



Government
of
Saskatchewan

Ministry of Government Relations

Community Planning
420 – 1855 Victoria Avenue
Regina, Saskatchewan S4P 3T2
(306) 787-7672
(306) 798-0194 (fax)

July 21, 2014

To Email Distribution List

Dear Sir or Madam:

This is further to our correspondence dated June 19, 2014, regarding *The Subdivision Regulations, 2014* (regulations). Please be advised that the regulations were filed with the Registrar and came into effect on July 18, 2014.

As minor amendments to sections 21 and 22 were necessary in order to allow them to take effect upon filing, our office also took the opportunity to complete an additional minor edit to section 12 to clarify the provisions surrounding the closure of inactive subdivision applications.

Please replace any copies of regulations we sent you with our correspondence of June 19, 2014, with the new version of the regulations. We understand that the new regulations will be available from the Queen's Printer on Friday, July 25 at:
<http://www.publications.gov.sk.ca/deplist.cfm?d=1&c=43#S>.

Our office also wishes to remind you of the changes to the fee schedule for new applications which will be implemented over a three year phase-in with July 18, 2014, signalling the beginning of Year 1. April 1, 2015 and April 1, 2016 shall initiate the beginning of Years 2 and 3, respectively. The incremental implementation of the fee increase is as follows:

Fee	Previous	Current (began on July 18, 2014)	Year 2	Year 3
Examination (per lot)	\$100	\$150	\$175	\$200
Certificate of Approval	\$150	\$150	\$150	\$150
Re-issuance	\$25	\$50	\$75	\$100

Please contact myself or Alan Williams, Planning and Legislative Consultant, at (306) 798-6097 or alan.williams@gov.sk.ca if you have any questions or if our office can be of any assistance.

Sincerely,

Ralph Leibel, MCIP, RPP
Executive Director
Community Planning Branch

This guide applies to anyone subdividing land where the Province of Saskatchewan is the subdivision approving authority. In this situation subdivisions are reviewed by the Community Planning branch (CPB) of the Saskatchewan Ministry of Government Relations (GR).

The subdivision approval process is similar whether you are a private land developer or a municipality. All subdivisions must comply with *The Statements of Provincial Interest Regulations, The Dedicated Lands Regulation, 2009* and *The Subdivision Regulations, 2014* as set out under *The Planning and Development Act, 2007 (PDA)*.

Understanding the issues that may arise, the government agencies involved and the information they require will help facilitate the subdivision process and avoid or limit delays.

Do I require subdivision approval?

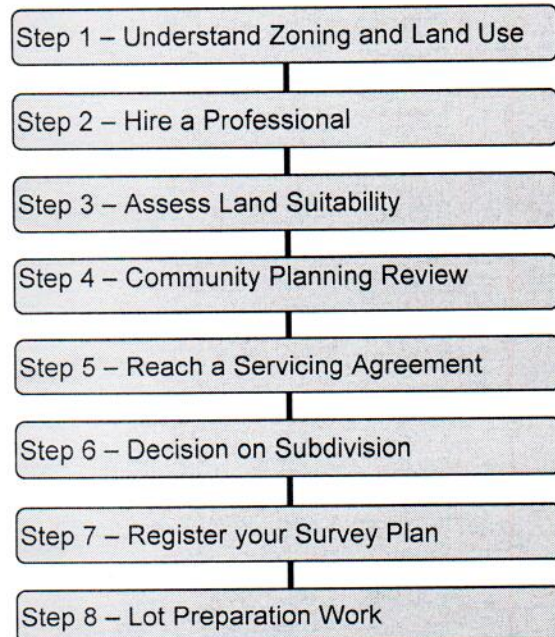
Subdivision approval is required to:

- obtain a new title to part of an existing parcel;
- move an existing property line;
- divide land into lots or roadways;
- subdivide property by removing a "parcel tie";
- secure an interest in part of a parcel for mortgage, sale or easement; or
- secure an interest for a lease of part of a parcel with a term of 10 or more years.

Applications to subdivide require a plan prepared by either a Saskatchewan land surveyor (SLS) or a registered professional planner (RPP).

Remember: until the review of an application is complete and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.

