Proposed.

For description of what is considered Administratively Approved or Council Approved change, please refer to Appendix 2 – Administratively Approved or Council Approved Changes.

### 4.1 Pre-application Consultation

Prior to submitting a formal application for a Sketch Plan, a pre-application consultation must occur with the Development Review staff within the Planning and Development Department, attended by the proponent. The purposed consultation is to discuss the proposed Sketch Plan based on the required preliminary Land Use, Transportation, and Infrastructure and Servicing figures provided by the proponent. As part of this consultation, the proponent will be advised of the process and supporting information required for approval of the Sketch Plan.



## 4.2 Formal Application

A formal application of the Sketch Plan document 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 during the pre-application consultation. **All formal submission requirements (Appendix 1) must be completed prior to the City's acceptance and circulation of a Sketch Plan.** Once formal application requirements and conditions have been met, and the application is accepted, and Administrations review can begin.

## 4.3 Submission Meeting

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

## 4.4 Circulation

Once application requirements have been met, the Sketch Plan will be circulated by the Planning and Development Department to appropriate Civic Departments, and external review agencies, if necessary. Depending on impacts to services within the proposed Sketch Plan, reviewing agencies may be asked to provide comments in response to a submission. At the conclusion of the full circulation, 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.

The Planning and Development Department will determine the scope of any subsequent circulation needed based on the Sketch Plan's alignment to the corresponding Concept Plan and Shadow Plan, the complexity of any proposed changes, and the quality of the application material. Before any revised submission materials will be circulated, the Planning and Development Department will assess the submission materials to verify that all Civic Departments and external reviewing agencies comments have been addressed. The proponent is required to provide written confirmation outlining how each review comment has been addressed.

## 4.5 Review and Approval Process

When a Sketch Plan aligns with the corresponding Shadow Plan figures, or proposes only Administratively Approved changes, the Planning and Development Department may provide written approval. With this

written approval, the proponent will be able to proceed with any subsequent land use amendment application(s) to the OCP's land use map, rezoning application(s) and/or subdivision application(s), if required.

When a Sketch Plan proposes Council Approved changes to the corresponding Shadow Plan figures, the Planning and Development Department will identify if a Concept Plan amendment is needed and will inform the proponent of any requirements.

Once the Sketch Plan has received written approval by the Planning and Development Department, it becomes the property of the City. The City will maintain an official copy of the approved Sketch Plan document, and the figures and updated Land Use Composition Summary Table will be appended to the corresponding Concept Plan document shown 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.

### 4.5 (a) No Changes or Administratively Approved Changes Proposed

When a Sketch Plan aligns completely, or proposes a Administratively Approved degree of changes from the corresponding Shadow Plan figures, the Table 2 – No or Administratively Approved Changes Proposed (page 10) outlines the process for the creation, review and approval. For description of what an Administratively Approved change is, please refer to Appendix 2.

Administration reserves the right to require a proposed change typically considered Administratively Approved 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. If the change proposed is identified as such, the process for review and approval is detailed in section 4.5 (b).



TABLE 2 – No or Administratively Approved Changes Proposed

	STEPS	NO OR ADMINISTRATIVELY APPROVED CHANGES PROPOSED
PLAN PREPARATION	1 Initial Contact by Proponent	Proponent to contact Development Review staff within the Planning and Development Department, to advise of intent to undertake a Sketch Plan for a specified area. Based on these discussions, a pre-application consultation will be scheduled.
	2 Preliminary Preparation	Proponent to prepare the preliminary land use, transportation, and infrastructure and servicing figures for proposed Sketch Plan based on corresponding the Shadow Plan.
	3 Pre-application Consultation	At least one pre-application consultation with the Planning and Development Department attended by the proponent is required. This will be an opportunity to discuss: <ul style="list-style-type: none"> <li>proposed land use, transportation, infrastructure and servicing based on corresponding the Shadow Plan;</li> <li>requirements for key statistics and technical studies; and</li> <li>other relevant matters.</li> </ul>
	4 Formal Submission	Proponent to formally submit the following to the Planning and Development Department: <ul style="list-style-type: none"> <li>completed Sketch Plan application;</li> <li>required figures; and</li> <li>required statistics, technical studies and other required information, if necessary.</li> </ul>
PLAN REVIEW	5 Circulation and Revision	The Planning and Development Department will circulate the proposed Sketch Plan to Civic Departments and external agencies, if necessary.
	6 Plan Revision(s)	If content revisions are identified, the proponent will be informed of revision requirements. The revised Sketch Plan will be re-circulated as necessary.
PLAN APPROVAL	7 Approval	If no changes are proposed, the Planning and Development Department will provide written approval of the Sketch Plan.
		If Administratively Approved changes are proposed, the Planning and Development Department will provide written approval of the Sketch Plan subject to the Shadow Plan being updated to reflect approved Administratively Approved changes.  <b>Note: The Shadow Plan will be updated by the Planning and Development Department.</b>

## 4.5 (b) Council Approved Changes Proposed

When more significant changes to the Shadow Plan are proposed as part of a Sketch Plan, Table 3 – Council

Approved Changes Proposed below outlines the process for the creation and preliminary review. For description of what a Council Approved change is, please refer to Appendix 2.

