

Applicant Information

APPLICANT

Name: _____

Address: _____ Postal Code: _____

Home Telephone: _____ Work/Cell Telephone: _____

Email: _____

Is the Applicant: ☐ Property Owner ☐ Tenant ☐ Other _____

Property Information

Legal Description: _____

Civic Address: _____

Is this Application for a: ☐ Garden Suite ☐ Garage Suite

Consultation

For Garden and Garage Suites, it is recommended that you consult with the pertinent Civic Departments for requirements before proceeding with a discretionary use application.

I have discussed my application with Building Standards.

☐ Yes ☐ No

I have discussed my application with Transportation & Construction.

☐ Yes ☐ No

Required Attachments

1. Site Plan

North arrow, scale and date of preparation
The location and dimensions of all buildings, setbacks and property lines
The location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number of parking spaces
All City owned trees on and adjacent to the site

Plan Attached ☐

2. Floor Plan:

Dimensions of the proposed structure
All levels and square footage of each level
Dimensions and layout, location of walls, doors and windows (including sizes) and use of all rooms/areas

Plan Attached ☐

3. Building Elevations and Sections:

Building height
Finished Ground Level
Elevations of finished grades, bottom of footings, top of foundation wall, finished main floor

Attached ☐

4. Utility Plan:

How the Suite will be serviced for water, sewer, and other utilities
The existing utility connections on the site
Water/sewer servicing plan will need certification by a Design Professional

Plan Attached ☐

5. Fee

I have attached the non-refundable application fee
\$3,825.00 for a complex discretionary use application

Fee Attached ☐

The Process

Submit application to Planning & Development along with the required application fee



A Pre-Inspection is performed by the Development Review section to ensure suitability of site



The Application is sent to Civic Departments for comments. Nearby property owners are notified of the proposal and may submit comments



Administration to consider input from all interested persons or groups. The Administration may deny, approve, or approve subject to conditions



If approved (and Applicant decides to proceed with the project), final plans shall be submitted to Planning & Development and application made for a Building Permit

If approved with conditions, the applicant may appeal the conditions to the Development Appeals Board
If denied, the applicant may apply to Council to review and confirm or alter the decision by the Administration

THIS PROCESS MAY TAKE SIX TO TEN WEEKS

Declaration of Applicant

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY:

Cash Receipt No.: _____ Amount Paid: _____ Cheque No.: _____

☐ Completed Form ☐ Payment ☐ Site Plan ☐ Relevant Drawings

Last Updated On: 03/26/20

**PLEASE E-MAIL COMPLETED APPLICATION WITH SUPPORTING DOCUMENTATION TO
DEVELOPMENT.SERVICES@SASKATOON.CA**

**If you have questions about the application or the application process,
please call 306 975 7672 or email development.services@saskatoon.ca**