The following step-by-step guide explains the subdivision process. It will help save time and money and help identify unexpected costs. The information in this guide is organized into eight steps:



Step 1: Understand Zoning and Land Use

If a municipality has a zoning bylaw it will establish zoning districts for areas within the municipality and list the permitted and discretionary uses in each zone. If a use is not listed within a zone as "permitted" or "discretionary" it is considered to be prohibited.

Permitted Use – A permitted use is a use of land or buildings or a form of development that is allowed in a zoning district. It also needs to comply with specific requirements in that particular zone such as development standards. If all requirements are met a request for a permitted use must then be submitted to and approved by the development officer.

Discretionary Use – A discretionary use is a use of land or buildings or a form of development that may be allowed at the discretion of a municipal council in a zone if certain

standards or conditions can be met. Prior to making a decision, council must evaluate the discretionary use's compatibility against criteria in the zoning bylaw, notify the public and hold a public hearing. Council may approve a discretionary use and may attach standards or conditions to the approval. The standards and conditions can be appealed to the local Development Appeals Board but the decision on the use cannot.

If your proposed development is in an area which is not zoned for that particular use you may wish to apply to council for a bylaw amendment. Depending on the situation council will consider adding the proposed land use to the list of permitted or discretionary uses within the existing zone or rezoning the land for a different use. For example, land may be rezoned from *Agriculture* to *Residential* to accommodate new housing developments.

Alternately you may revise your proposal to meet the existing bylaw requirements or relocate your proposal to a different zone where it is a permitted or discretionary use.

Step 2: Hire a Professional

Hiring a professional SLS or RPP is necessary in most cases to obtain approval.

Plans of proposed subdivision are required for all subdivision applications except some parcel tie-code removals. The plans must be prepared by an SLS or RPP.

Land surveyors and community planners deal with subdivision proposals regularly. Their experience and technical expertise can help speed up the process.

The survey or planning firm can:

- prepare an application and the plan of proposed subdivision;
- submit the application for the subdivision to CPB to review;
- help you acquire additional information requested by government agencies reviewing the subdivision; and
- assist you with any revisions to your subdivision application that may be needed.

Depending on the nature and complexity of the project, developers may also require the services of other professionals such as engineers to prepare geotechnical reports.

Note: Survey plans are not required in some parcel tie-code removal subdivisions. For additional information about parcel tie-code removals please visit the website at the end of this document.

Step 3: Assess Land Suitability

Before purchasing land for subdivision a developer should assess land suitability. Many of the problems that delay subdivisions may be avoided if the land chosen is suitable for subdivision and development.

Land Assessment Checklist

This checklist identifies the factors considered by the CPB when reviewing a subdivision and will help you recognize potential issues that may arise in an application. You may not be able to answer all the questions without seeking professional advice however the questions do identify the issues which should be addressed. Developers should be aware that each subdivision is unique and additional information may be required during the subdivision process.

List of Abbreviations

AG – Ministry of Agriculture
CPB – Community Planning Branch
DFO – The Department of Fisheries and Oceans Canada
ECON – Ministry of Economy
ED – Ministry of Education
ENV – Ministry of Environment
GR – Ministry of Government Relations
HER – Heritage Branch of the Ministry of Parks, Culture and Sport
HI – Ministry of Highways and Infrastructure
ISC – Information Services Corp
LSB – Local School Board(s)
MUN – Municipality
RHA – Regional Health Authority
SWC – Saskatchewan Water Corporation
SKE – SaskEnergy
SKP – SaskPower
SKT – SaskTel
TG – Trans Gas
WSA – Water Security Agency of Saskatchewan

If the answer to any of the following questions regarding the proposed site is "yes" seek advice from the agency or professional organization listed.

Topography

◇ Are there obvious topographic issues that could affect your ability to develop or potentially cause structural failure:

- land containing steep slopes;
- building sites on or near a drop-off such as a hill, cliff or coulee; or
- slumping, creeping or other indicators of slope instability?

For information contact: CPB, MUN.

Soils

- ◇ Is there any evidence of:
- loose or swampy soils;

- soils shifting, heaving or cracking such as: damaged foundations in the area;
- showing evidence of expansive soil conditions; or
- soils which may be polluted by a prior use or adjacent to a potentially polluting use?