TABLE 3 – Council Approved Changes Proposed

STEPS		COUNCIL APPROVED CHANGES PROPOSED
PLAN PREPARATION	1 Initial Contact by Proponent	Proponent to contact Development Review staff within the Planning and Development Department, to advise of intent to undertake a Sketch Plan for a specified area. Based on these discussions, a pre-application consultation will be scheduled.
	2 Preliminary Preparation	Proponent to prepare the preliminary land use, transportation, and infrastructure and servicing figures for proposed Sketch Plan based on corresponding the Shadow Plan.
	3 Pre-application Consultation	At least one pre-application consultation with the Planning and Development Department attended by the proponent is required. This will be an opportunity to discuss: <ul style="list-style-type: none"> <li>proposed land use, transportation, infrastructure and servicing based on corresponding the Shadow Plan;</li> <li>requirements for key statistics and technical studies; and</li> <li>other relevant matters.</li> </ul>
	4 Requirement of Concept Plan Amendment	Based on information gathered from the pre-application consultation, if the proposed changes are considered Council Approved, the proponent will be advised that a Concept Plan Amendment is required and a formal application to amend the Concept Plan should be submitted. <p><b>Please refer to the Guidelines and Requirements for Preparing Concept Plans document for direction on the Concept Plan amendment process and requirements.</b></p>

## 5.0 AMENDING A SKETCH 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 desired changes to an approved Sketch Plans.

For each Sketch Plan amendment application that is submitted, the Planning and Development Department will assess if it sufficiently conforms to the corresponding Concept Plan and the more detailed Shadow Plan figures. The detailed information provided by the Shadow Plan figures will be used to verify if the proposed amendment(s) to the approved Sketch Plan sufficiently aligns with the direction of the Concept Plan. Amendments are addressed for their compliance with the OCP, the intent of the policies and the vision of the applicable Concept Plan, their compliance with the Guidelines and Requirements outlined in this document, and their support of other relevant Federal, Provincial

and/or City policy documents and guidelines, servicing requirements and best management practices.

### 5.1 Process for Amending an Approved Sketch Plan

The following tables outlines the typical process for amending an approved Sketch Plan.

#### 5.1 (a) Administratively Approved Changes Proposed to Approved Sketch Plan

When Administratively Approved changes are proposed to an approved Sketch Plan, Table 4 – Administratively Approved Changes Proposed to Approved Sketch Plan on the following page outlines the process for creation, review and approval. For description of what a Administratively Approved change is, please refer to Appendix 2.

If an Administratively Approved change is identified by the proponent or Administration based on previous City Council



TABLE 4 – Administratively Approved Changes Proposed to Approved Sketch Plan

	STEPS	ADMINISTRATIVELY APPROVED CHANGES PROPOSED TO APPROVED SKETCH PLAN
PLAN PREPARATION	1 Initial Contact by Proponent	Proponent to contact Development Review staff within the Planning and Development Department, to advise of intent to amend an approved Sketch Plan. Based on these discussions, a pre-application consultation will be scheduled.
	2 Preliminary Preparation	Proponent to prepare the preliminary land use, transportation, and infrastructure and servicing figures for proposed Sketch Plan amendment based on corresponding the Shadow Plan.
	3 Pre-application Consultation	At least one pre-application consultation with the Planning and Development Department attended by the proponent is required. This will be an opportunity to discuss: <ul style="list-style-type: none"> <li>• proposed land use, transportation, infrastructure and servicing based on corresponding the Shadow Plan;</li> <li>• requirements for key statistics and technical studies; and</li> <li>• other relevant matters.</li> </ul>
	4 Formal Submission	The proponent is to formally submit the following to the Planning and Development Department: <ul style="list-style-type: none"> <li>• completed Sketch Plan application to amend;</li> <li>• required figures; and</li> <li>• required statistics, technical studies, and other required information, if necessary.</li> </ul>
PLAN REVIEW	5 Circulation and Revision	The Planning and Development Department will circulate the proposed Sketch Plan to Civic Departments and external agencies, if necessary.
	6 Plan Revision(s)	If content revisions are identified, the proponent will be informed of revision requirements. The revised Sketch Plan will be re-circulated as necessary.
PLAN APPROVAL	6 Approval	The Planning and Development Department will provide written approval of the Sketch Plan subject to the Shadow Plan being updated to reflect approved Administratively Approved changes.  <b>Note: The Shadow Plan will be updated by the Planning and Development Department.</b>

direction as being controversial in nature, or significant enough that it is a fundamental change from the adopted Concept Plan, the Planning and Development Department reserves the right to insist the proposed amendment must attain City Council approval. If the Administratively Approved change proposed is identified as such, the process for review and approval is detailed in section 5.2 (b).

