

Rural Municipality of Estevan No. 5  
DEVELOPMENT GUIDANCE MANUAL  
As Updated September 2016



[www.rmestevan.ca](http://www.rmestevan.ca)



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### 1.01 FORWARD

This manual is meant as a guide to development within the R.M. It is not all encompassing, but we hope it aids in putting together a source from which to find the information you may require.

The Rural Municipality borders the USA and surrounds the City of Estevan. The greater community has much to offer in the way of recreation including: great facilities with many activities; parks, golf courses, and the Boundary and Rafferty Dam reservoirs.

Beyond the K-12 Education offered through the Public and Catholic Separate School Division, the Southeast Regional College has a beautiful campus within the City of Estevan and are willing to work with industry to tailor programs needed to educate a workforce for jobs available within the community.

Please check out our website at [www.rmestevan.ca](http://www.rmestevan.ca) we have more information including our Zoning Bylaw available to you there under the "Planning" tab.

### 1.02 DEFINITIONS

**Administrator** Administrator for the R.M. of Estevan, Grace Potter, is also the Development Officer, e-mail: [rm5@sasktel.net](mailto:rm5@sasktel.net)

**Building Official** Billy Fowler, Manager of Engineering Services is our "in-house" Building Official. MuniCode is also contracted with the R.M. to provide this service.

**Council** Council of the R.M. of Estevan including the following:  
Reeve: .....Kelly Lafrentz  
Councillor Div. 1 ..... Lorne Jahn      Councillor Div. 4    Doug Blue  
Councillor Div. 2 .....Don Hilstrom    Councillor Div. 5    Del Block  
Councillor Div. 3 Dennis Blackburn    Councillor Div. 6    Bryan Tucker

**Municipality or R.M.** The Rural Municipality of Estevan No. 5 or "the R.M. of Estevan No. 5"

**R.M. office:** includes the Council Chambers, the offices for Administration, and the office of the Manager of Engineering Services at **322-4th Street, Estevan**  
Phone: (306) 634-2222

### 1.03 COUNCIL MEETINGS and OFFICE HOURS

**Meetings** of council generally are on the Second and Fourth Wednesday of each month commencing at 9:00 am. and are held at the R.M. office

**Office Hours:**

Normal business hours: 9:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m.,  
Monday – Friday, excluding Statutory Holidays

## 2.01 SUBDIVISIONS

Subdivision applications are made through the Community Planning branch of the Ministry of Government Relations. A surveyor is required to submit a survey plan. Subdivisions must meet the requirements in the R.M.'s Zoning Bylaw and the Planning and Development Act Subdivision Regulations.

## 2.02 MUNICIPAL RESERVE Calculations

The value for Municipal Reserve on 5-10 acre residential sites be derived by taking a market value of \$60,000/lot at 60% which equates to \$36,000 then take 10% as per the Planning and Development Act) giving \$3,600/lot.

The value for Municipal Reserve on Commercial and Residential subdivisions, other than the Residential 5-10 acre sites, where the value is known will be derived using that value multiplied by 60% divided by the acres for a dollar per acre value:

- Example: for Commercial – Planning and Development Act states 5%:  
Value of \$750,000 for 20 acres would equate:
  - $\$750,000 \times 60\% = \$450,000$
  - $\$450,000 / 20 \text{ acres} = \$22,500/\text{acre}$
  - $20 \text{ acres} \times 5\% = 1 \text{ acre}$
  - $20 - 1 = 19$
  - $\$22,500 \times 19 / 20 = \$21,375$
- Example for Residential: (first subdivision from a quarter is exempt), Planning and Development Act states 10%:
  - Value is \$50,000 for 3.5 acres
  - $\$50,000 \times 60\% = \$30,000$
  - $\$30,000 / 3.5 \text{ acres} = \$8,571.43/\text{acre}$
  - $3.5 \text{ acres} \times 10\% = 0.35 \text{ acres}$
  - $0.35 \text{ acres} \times 10\% = .035$
  - $0.35 - 0.035 = 0.315$
  - $\$8,571.43 \times 0.315 = \$2,700.00$

February 25, 2015

- That the Municipal Reserve Policy be changed to allow for one parcel (the first parcel) per quarter to be exempt from paying Municipal Reserve fees, even when a multiple residential subdivision is done.

## 2.03 SERVICING AGREEMENTS

Council believes Developers should pay for the cost of their developments. To accomplish this servicing agreements are usually required when doing a subdivision to provide for proper road access, water and sewer lines where applicable, engineered drainage plans, security, street lights, etc. The nature of the development, be it Residential, Commercial, Industrial, or Recreational all have their unique requirements which are dealt with accordingly. Often a servicing agreement runs with the land and is

registered against title for future land owners to be aware of conditions that may affect them.

#### 2.04 DEVELOPMENT FEES

Currently the R.M. of Estevan No. 5 charges \$3,000/acre for off-sight development fees for Commercial properties.