For information contact: CPB, MUN, ENV, WSA

Surface and sub-surface drainage

- ◇ Is there obvious evidence of:
 - streams, ditches or natural drainage pathways;
 - pooling of water where buildings are existing or proposed;
 - drainage which may or may not be polluted from neighbouring lands onto your property;
 - possibly polluted drainage onto the land from adjacent uses; or
 - drainage from your property onto adjacent lands?

For information contact: CPB, WSA, ENV, MUN.

Potential for flooding, subsidence, landslides or erosion

- ◇ Is there:
 - a history of flooding in the area;
 - land below the safe building elevation which is 1:500 year flood elevation plus ½ metre for wave action;
 - building proposed near a water body;
 - swampy or wet soils; or
 - evidence of previous landslides or erosion?

For information contact: MUN, CPB, WSA, DFO, ENV.

Easements or Interests

- ◇ Are there any registered or non-registered easements/interests on the land?

Note: Utility companies are not required by law to register all interests on title.

- For information about registered easements/interests contact the ISC.
- For information on non-registered easements, to request line locations and to verify utility ownership, contact *Sask 1st Call* at 1-866-828-4888.

Communal Water Supply, Sewage Disposal and Solid Waste Disposal

- ◇ Will the municipality require the subdivision to provide:
 - water;
 - sewage disposal;
 - solid waste disposal; and/or
 - on-site septic requirements?

For information contact: MUN, CPB, ENV, RHA, WSA, SWC.

Servicing

- ◇ Does your subdivision proposal address:
 - road access;
 - graded, graveled or paved streets and lanes;
 - fire, police and ambulance services;
 - water and sewer connections;
 - power lines;
 - phone lines;
 - gas lines;
 - surface drainage systems; or
 - a temporary or permanent disruption to services elsewhere in the municipality?

Note: In order to facilitate servicing which meets development timelines, developers should contact utility companies as early as possible to discuss processes and scheduling requirements.

For information contact: CPB, MUN, SKP, SKT, SKE, TG.

Existing and proposed uses of land in the vicinity

- ◇ Is there a neighbouring, existing or proposed land use that could conflict with your development as a result of odour, dust, noise, traffic or light pollution such as:
 - a sewage treatment plant;
 - an industrial development;
 - a mining facility;
 - a large farming or intensive agricultural operation;
 - a storage site for gas, oil, mining materials or other flammable liquids on your property;
 - residential subdivisions; or
 - large entertainment complexes?

For information contact: CPB, MUN, AG, WSA, ENV, RHA.

Streets, lanes, traffic flow and public safety

- ◇ Does your proposal include new streets, roads or lanes?

If so, the design of the infrastructure is required to meet the standards set out in Section 16 of *The Subdivision Regulations, 2014*.

- ◇ Is your proposal adjacent to a provincial highway?
- ◇ Does your subdivision comply with the local zoning bylaw concerning:
 - sidewalk locations and designs;
 - intersections and access points;
 - walkways; and
 - curb crossings?

For information, contact: CPB, MUN, HI

Site design and orientation

- ◇ Does your subdivision comply with the local zoning bylaw concerning:
 - site size and shape;

- site location;
- site frontage;
- site shape;
- minimum front, side and back yard setbacks with a building;
- number of buildings allowed on a single site;
- building location and utility lines;
- minimum and maximum building size and height requirements; or
- maximum developable area for the proposed building(s)?

For information contact: CPB, MUN, Sask 1st Call, SKE, SKP, SKT, TG.

The protection of fish and wildlife habitats

- ◆ Is your proposed subdivision:
 - close to a wildlife reserve, protected wetland, environmental reserve land or other protected natural ecosystem;
 - draining into a lake or water body containing fish and wildlife; or
 - adjacent to a lake, river, or other tributary?

For information contact: CPB, MUN, WSA, DFO, or ENV.

The protection of significant natural or historical features

- ◆ Have you submitted a description of your subdivision for a heritage resource assessment? Check the website listed below.

For information contact: CPB, MUN, HER.