#### 5.1 (b) Council Approved Changes Proposed to Approved Sketch Plan

When Council Approved changes are proposed to an approved Sketch Plan, Table 5 – Council Approved

Changes Proposed to Approved Sketch Plan on the following page outlines the process for creation and preliminary review. For description of what a Council Approved change is, please refer to Appendix 2.

Please be aware that if it is known that proposed changes would be considered Council Approved, the proponent has the option to forgo submitting a Sketch Plan for Administrative review and may proceed to apply for an amendment to the approved Concept Plan.

TABLE 5 – Council Approved Changes Proposed to Approved Sketch Plan

STEPS		COUNCIL APPROVED CHANGES PROPOSED
PLAN PREPARATION	1 Initial Contact by Proponent	Proponent to contact Development Review staff within the Planning and Development Department, to advise of intent to amend an approved Sketch Plan. Based on these discussions, a pre-application consultation will be scheduled.
	2 Preliminary Preparation	Proponent to prepare the preliminary land use, transportation, and infrastructure and servicing figures for proposed Sketch Plan amendment based on corresponding the Shadow Plan.
	3 Pre-application Consultation	At least one pre-application consultation with the Planning and Development Department attended by the proponent is required. This will be an opportunity to discuss: <ul style="list-style-type: none"> <li>proposed land use, transportation, infrastructure and servicing based on corresponding the Shadow Plan;</li> <li>requirements for key statistics and technical studies; and</li> <li>other relevant matters.</li> </ul>
	4 Requirement of Concept Plan Amendment	Based on information gathered from the pre-application consultation, if it is determined that the proposed changes would be considered Council Approved, the proponent will be advised that a Concept Plan Amendment is required and a formal application to amend the Concept Plan should be submitted. <p><b>Please refer to the Guidelines and Requirements for Preparing Concept Plans document for direction on the Concept Plan amendment process and requirements.</b></p>

## 5.2 Amendment Submission Requirements

To amend an approved Sketch Plan, the following information must be included with each application.

### 5.2 (a) Table of Contents

Amendments should adhere to the formatting and content requirements discussed in Section 4: Content Requirements, and APPENDIX 1: Submission Requirements.

The components of a Sketch Plan amendment submission are to include an introduction, background information, amendment rationale and proposed amendment changes.

#### Introduction

A brief statement describing the purpose of the proposed amendment.

#### Background

A concise description of:


- the proposed amendment(s) to the approved Sketch Plan;
- the rationale or justification for the amendment(s) that includes:
  - an explanation of how the amendment

implements the visions of the corresponding Concept Plan, and how it maintains or enhances the outcomes and principles of the policy statements within the approved Concept Plan.

- a description of expected on-site, and any major off-site, impacts of the proposed amendment, such as change in land use and/or land use area, total population or density, traffic volumes, available commercial area, open space (i.e., conservation areas, parks, and utility areas) or subdivision phasing and servicing; and
- a summary of required technical reports or updates identified as part of the formal submission requirements.

#### Amendment of the Sketch Plan Document

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



**“ Sector Plans, Concept Plans, and Sketch Plans must align with the OCP and further refine its vision for the city. ”**



## APPENDIX 1

### APPENDIX 1: FORMAL SUBMISSION REQUIREMENTS

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

During processing of the Sketch Plan or amendment to a Sketch Plan, the Sketch Plan document 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 of the document, and approval by Administration. The following information must be submitted with a Sketch Plan submission unless approval has been permitted from the Planning and Development Department to waive specific requirements.

#### Submission Requirements

1. **A complete application form.**
2. **Paper copies of the Sketch Plan, if requested by Administration at pre-application stage.**
3. **Digital copies of the Sketch Plans (in Microsoft 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 Sketch Plan.**

4. **Technical Studies**

In accordance with section 3.2(c) of these *Guidelines and Requirements*, all required technical studies shall provide a clear, concise review of findings under each component policy section along with necessary associated maps, figures and/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.