#### 2.05 INTERNAL SUBDIVISION ROAD REQUIREMENTS

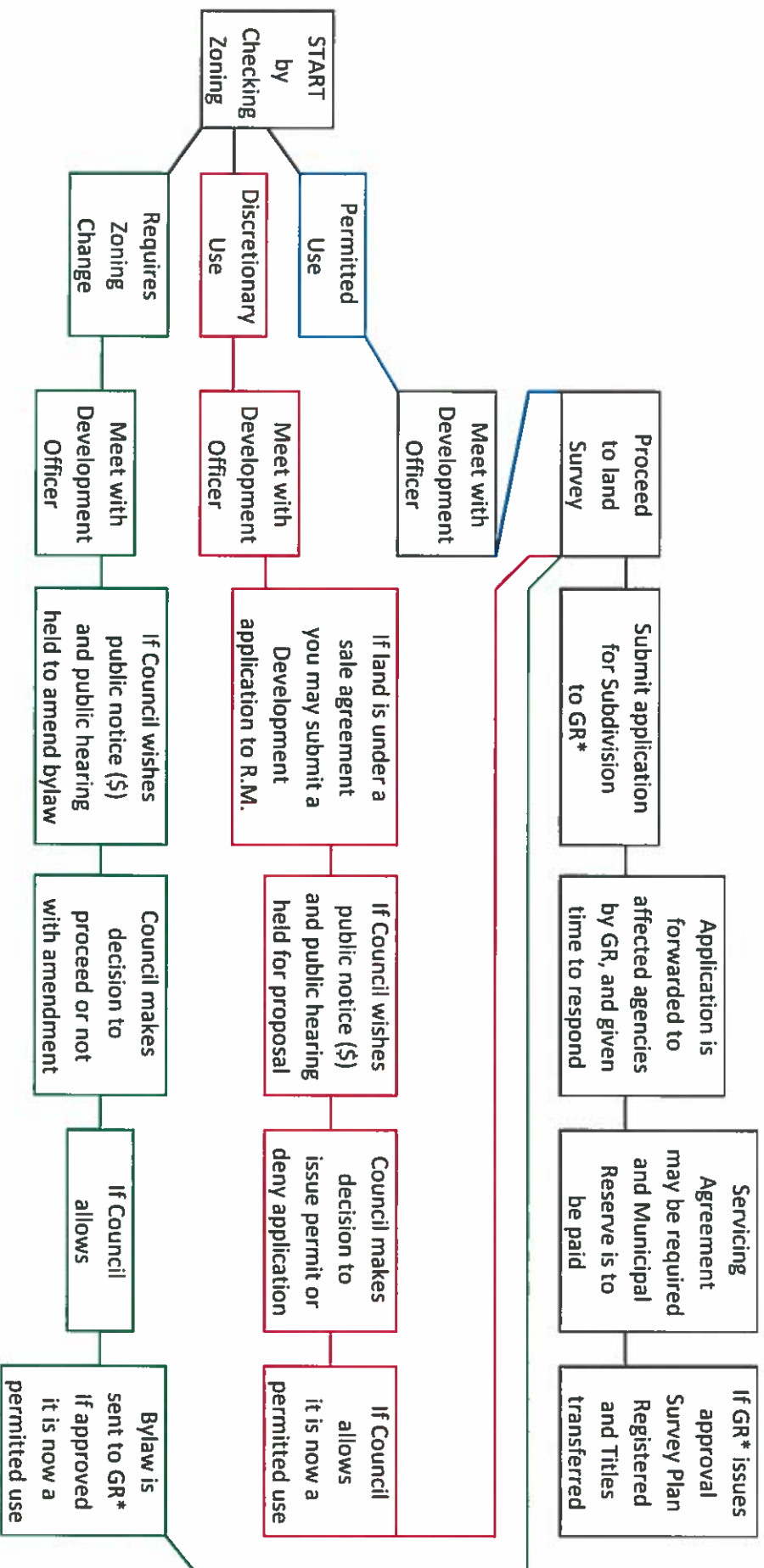
Dependent upon the nature of a subdivision, a 20 meter right-of-way or a 30 meter right-of-way may be required. These road standards are attached in the appendices and can be found on our website.





**2.06 Subdivision Flow Chart**

From an idea for a development to locating the land to develop upon, subdivisions are often a desired part of this process.



\* GR is Government Relations, they are the approving body of the Provincial Government for subdivisions and Zoning Bylaw amendments (\$ ) the cost of advertising is charged to the developer



### **3.01 LIMIT OF LIABILITY**

The council of the R.M. of Estevan No. 5 acknowledges that in accordance with a variety of provincial statutes and R.M. bylaws, the R.M. is required to provide various services and inspections in regard to building and development requirements and standards, as well as provide various protective services such as fire and maintenance, but that the Council also acknowledges that limitations in the areas of manpower, resources, time and finances can impact the ability to fulfill the R.M.'s duties under the bylaws and statutes as meticulously as Council might like or as the public might expect, and as a consequence the council hereby limits the R.M.'s liabilities in accordance with its abilities and capabilities to fulfill responsibilities.

### **3.02 DEVELOPMENT PERMITS**

The R.M. will require all developments including earth works and farm buildings to complete a development permit application prior to the commencement of development, under the Municipalities Zoning Bylaw. Our Zoning Bylaw and Official Community Plan can be found on our website: [www.rmestevan.ca](http://www.rmestevan.ca)

#### **Development Officer**

The Development Officer handles all development inquiries, reviews, recommendations to Council and issues Development Permits. All development permits issued are to be approved by Council at the meeting nearest to the issuance of the permit.

### **3.03 BUILDING PERMITS**

Recognizing the importance of compliance with provincial legislation including the Uniform Building and Accessibility Standards Act and the Planning and Development Act, council will require all development projects, excluding farm buildings, that involve building, erecting or moving in of a building to complete a building permit application prior to the commencement of development.

The Manager of Engineering Services handles all Building inquiries, reviews, recommendations to Council and issues Building Permits.

#### **Plan Review**

Council appoints Building Officials to review all building plans, excluding farm buildings, prior to the issuance of a development permit.

For small sheds and projects, as determined at the discretion of the Manager of Engineering Services, plan reviews may be dispensed with.

### **4.01 APPROACH CONSTRUCTION**

An application for an Approach must be made to the municipality. The cost of an approach is borne by the land owner, and must be built to municipal specifications. Approach standard criteria are attached in the appendices and can also be found on our website

## 5.01 DUST CONTROL

The R.M. coordinates a dust control program for rate payers each year. It is the intent of council to coordinate many rate payers together in order to achieve a cost effective method of dust control.

### Blading Dust Control:

- Sites treated with dust control may become rough or may tend to develop potholes. If a road reaches a state where the condition of the driving surface poses a danger to the travelling public, the R.M. will grade the road which may render the dust control ineffective.

## 6.01 WATER CONNECTIONS

There are water main pipelines serviced from the City of Estevan on both the East side and West sides of the City, and along the Estevan Truck bypass (North of Shand road) on the east side. The Hamlet of Hitchcock also has water services from their own source.

