

# **RM 373 DEVELOPMENT CHECKLIST**

## ***Commercial/Industrial Subdivision***



### **Step 1**

Request or download an RM development permit application for approval to subdivide land.

### **Step 2**

Contact the RM office with your proposed subdivision concept for preliminary review and comments.

### **Step 3**

Contact a Saskatchewan Land Surveyor to arrange a survey of the land proposed for subdivision.

- A surveyor must prepare a proposed plan of survey which must also indicate the land elevation and land contours.
- The proposed subdivision must include parcels larger than 1,000 m<sup>2</sup>.
- The site cannot be a hazard such as prone to flooding, or soil slumping.
- The site must be located and have direct access via approach onto a municipal road built to municipal access specifications, or greater, or execute an agreement with Council to construct the municipal roadway to municipal access specifications at the expense of the applicant.

### **Step 3**

Submit the application for a commercial/industrial development and the required fee to the RM Office. (Contact RM Office for amount of fee).

Please ensure that the following information is submitted as part of the application package:

- Surveyed Plans with topographic information
- Proposed Water Source
- Proposed Sewage Disposal Method
- Proposed access
- Initial estimated traffic impact (daily traffic count etc.)
- Up to date titles for all land involved

The RM may request additional information about the potential development (Environmental Impact Assessment, Ministry of Environment Approval, Hydrogeological Report etc).

The Development Officer will review your application and provide additional information about the next required steps.

### **Step 5**

Submit an application for subdivision to the Community Planning Branch of the Ministry of Government Relation. Generally, your Land Surveyor will submit on your behalf and will work with Community Planning throughout the subdivision process. Please note that the Community Planning Branch will refer the proposed development to other Provincial Ministries for comment, which may result in a request for additional information and reporting.

### **Step 6**

Should Council wish to proceed with the proposed application, they must complete an amendment to the Zoning Bylaw and potentially to the Official Community Plan. Each amendment will require 3 readings of Council, public notice and a public hearing for potentially affected landowners to provide comments on the proposed development. Please note that the costs associated with the public notice (advertisement/mailings) will be the sole responsibility of the applicant.

Council may require additional information or place specific conditions on any potential approval. The RM will require the execution of a servicing agreement with infrastructure, fire and recreation fees as well as the payment of cash in lieu of dedicated lands.

The fees are as follows:

Infrastructure Reserve Fee: \$10,000/parcel

Fire Service Reserve Fee: \$1,000/parcel

Recreation Reserve Fee: \$500/parcel

The cash in lieu of dedicated land is based on 5% of the value of the un-serviced subdivided area and will be calculated by the RM at the time of subdivision review.

Final approval will not be granted until such a time that all outstanding fees are paid in full.

**Note: The RM may consider a tax abatement for commercial development, abatements will be considered and approved by Council on a case by case basis.**

**Step 7**

Attain a Certificate of Approval from the Community Planning Branch.

**Step 8**

Work with your surveyor to register your approved subdivision with Information Services Corporation

**Should you have any questions or would like to obtain an application, please contact the RM office at (306) 253-4312 or [rm373@sasktel.net](mailto:rm373@sasktel.net). Please have your land location provided with any inquiry.**

\*Please contact the RM office for the provisions for an increased parcel size.