

**SCHEDULE C – FORMS  
INFORMAL DEVELOPMENT PERMIT APPLICATION**

This is NOT a Development Permit

**PLEASE INCLUDE REQUIRED ITEMS AS HIGHLIGHTED ON PAGE 2**

**APPLICANT**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_ Alternate ( ) \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
**PLEASE CHECK ONE**  
 I am the Property Owner; or  
 I have been authorized by the Property Owner to make this application – **please complete Property Owner Section below.**

**PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_ Alternate ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_

**SUBJECT PROPERTY**

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Plan No: \_\_\_\_\_ Other: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
**PLEASE CHECK ONE – WILL THERE BE RENOVATIONS OR ALTERATIONS DONE TO THE PREMISES?**  
 YES \*\*Please note that an "Existing Floor Plan" sketch is required for all Development Permit Applications. If there are proposed renovations, please also submit a "Proposed Floor Plan".  
 NO

**TERMS AND CONDITIONS:**

I acknowledge that this application, including supporting plans and information, is made under the provisions of Zoning Bylaw No. 14/2003. I have read the Development Permit Application, have provided the information indicated on Page 2 of this form, and declare the information contained therein correct. **I agree to comply with all City of Yorkton bylaws and further agree to conform to conditions set out in the Development Permit.**

\_\_\_\_\_  
 Signature of Applicant/Property Owner Date

**FOR OFFICE USE ONLY**

Tax Roll Number \_\_\_\_\_ Application Number \_\_\_\_\_  
 Date Received (Complete) \_\_\_\_\_ Received By \_\_\_\_\_  
 Current Zoning \_\_\_\_\_ Proposed Use \_\_\_\_\_  
 Use: Permitted  Discretionary  Fees: \$ \_\_\_\_\_ Paid

**COLLECTION AND USE OF PERSONAL INFORMATION**

The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the *Planning and Development Act, 2007*, and is protected by the privacy provisions of the *Local Authorities Freedom of Information and Protection of Privacy Act*. The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the *Planning and Development Act, 2007* or *Local Authorities Freedom of Information and Protection of Privacy Act*.

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In accordance with City of Yorkton Zoning Bylaw No. 14/2003, the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise, and should be prepared to professional drafting standards. Not all Development Permit applications require the information below. Applicants are encouraged to contact the Planning Services Division at 306-786-1710 to obtain more detail or clarification of what is required for your application.

**Required Items:**

- A completed Development Permit Application Form containing a complete legal description and civic address of the subject property, as well as contact information for both the applicant and owner (names, mailing address, e-mail address, telephone);
- A written description of the proposed use of the site or construction or alteration of a building;
- Site Plan, showing:
  - north arrow, date and scale;
  - dimensions of the site including area of the parcel(s);
  - adjacent streets and laneways;
  - size, height, location and arrangement of all existing and proposed buildings, structures and signs;
  - distances between existing and proposed buildings and from existing and proposed buildings to property lines;
  - location and size of all parking spaces, drive aisles (accessing parking stalls), vehicle circulation areas, loading spaces, entrances and exits to the site and garbage receptacles;
  - landscaping showing all physical surface features, including, ground cover, fencing, screening, the type, size and location of plant material to be planted and details of any proposed irrigation system;
  - location of site lighting devices, indicating the number, type and location of existing and proposed lighting;
- Note: Parking and Landscaping Plans may be submitted separately from Site Plan;
- Building elevation drawings illustrating exterior wall dimensions and appearance from all sides of the proposed development;
- Floor Plans illustrating both interior and exterior floor dimensions, including all room dimensions and areas;
- Drainage/Servicing Plan showing the location of all drainage, sewage and water facilities with proposed grades, sizes and capacities.

Additional information may be required, depending on the nature/use of the proposed development. This may include, but is not limited to,:

- a Traffic Impact Assessment (TIA);
- an Environmental Impact Assessment (EIA).

**Note:** Applicants are requested to submit information and scaled drawings in digital format (PDF preferred), however the City may also require hard copies of any information or drawings.

**Please submit completed application & required items:**

**Via Email:** [planningservices@yorkton.ca](mailto:planningservices@yorkton.ca)

**Via Mail:** City of Yorkton  
 Planning Services  
 PO Box 400  
 Yorkton, SK S3N 2W3

**In Person/Courier:** 37 Third Avenue North  
 2<sup>nd</sup> Floor North  
 Yorkton, SK