## 6.02 WATER CONNECTION FEES

The current water connection fees are:

Residential: \$10,000/connection

Hotels: \$65,000

Car/Truck wash facilities – high volume users: \$30,000

Typical Commercial/Industrial: \$20,000

## 7.01 LAGOON CONNECTIONS

The R.M. operates three waste water lagoons: Woodend Lagoon @ SW 14-1-8-W2, Industrial Lagoon @ SE 28-2-8-W2 & the Hitchcock Lagoon @ Hitchcock.

The R.M. council recognizes the need to permit new residential and commercial connections to the lagoons. The R.M. Council further recognizes that as new connections to the lagoons are permitted increased volumes of waste water will be realized. As the lagoons each have a full supply level, future planning is necessary to accommodate future size increases.

## 7.02 DISCHARGED EFFLUENT (Waste Water)

- The three lagoons are waste water lagoons.
- No Solids are permitted to be discharged into the lagoons.
- Owners connected to the lagoons are required to operate 2 cell holding tanks which will allow only liquid to be discharged to the lagoon.
- Owners are required to arrange for the removal of solids from the two cell holding tanks on their property.
- No chemicals are permitted to be discharged into the Lagoon system.
- Grinder pumps are not permitted to be used to those connected to any R.M. operated Lagoons

### 7.03 OIL SEPARATION

- For commercial purposes, businesses are required to maintain oil separation devices to ensure oil does not enter the lagoon pipeline and lagoon cells.

### 7.04 SEWER LINE CONNECTION FEES

- Those wishing to facilitate a new connection to one of the Lagoons will be required to pay the appropriate fee for the required connection. The fees will be determined according to bylaws in place at the time of the connection. The current fees are:
  - Residential: \$5,000
  - Hotels: \$65,000
  - Car/Truck wash/High volume water users: \$35,000
  - Typical Commercial/Industrial: \$25,000

## 8.01 ECONOMIC DEVELOPMENT- Commercial Tax Incentive

August 14, 2013

That the commercial economic development tax abatement incentive offered by the Municipality, from this date forward, has the following criteria:

- 1) The buildings on the original Development Permit application will be what is considered for the tax incentive up until expiration date.
- 2) The incentive will be for a two year period starting from the date of the building permit approval.
- 3) Temporary buildings (no foundation) are not eligible.
- 4) Work camps are not eligible.

## 9.01 POST FLOOD DEVELOPMENT IN THE FLOOD AREA

Council recognizes the need to ensure adequate measures are in place to ensure all permitted development occurs only above the greater of the 1:500 flood level and/or above the "Flood of Record" level ("the Flood Level"). Council will consider the 2011 flood levels to be the Flood of Record.

Council will require any permitted finished development to occur a minimum of .5 meters above the Flood Level.

- Unless a development permit is requested by an affected land owner or unless the RM is requested to review an affected property, the RM will not undertake to determine which houses have been flooded or affected by the flood. Council will only respond to permit applications or requests of owners.
- If a development permit is requested by a developer in the flood area, council will direct the development officer and building official to ensure that no finished development occurs below a level that is .5 metres above the Flood Level.
- For greater clarification only unfinished foundations will be permitted below this level. Any electrical work, plumbing, furnaces or finishes of any sort must be above this level.

- Foundations affected by the flood, that owners are seeking a development permit to develop or re-develop, will be required to have the approval of a structural engineer prior to the issuance of a development permit.
- Developments affected by the flood, that owners are seeking a development permit to develop or re-develop, will be required to have the approval of public health related to health safety issues prior to the issuance of a development permit.

**10.0 APPENDICES**

### 10.01 Available High Profile Commercial Properties in the R.M.

The lands highlighted on the attached maps are lands I believe are available for sale by the developers listed below. This may not include all lands available in the R.M. This document is a work in progress. Anyone who wishes to add or remove their lands, please contact the R.M. Administrator at: (306) 634-2222

	East of Estevan, Map A	Location	Services
1	Calidon Financial Monty Bergquist 1-877-956-0082	SW 29- 2-7 W2M	G, P, W Lagoon is proposed Street lights also
2	Marian Land Development Sales Sandy or Marian Wilson (306) 634-9911	NE 19-2-7 W2M	G, P, L, W
3	KRW Kelly Wanner (306) 421-3857	SW 19-2-7 W2M	G, P, W near
4	Icon Investments Cory Wanner (306) 421-8944	E½ 18-2-7 W2M	G, P, L, W
5	Morsky Industrial Services Wayne Pidskalny (306) 924 1065	NW 17-2-7 W2M	G, P, L, W
6	Smith Building & Development Ryan Smith (306) 483-8995	NW 17-2-7 W2M	G, P, L, W
7	Bert Baxter Transport Ltd. Terry Germain, Century 21 (306) 634-1020	NW 30-2-7 W2M	P, G

#### Services key

Natural Gas	G
Power	P
Street Lights	L
Municipal Water	W
Municipal Lagoon	S



# Map A – East of Estevan



RURAL MUNICIPALITY OF  
ESTEVAN No. 5



**West Industrial Park, Map B**

	<b>Lots</b>	<b>Services</b>
Miles Drader (306) 421-6362	FF DD	L P, G, W, S are near
Smith Building & Development Ryan Smith (306) 483-8995	14 15	G, P, L, W
Kelly Lafrentz (306) 421-7615	P T	G, P, L, W

**Services key**

Natural Gas	G
Power	P
Street Lights	L
Municipal Water	W
Municipal Lagoon	S



**West of Bienfait, Map C**

	Location	Services
Kean Developments Kelly Lafrentz (306) 421-7615	SW 24-2-7 W2M	G, 3 phase P water well

