

## FORMS

### FORM A – Bylaw No. 3/14

Application #

#### **RESORT VILLAGE OF KIVIMAA-MOONLIGHT BAY APPLICATION FOR DEVELOPMENT PERMIT**

Development permit applications will take approximately 1-2 months to process. This time may occasionally be less, but many factors will contribute to whether or not a permit can be handled promptly. Some permits will be required to go to the Municipal Council and others may be required to give notification to surrounding landowners or other parties.

#### **Application Fees:**

The following fees are applicable:

1. Permitted Use           \$100
2. Discretionary Use       \$200
3. Sign Permit             \$50

If you are unsure of whether your use is permitted or discretionary please contact the Development Officer and ask for clarification. The fees are based on an average cost to review and approve a permit.

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#### **Development Adjacent to Commercial or Residential Development**

Any proposed residential or commercial development that directly borders another residential or commercial development shall be required to produce a Real Property Surveyor's Report for all buildings, additions to buildings or structures 18.6 square metres (200 square feet) or larger in area, on a permanent foundation, except those exempted from requiring a development permit. The Real Property Surveyor's Report shall be undertaken after installation of the permanent foundation, but before installation or construction of the building above the permanent foundation. A permanent foundation should be defined as any concrete pads, pilings made of any materials, pony walls or other support structures made of concrete, wood, steel or other metal, placed on or in the ground where a building will be constructed or installed.

The municipality shall be provided with a copy of all required Real Property Surveyor's Reports within 90 days of the approval of a development permit unless a request for extension has been submitted to the municipality in writing and the extension has been granted by the development officer.

#### **Development requires a Real Property Surveyor's Report after the construction of the foundation which shall be shared with the municipality with 90 days of the permit approval:**

**YES**

If you are unsure of whether you are required to provide a Real Property Surveyor's Report please contact the municipality and they can assist you in determining your permit requirements.

**NO**

**Application Requirements:**

Your permit shall not be considered completed until you submit **all** of the following:

- 1) A completed copy of this application form; and
- 2) Submission of any required photos, floor plans, or information; and
- 3) The required development permit application fee; and
- 4) A site plan drawing and example of which has been attached to the back of this form showing the site of the proposed use and including the following:
  - a) North arrow, boundaries of the parcel including approximate dimensions
  - b) Location and dimensions of existing building and structures
  - c) Location of proposed activity on the property, including proposed buildings and structures and distances from all property boundaries
  - d) Location of all existing and proposed utilities
  - e) Location of all existing and proposed approaches, driveways, parking and outdoor storage areas as well as the road providing access; and
  - f) Location of distinguishing physical features located on or adjacent to the property including lakes, ponds, sloughs, streams, drainage ways, culverts wetlands, slopes, bluffs etc.; and
  - g) A floor plan of the new buildings and a description of how they shall be used.

**Development Information**

1. Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

2. Registered Owner: as above or.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. Legal Land Description:

LSD or ¼	Sec.	Twp.	Sec.	Rge.	W
Lot(s)	Block	Registered Plan No.		Hamlet	

4. Existing use of land and buildings

5. Proposed use of land and building

6. Proposed development involves

New building	Addition
Move in building*	Alteration

**\* Note: if you are moving in any building(s), pictures of the building(s) to be moved onto the site are required to be submitted with the application.**

7. Estimated dates of development:

Commencement	Completion
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8. Other information (e.g. proposed sewage system)

9. Are there other dwellings or commercial uses located on this property?

10.

**Site Plan:**

Floor plans often will be required. Please provide a sketch in the space on the following page showing:

1. Dimensions of parcel and buildings and location of existing and proposed buildings, including distances from all lot lines, as well as direction details. (i.e. North – South)
2. Indicate where the access road is as well as the lake, if it is a lake front lot;
3. Indicate where any decks might be located and whether or not they will have a roof;
4. Indicate whether accessory buildings will have residential accommodations.

**AN EXAMPLE SITE PLAN HAS BEEN INCLUDED WITH THIS FORM**

**Declaration of Applicant**

I/We further agree to comply with all bylaws and regulations of the Resort Village of Kivimaa-Moonlight Bay respecting development and I/we acknowledge that it is my/our responsibility to ensure compliance with all Saskatchewan Regulations and Acts including the Uniform Building and Accessibility Standards Act, regardless of any review or inspection that may or may not occur by any official of the municipality. In the event that I/we, the Land Owner(s), fail to complete the Real Property Surveyor's Report at my/our expense as required, I agree that the municipality may complete the Real Property Surveyor's Report at my/our expense and invoice me/us for the cost along with any necessary administration fees. I/We agree that any expense incurred by the municipality to obtain a Real Property Surveyor's Report and administration or application fees not paid may be added by the municipality to the property tax roll of the Land and is deemed for all purposes to be a tax on the Land from the date it was added to the tax roll and forms a lien against the Land in favour of the municipality from the date it was added to the tax roll.

I/We, \_\_\_\_\_ and,

solemnly declare that all the above statements contained within this application are true, and I/we make this solemn declaration conscientiously believing it to be true and knowing that is of the same force and effects as if made under oath, and by virtue of the "Canada Evidence Act".

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NOTE: Development Permits not filled in properly with all necessary information and applicable fees will result in the development permit being returned to the applicant. This will result in a delay in processing the application, so be sure to have as much information filled as possible to ensure the municipality can issue a timely reply.

Application fee:

\$100 (Permitted Use)

\$200 (Discretionary Use)

\$50 Sign permit

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EXAMPLE OF CORRECT SITE PLAN

