City of Saskatoon
Planning & Development

Application Form

CERTIFICATE OF APPROVAL FOR SUBDIVSION

Pursuant to Section 127 – *Planning and Development Act, 2007*

Date of Application: _____ **File No**.: _____

Applicant Information

REGISTERED OWNER(S) OF THE SITE	**AUTHORIZED AGENT TO ACT ON BEHALF OF OWNER**
Name:_____	Name:_____
Address:_____	Address:_____
City/Prov.:_____ Postal Code:_____	City/Prov.:_____ Postal Code:_____
Phone:_____ Fax:_____	Phone:_____ Fax:_____
E-mail:_____	E-mail:_____

Property Information

Legal Description: _____

Civic Address: _____

Existing Use of Land and Buildings

_____

_____

_____

Intended Future Use of Land and Buildings

_____

_____

_____

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

_____

_____

_____

Zoning District(s): _____ Is this subdivision related to a rezoning application? Y ❑ N ❑

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

Required Attachments

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

1. Plan of Proposed Subdivision Copy Attached ❑

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

2. Letter(s) Copy Attached ❑

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

3. Site Plan Copy Attached ❑

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

4. Digital File Copy Attached ❑

An AutoCAD compatible format to accompany all applications by Plan. E-mail to: **subdivisions@saskatoon.ca**

5. Application Fee Copy Attached ❑

Fee of $3,315.00 to accompany this application.

RETURN TO CITY OF SASKATOON, PLANNING & DEVELOPMENT, 222-3rd AVE NORTH, SASKATOON, SK S7K 0J5 306-975-2645

Required Fees

- Application Fee (must accompany this application) $3,315.00
- Fee for Re-issuance of a Certificate of Approval $25.00
- Approval Fee of $56.10 per lot or Bare land Unit excluding parcels designated on the plan as dedicated lands or parcels for public works (payable upon issuance of the Certificate of Approval).

Subdivision Application Process

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

Declaration of Applicant/Agent

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

_____
Signature of Authorized Agent

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

_____
Signature of Owner(s) of Authorized Agent

FOR OFFICE USE ONLY:
Cash Receipt No.: _____ Amount Paid: _____ Cheque No.: _____

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

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

REFERRALS FOR ALL SUBDIVISION APPLICATIONS

City of Saskatoon, Community Services Department

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

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

City of Saskatoon, Transportation & Construction Department

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

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

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

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

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

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

SaskEnergy
408 - 36th Street East
Saskatoon, SK S7K 6K8
Phone: 306-975-8544 Fax: 306-975-8598

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

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

Saskatoon Public School Division
310 - 21st Street East
Saskatoon, SK S7K 6C8
Phone: 306-683-8243 Fax: 306-683-8207

Greater Saskatoon Catholic Schools
420 - 22nd Street East
Saskatoon, SK S7K 1X3
Phone: 306-221-4576 Fax: 306-668-7296

Canada Post
817 - 51st Street East
Saskatoon, SK S7K 0G9
Phone: 306-668-6706 Fax: 306-668-6714

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