**Services key**

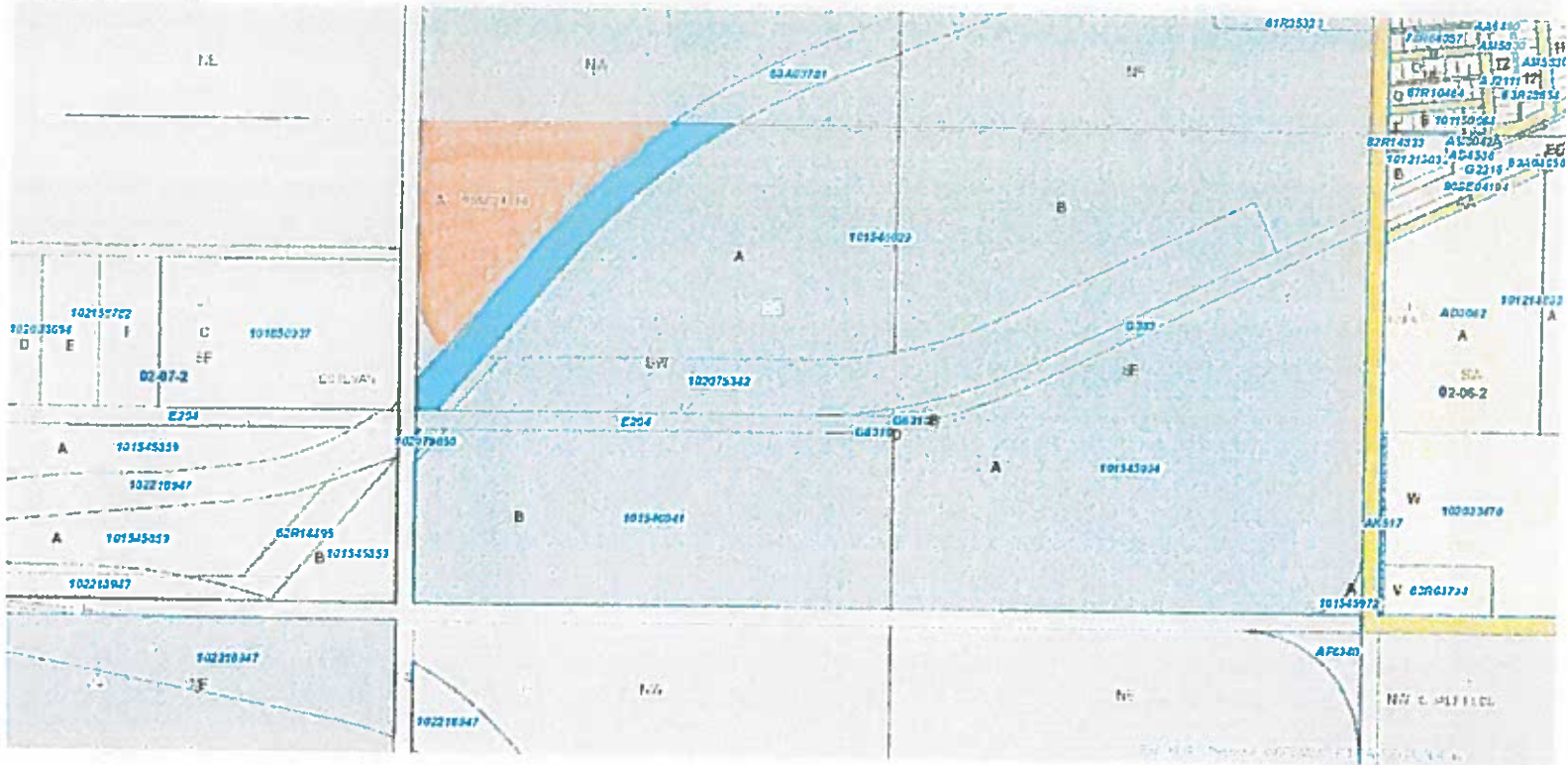
Natural Gas	G
Power	P
Street Lights	L
Municipal Water	W
Municipal Lagoon	S

**Hamlet of Hitchcock, Map D**

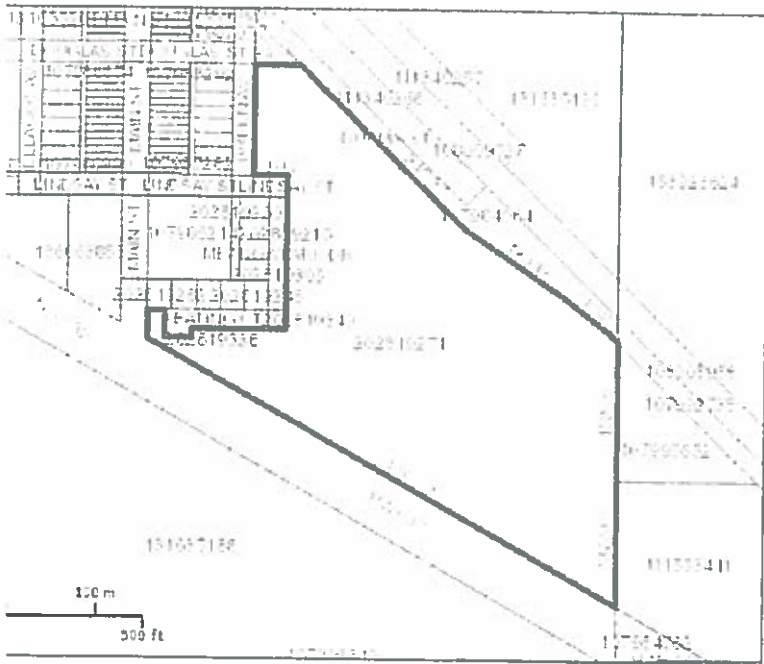
Meadowlark Properties Inc. Terry Keating   (306) 634-2873	SW 23-3-9 W2M	
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# Map C, West of Bienfait

File No. 52014 01:59:13 PM



## Map D – Hamlet of Hitchcock



Owner Name(s): MEADOW LARK PROPERTIES INC  
 Municipality: RM OF ESTEVAN, SD  
 Title Number(s): 202910271  
 Parcel Class: Parcel - Generic  
 Land Description: SW 23-03-20-06-01  
 Source Quarter Section: SW 23-03-20-02  
 Commed by Unit: Not Applicable  
 Area: 13.971 hectares (33.79 Acre)  
 Converted Title Number: 5291477  
 Ownership Share: 100%

Map 2/10/2014 11:59:13 AM. This map is a reproduction of the original map as filed with the Registrar of Titles. It is not a legal document and should not be used for legal purposes. For more information, please contact the Registrar of Titles.