**Technical studies must be submitted to the Planning and Development Department who will assign a file manager, who will then forward reports to the necessary Civic Departments.**

#### Format Requirements

Formal submission of the Sketch Plan document to the Planning and Development Department for circulation shall include:

- An electronic copy of the formal Sketch 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-corporate portability as the City of Saskatoon 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

The following legend displays the land use categories and the applicable colour sequence for all digital drawings. All figures associated with a Sketch Plan submission must comply with these requirements.

FIGURE 2 – Land Use Legend

LAND USE		CONCEPT PLAN LAYERS	
<b>RESIDENTIAL</b>		(92,92,92) — — CONCEPT PLAN BOUNDARY	
(255,255,229)	RESIDENTIAL (RES)	(51,51,51) // // // POTENTIAL RIGHT OF WAY	
(255,247,188)	LOW DENSITY RESIDENTIAL (RLD)	(127,223,255)	STORMWATER MANAGEMENT FACILITY
(254,196,79)	MEDIUM DENSITY RESIDENTIAL (RMD)	(225,245,194)	BUFFER
(254,153,41)	HIGH DENSITY RESIDENTIAL (RHD)	(145,50,124)	POTENTIAL SCHOOL SITE
(236,112,20)	RESIDENTIAL MULTI USE (RMU)	(0,0,0)	POTENTIAL CELL TOWER LOCATION
<b>COMMUNITY FOCAL POINT</b>		(0,0,0)	POTENTIAL RESIDENTIAL CARE HOME
(179,7,130)	URBAN CENTRE (FPUC)	(0,0,0)	MUNICIPAL RESERVE
(223,69,169)	DISTRICT VILLAGE (FPDV)	<b>Disclaimer:</b> 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.	
(251,124,219)	NEIGHBOURHOOD NODE (FPNN)		
<b>COMMERCIAL</b>			
(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)		
<b>CORRIDOR</b>			
(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)		
<b>INDUSTRIAL</b>			
(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)		
<b>INSTITUTIONAL</b>			
(94,131,146)	INSTITUTIONAL (INST)		
<b>OTHER</b>			
(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)		

## APPENDIX 2

### APPENDIX 2: ADMINISTRATIVELY APPROVED AND COUNCIL APPROVED CHANGES

Proposed changes to Sketch Plan will be assessed on a case-by-case basis to determine whether it is considered Administratively Approved and Council Approved. Each Sketch Plan will be reviewed within the context of the approved Concept Plan and the corresponding Shadow Plan. When proposed change(s) would *not* result in a fundamental change to the identified character and outcomes of the Concept Plan, they may be considered Administratively Approved in nature. When proposed change(s) would result in a fundamental change to the identified character and outcomes of the Concept Plan, an amendment to the Concept Plan may be required. It is expected that the collective understanding of what would be considered an Administratively Approved and Council Approved change may evolve over time.

Examples of Administratively Approved changes include:

- Overall characteristics of the approved Shadow Plan:
  - minor change in pattern of land use development (e.g., addition or removal of lanes, boulevards, etc.);
  - minor increase/decrease in the intensity of use or population density of development; and
  - minor change in the community service requirements (e.g., surplus school site, revised provision of Municipal Reserve).
- Infrastructure and Servicing:
  - minor change in the servicing scheme (e.g., minor alteration of major infrastructure or services routes, or minor alteration to location/route of storm water management, etc.); and
- Transportation Network:
  - minor changes in the transportation network or traffic volume, active transportation, or pedestrian network (e.g., adjustments or reconfiguring of local streets, pedestrian and/or active transportation routes, etc.)

Examples of Council Approved changes include a combination of:

- Overall characteristics of the approved Shadow Plan:
  - Change in the boundary of the plan due to 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 that are not envisioned to be 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 Hydrogeotechnical:
    - Proposed changes based on the subsequent identification of natural areas and/or ecology that would constrain or enhance the originally adopted pattern of development;
    - Unforeseen hydrogeotechnical circumstances or information obtained by the proponent, that would impact the feasibility of the plan area to be developed as outlined in the adopted 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 adopted Concept Plan.



## APPENDIX 3: REFERENCE DOCUMENTS

### Reference Documents

The following list of Bylaws, policies, guidelines and information, must be consulted and considered where applicable in the preparation of a Sketch Plan or amendment to a Sketch Plan. 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 Sketch Plan or amendment to a Sketch Plan.

TABLE 6 – Reference Documents

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



## APPENDIX 5: 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 the 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 to not 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 participation 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 contracted by the developer to aid in the process.
- Details of proposed development and relevant historical 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 6

### APPENDIX 6: 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 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 use 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 7 – 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																			





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**Planning & Development**

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