# Application to Subdivide Land

**1. Location of Land to be Subdivided:**

\_\_\_\_\_

Municipality (City, Town, Village, RM)

\_\_\_\_\_ 1/4 Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Mer. 1

Lot(s) \_\_\_\_\_ Block(s)/Parcel(s) \_\_\_\_\_ Plan No. \_\_\_\_\_

**2. The Proposed Subdivision involves:**

Plan of Proposed Subdivision

Parcel Tie Removal  
(describe and include parcel pictures)

Other Subdividing Instrument (lease, easement)

**3. Legal and Physical Access to the Subdivision is via:**

Grid Road       Highway       Resource Road       Northern Crown Land

Main Farm Access       Urban Street       Road Allowance       Trail

Paved       Gravel       Unimproved

**4. Physical Nature of the Land to be Subdivided:**

a) What is the physical nature of the proposed lot(s) or parcel(s)?

Wooded/Treed     Cultivated     Pasture     Hilly     Level/Flat     Low/Swampy     Adjacent to a Lake, River, or Creek

Describe the physical nature in more detail: \_\_\_\_\_

b) Drainage:  
How will the proposed lot(s) or parcel(s) be drained?

Natural     Ditches     Curb and Gutter     Storm Sewer

Do you propose to discharge surface water into a highway ditch or waterway?     Yes     No

*Show drainage courses on the Plan of Proposed Subdivision.*

**5. Land Use:**

a) What is the land presently used for?

Agriculture     Residential     Seasonal Recreation (Cottage)     Commercial     Industrial     Other

Describe the present land use in more detail: \_\_\_\_\_

b) What is the **intended** use of the proposed lot(s) or parcel(s)?

Agriculture     Residential     Seasonal Recreation (Cottage)     Commercial     Industrial     Other

Describe the intended use in more detail: \_\_\_\_\_

c) Are there any buildings on the land being subdivided?     Yes     No

*Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/ Parcel Picture.*

**6. Services:**

- a) Water Supply is:  Existing  Proposed  Not Required
- Communal System  Cistern  Lake / Waterbody
- Municipal Well  Private Well  Other

Describe / specify proposed water source: \_\_\_\_\_

- b) Sewage Disposal is:  Existing  Proposed  Not Required
- Municipal  Private-On-site (please specify below)
- Mound  Chamber  Holding Tank
- Jet Type  Absorption Field  Other

Describe / specify proposed sewage disposal system: \_\_\_\_\_

*Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.*

**7. Utility Services:**

- Electrical Power is:  Existing  Proposed  Not Required  Not Available
- Telephone service is:  Existing  Proposed  Not Required  Not Available
- Natural Gas is:  Existing  Proposed  Not Required  Not Available

**8. Surrounding Land Uses:**

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or  
 If in an Urban Municipality, are any of the following within 500 m? Check all that apply.

Use Section 9 (Additional Comments) to identify surrounding land use details.

If checked, please state distance

<input type="checkbox"/> Airport	_____	
<input type="checkbox"/> Intensive Livestock Operation	_____	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon	_____	
<input type="checkbox"/> Landfill for disposal of garbage or refuse	_____	
<input type="checkbox"/> High Voltage Power Transmission Line	_____	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify)	_____	
<input type="checkbox"/> Industrial Commercial Operation (specify)	_____	
<input type="checkbox"/> National, Provincial or Regional Park	_____	
<input type="checkbox"/> Residential Lot(s)	_____	
<input type="checkbox"/> Water Body or Course	_____	
<input type="checkbox"/> Cemetary	_____	
<input type="checkbox"/> School Bus Route	_____	
<input type="checkbox"/> Urban Municipality	_____	
<input type="checkbox"/> Water Treatment Plant or Reservoir	_____	
<input type="checkbox"/> Oil or Gas Well or Facility (within 500 m)	_____	
<input type="checkbox"/> Other (specify)	_____	



**9. Additional Comments:**

**10. Other Requirements:**

1. Applications must include a copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$200 per proposed lot (non-refundable) plus \$150 for a issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to The Freedom of Information and Protection of Privacy Act and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

**11. Applicant(s):** *(persons making application and to whom correspondence should be addressed)*

a) Name of registered owner of land to be subdivided:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

Prov.: Saskatchewan Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

Prov.: Saskatchewan Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

c) Declaration by registered owner:

I, \_\_\_\_\_ hereby certify that I  
*(Full name in block capitals)*

am the registered owner of the land proposed for subdivision.

am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*, I hereby swear that all statements contained with 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: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ Prov.: SK Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_

Replies are to be sent to (please specify):  a  b  c





## APPENDIX B: RM of Estevan No. 5 - Application for a Development Permit

**1. Applicant:**

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

c) Telephone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Registered Owner as above, or:**

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

c) Telephone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Property: Legal Description:**

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

**4. Lot Size:**

Dimensions \_\_\_\_\_ Area \_\_\_\_\_

**5. Existing Land Use:**

\_\_\_\_\_  
\_\_\_\_\_

**6. Proposed Land Use/Description of Proposed Development:**

\_\_\_\_\_  
\_\_\_\_\_

**7. Proposed date of Commencement:** \_\_\_\_\_

**Proposed date of Completion:** \_\_\_\_\_

**8. Other Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**9. FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale on a separate sheet showing, with labels, the following existing and proposed information:**

- a) A scale and north arrow;
- b) A legal description of the site;
- c) Mailing address of owner or owner’s representative;
- d) Site lines;
- e) Bylaw site line setbacks;
- f) Front, rear, and side yard requirements;
- g) Site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features;
- h) The location of any buildings, structures, easements, and dimensioned to the site lines;
- i) The location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth;
- j) Proposed on-site and off-site services;
- k) Landscaping and other physical site features;
- l) A dimensioned layout of parking areas, entrances, and exits;
- m) Abutting roads and streets, including service roads and alleys;
- n) An outline, to scale, of adjacent buildings on adjoining sites;
- o) The use of adjacent buildings and any windows overlooking the new proposal;
- p) Fencing or other suitable screening;
- q) Garbage and outdoor storage areas;
- r) Other, as required by the development officer or council to effectively administer this bylaw.

**10. Mobile Homes: C .S.A.2240 Approval Number (from Black and Silver Sticker)**

Mobile Home date of Manufacture: \_\_\_\_\_

**11. Declaration of Applicant:**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Saskatchewan, do Solemnly declare that the above statements contained within the 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.”

I agree to indemnify and hold harmless the Rural Municipality of Estevan No.5 from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## APPENDIX B: RM of Estevan No. 5 - Application for a Development Permit

**1. Applicant:**

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

c) Telephone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Registered Owner as above, or:**

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

c) Telephone Number: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Property: Legal Description:**

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

**4. Lot Size:**

Dimensions \_\_\_\_\_ Area \_\_\_\_\_

**5. Existing Land Use:**

\_\_\_\_\_  
\_\_\_\_\_

**6. Proposed Land Use/Description of Proposed Development:**

\_\_\_\_\_  
\_\_\_\_\_

**7. Proposed date of Commencement:** \_\_\_\_\_

**Proposed date of Completion:** \_\_\_\_\_

**8. Other Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**9. FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale on a separate sheet showing, with labels, the following existing and proposed information:**

- a) A scale and north arrow;
- b) A legal description of the site;
- c) Mailing address of owner or owner’s representative;
- d) Site lines;
- e) Bylaw site line setbacks;
- f) Front, rear, and side yard requirements;
- g) Site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features;
- h) The location of any buildings, structures, easements, and dimensioned to the site lines;
- i) The location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth;
- j) Proposed on-site and off-site services;
- k) Landscaping and other physical site features;
- l) A dimensioned layout of parking areas, entrances, and exits;
- m) Abutting roads and streets, including service roads and alleys;
- n) An outline, to scale, of adjacent buildings on adjoining sites;
- o) The use of adjacent buildings and any windows overlooking the new proposal;
- p) Fencing or other suitable screening;
- q) Garbage and outdoor storage areas;
- r) Other, as required by the development officer or council to effectively administer this bylaw.

**10. Mobile Homes: C .S.A.Z240 Approval Number (from Black and Silver Sticker)**

Mobile Home date of Manufacture: \_\_\_\_\_

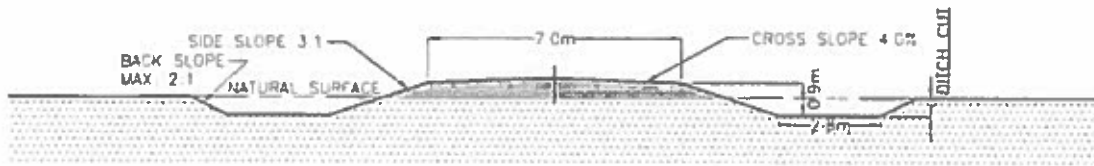
**11. Declaration of Applicant:**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Saskatchewan, do Solemnly declare that the above statements contained within the 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."

I agree to indemnify and hold harmless the Rural Municipality of Estevan No.5 from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Standard 20m ROW Road Cross Section Detail



**NOTES:** -Basic top width: 7.0m.

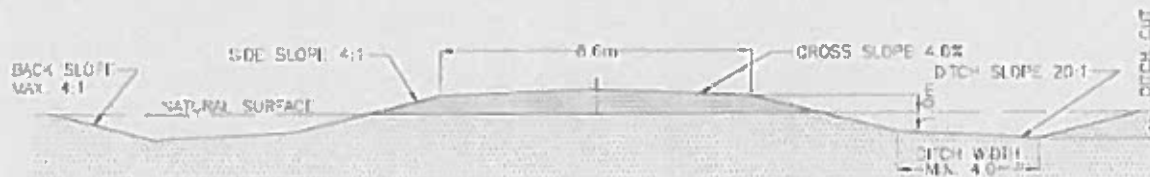
- The average shoulder elevation of the road surface to be approximately 0.5m above adjacent ground surface.
- Road surface shall not be less than 1m above high water level on ground water table.
- Road surface, side slopes, ditches and backslopes shall be bladed smooth to conform to the standard cross section.
- The road top shall be capped with a layer of suitable clay material having a minimum thickness of 0.30m
- Minimum culvert diameter for access approaches is 400mm.
- Gravel surfacing required at a rate of 500 yards/mile incorporated, and 200 yards/mile surfacing upon completion.
- Remove and replace topsoil as required with a minimum 6 inches of topsoil replaced in ditch bottoms and side slopes.
- Insure the R.M. of Estevan Manager of Engineering Services is contacted prior to construction commencing.

<b>R.M. OF ESTEVAN #5</b>	Project: Standard	Drawn By: BJF
	Description: 20m ROW Road Cross Section	Scale: 1:200
		Date: 02/05/10





## Standard 30m ROW Road Cross Section Detail



**NOTES** -Basic road surface width: 8.6m, D = 1.0m

The average shoulder elevation of the road surface to be approximately 0.5m above adjacent natural ground surface.

Road surface shall not be less than 1m above high water level on ground water table.

Road surface, side slopes, ditches and backslopes shall be bladed smooth to conform to the standard cross section.

The road top shall be capped with a layer of suitable clay material having a minimum thickness of 0.20m to a maximum of 0.30m and be kept free of any objectionable organic material.

-Minimum culvert diameter for access approaches is 400mm.

-Gravel surfacing required at a rate of 200 yards/mile incorporated, and 200 yards/mile surfacing upon completion.

Remove and replace topsoil as required with a minimum 6 inches of topsoil replaced.

-Insure the R.M. of Estevan Manager of Engineering Services is contacted prior to construction commencing.

<b>R.M. OF ESTEVAN #5</b>	Project: Road Design Standard	Drawn By: BJF
	Description: 30m ROW Road Cross Section	Scale: H=1:200;V=1:20
		Date: 02/09/12



R.M. of Estevan No. 5  
#1, 322 - 4<sup>th</sup> Street  
Estevan, SK. S4A 0T8  
Ph-(306)634-2222 Fax-(306)634-2223  
Email: rm5@sasktel.net

**APPROACH CRITERIA FORM**

**Commercial or Industrial development**

All property owners intending to construct an approach onto a Municipal Road Allowance or intending to use an existing approach onto a municipal road allowance shall adhere to the following:

- A. Each road approach shall be constructed as per the standards approach plans provided by the Municipality.
- B. Each road approach shall be constructed with a minimum of a 11 meter driving surface width and shall have 5 to 1 side slopes.
- C. The culverts shall be installed on the back slope side of the ditch with a minimum culvert size of 500mm in diameter and must be corrugated steel pipe unless otherwise approved by the R.M. Foreman. Culvert size can be lowered to 400mm where the depth of the ditch would result in inadequate cover over the culvert. 600mm culverts may be necessary where the ditch forms part of a significant drainage channel.
- D. The road adjacent to the approach *and* the approach shall have a combined minimum of 20 cubic yards of gravel placed upon them.
- E. Every road approach shall be inspected and maintained on an annual basis to ensure compliance to the municipal approach policy.
- F. An Applicant will be *pre-approved provided all policy requirements are met* and will receive Councils approval at their next regular Council meeting.
- G. If all Approach Criteria Form and standard approach plan requirements are not met the applicant will be responsible for any additional work or costs incurred by the Municipality to correct the deficiencies.
- H. Applicant of its successors and/or assigns shall indemnify and save harmless the R.M. of Estevan No. 5 from and against all loss, costs, charges, damages and expenses which result from this approach and any associated work to construct it.
- I. Applicant acknowledges acceptance to the above conditions by returning a copy of this APPROACH CRITERIA FORM to the Municipal Office , signed by the appropriate authorized personnel.

The proposed location of the approach shall be staked out by the property owner and the owner must receive approval from the Municipal Foreman Blaine Stropko for the location of the approach. The Municipal Foreman shall inspect the approach before and after the scheduled work is completed. Blaine may be contacted at (306) 421-1942.

The above conditions are hereby accepted for: \_\_\_\_\_  
(Legal description & File Number)

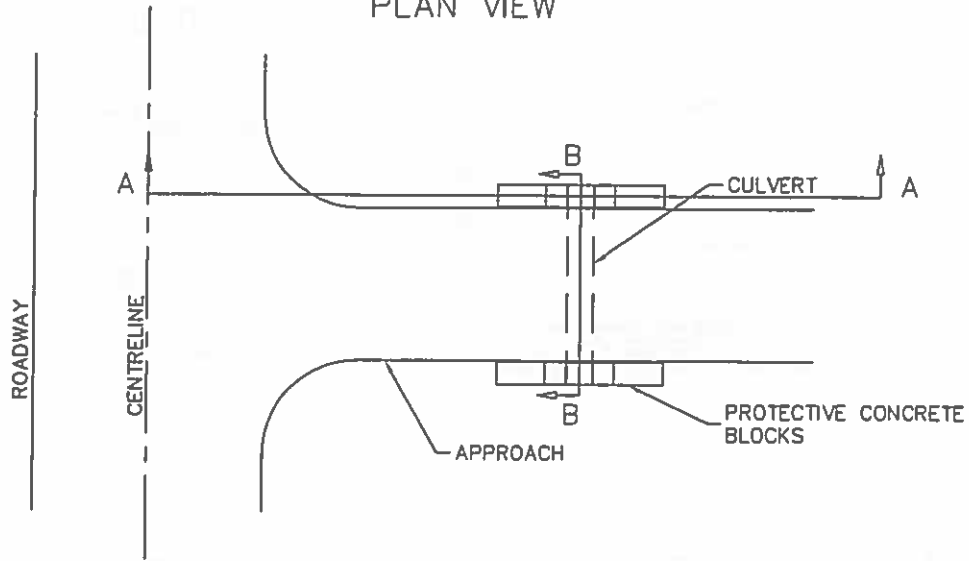
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Authorized Applicant Name (printed) and Signature



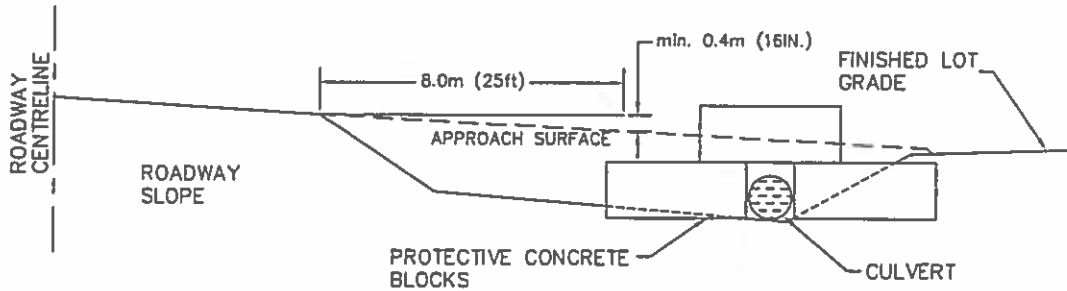
SCHEDULE "B"  
STANDARD APPROACH PLAN VIEW AND SECTIONS A-A & B-B

PLAN VIEW



1. Approaches proposed for construction within 90 metres of the centreline of a Provincial Highway require a roadside development permit from the Ministry of Highways.
2. All approaches shall be constructed at least 65 metres away from the centreline of the intersection between two municipal roads other than the intersection of two internal subdivision roads, in this case the approach can be setback 45 metres from the centreline of the intersection.

SECTION A-A



3. Approach must slope away from the roadway so that 8.0m from the roadway shoulder edge the approach surface is a minimum of 0.4m (16inches) below the shoulder edge.
4. The culvert must be located against the ditch backslope unless the low point of the ditch cross section is located closer to the centre of the ditch, in this situation the culvert must be located no closer to the road than the centre of the ditch.

MINIMUM COVER OVER CULVERT

CULVERT SIZE	MIN. COVER
400mm (16in.)	0.3m (1ft.)
500mm (20in.)	0.4m (16in.)
600mm (24in.)	0.4m (16in.)

R.M. of Estevan #5  
#1 - 322 4th Street  
Estevan, Saskatchewan

Standard Commercial, Industrial Approach  
Plan View & Section A-A

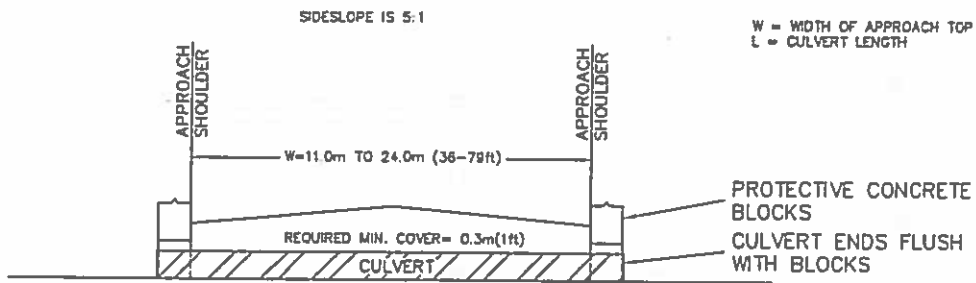
DRAWN BY:  
B.J.F

SCALE:  
Not To Scale

DATE:  
March 6, 2015

SCHEDULE "B"  
STANDARD APPROACH PLAN VIEW AND SECTIONS A-A & B-B

APPROACH WITH CULVERT – SECTION B-B



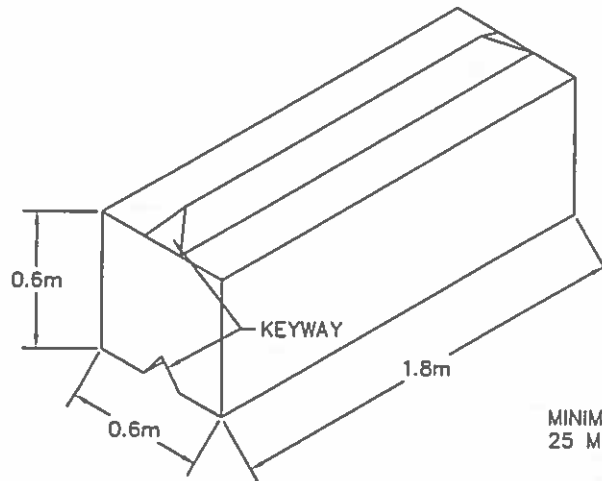
CULVERT LENGTH (m)  
 $L = W + 1.2m$

EXAMPLE: 11m WIDE APPROACH,  
1.0m HIGH  
 $L = 11m + 1.2m$   
 $L = 12.2m$

5. Where an approach for a commercial, industrial or residential lot accesses onto a paved road or highway, the approach shall be paved from the edge of the road surface to 5.0 meters (15ft) into the lot at the expense of the property owner.

6. Relaxation of setbacks from intersections and maximum culvert lengths may be approved at the discretion of the R.M. Council.

PROTECTIVE CONCRETE BLOCK – DETAIL



MINIMUM CONCRETE STRENGTH  
25 MPa

\*VARIATION ON THE ABOVE DETAIL MAY BE ACCEPTED  
AT THE DISCRETION OF THE R.M. OF ESTEVAN

R.M. of Estevan #5  
#1 – 322 4th Street  
Estevan, Saskatchewan

Standard Agricultural, Acreage Approach  
Section B – B

DRAWN BY:  
BJF

SCALE:  
Not To Scale

DATE:  
March 6, 2015

### Road Crossing Agreement

All Companies, Individuals, etc. wishing to cross a municipal road allowance with any type of a pipeline, gas line, powerline, buried cable, etc. shall adhere to the following:

**A:** Municipal Public Works Foreman – Blaine Stropko shall be contacted to inspect the road crossing before and after the scheduled work if deemed necessary by Blaine.

Blaine may be contacted at (306) 421-1942.

**B:** All pipelines buried on or across municipal road allowances shall be buried a depth of at least 1.5 meters below the lowest point on the municipal right of way.

**C:** All road allowance crossings which include road top, side slopes and ditches are to be leveled to the pre-plowed/trenched condition and restored to pre-work condition.

**D:** All debris (rocks, trees, etc.) shall be removed from the road allowance.

**E:** Pipelines that are to cross a municipal road that has a grade height of over eighteen (18) inches shall be bored. Prairie trails or roads with a nil grade may be plowed or trenched, 2 meters below lowest point.

**F:** Should the Municipality wish to construct a new or existing road, the respective Company, shall locate and lower the pipeline and install heavier pipe to accommodate heavier traffic at no cost to the Municipality.

**G:** Should a road crossing become rough due to settling, etc. the Municipality shall have the right to request the respective Company to repair the crossing to the pre-worked condition.

**H** All Line Markers are to be placed no closer than 33 feet from the center line of any road unless a fence line exists and then the marker maybe placed at the fence line.

**I.** Road Allowance Proximity for all facilities, structures, stockpiles, etc shall be not be placed within 46 meters (150 feet) of the center of any road allowance.

**J:** Relative to damages to the road and road allowances the Company seeking approval is liable for injury to any person or damage to any property that is attributed to the road crossing.

**K:** Applicant or its successors and/or assigns shall indemnify and save harmless the R.M. of Estevan No.5 from any and all loss, costs, charges, damages and expenses which result of this road crossing.

**L:** Applicant acknowledges acceptance to the above conditions by returning a copy of this ROAD CROSSING CRITERIA FORM to us, signed by the appropriate authorized personnel.

The above conditions are hereby accepted:

\_\_\_\_\_ Legal description & File #

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_ Authorized Applicant Name (printed)

and

\_\_\_\_\_ Signature