Setbacks

- ◆ Is your proposed residential subdivision:
 - within 1500 metres of a water intake for a water treatment plant;
 - between the reservoir and a line established for flood control or reservoir/water supply protection;
 - within 125 metres of an oil or gas well or facility;
 - less than 457 metres from a landfill;
 - less than 457 metres from a sewage treatment plant or sewage lagoon; or
 - within 300 metres of an intensive livestock operation?

For information contact: CPB, MUN, ECON, RHA, ENV, WSA, AG.

Public Lands

- ◆ Have you:
 - made arrangements to provide land for municipal reserve, school purposes, cash-in-lieu of land or have the requirement deferred; or
 - discussed where and how the reserve(s) must be given with council?
- ◆ Will the proposed subdivision:

- require a school, park or recreational facility;
- stress the capacity of existing civic facilities; or
- require additional civic facilities?

For information contact: CPB, MUN, EDU, LSB.

Although this checklist will not guarantee you will avoid delays in the subdivision and approval process, it will help you avoid common mistakes and predict possible issues.

Step 4: Community Planning Review

Subdivision applications are assigned to a Planning Consultant at CPB who works with the applicant and the municipality throughout the process.

- The Planning Consultant will review the application for:
- compliance with any local or district official community plans and zoning bylaws;
 - compliance with the PDA, *The Statements of Provincial Interest Regulations, The Subdivision Regulations, 2014* and *Dedicated Lands Regulations, 2009*.
 - site suitability; and
 - access and servicing requirements.

The Planning Consultant also refers the application to ministries and agencies which have been determined to have an interest in the proposal for comment. The applicant will be advised of the need for any additional information.

Step 5: Reach a Servicing Agreement

A servicing agreement is a legal contract a municipality may require a subdivision applicant to enter into under the PDA. A servicing agreement establishes the developer's responsibility to install or pay for services in a subdivision which will be maintained and operated by the municipality once installed.

The agreement may cover services and facilities that directly or indirectly serve the subdivision. It ensures that capital costs of servicing are paid for by the new development and that services are installed to municipal specifications and standards. Overall, it provides certainty and transparency for the developers, municipalities and homebuyers.

When establishing a servicing fee municipalities should also consider the impact of the development on off-site infrastructure. For example, additional wastewater requirements from a new subdivision may require a new or expanded sewage lagoon. The total cost is then proportioned among existing and expected development that will use the lagoon. Off-site fees must be assigned to

a separate account along with accrued interest and may only be withdrawn for the specified construction projects.

A servicing agreement should have performance guarantees, construction specifications, time limits and a completion date. The agreement terminates when the developer completes construction of the services listed to the specifications of the municipality.

A servicing agreement will typically require the construction of the following on-site services:

- grading and leveling of the land;
- graded, graveled or paved roads, streets and lanes connecting to the subdivision;
- sidewalks, boulevards, curbs, gutters, lighting;
- storm sewers, sanitary sewers, drains, water mains, laterals, service connections and fire hydrants;
- street name plates and poles;
- landscaping of parks and boulevards;
- public recreation facilities; and/or
- any other public works that a council may require such as power, gas and telecommunication lines.

An agreement may also require the developer to pay servicing fees or off-site fees to the municipality to cover the capital costs of altering, expanding or upgrading infrastructure or services which directly or indirectly serve the subdivision. In this case the municipality installs the services which typically include:

- sewer, water, drainage or other utility systems;
- municipal streets and roads; and/or
- park and recreation space and facilities.

Most servicing agreements contain a warrantee period where the developer is required to repair any construction deficiency.

Note: As well as a servicing agreement developers will need to enter into a separate agreement with the individual utility companies, detailing the location and installation of services. Utility companies require approval from both the developer and the municipality before they will begin construction.

If a municipality requires a servicing agreement the applicant has 90 days to enter into the agreement. The time limit may be extended by mutual agreement.

Before a servicing agreement is signed the developer has the right to appeal the need for a servicing agreement or the terms of an agreement to the Saskatchewan Municipal Board.

The approving authority cannot approve the subdivision application if the servicing agreement is unresolved.

Step 6: Decision on Subdivision

At this point in the process you have likely resolved any issues, provided all appropriate information and signed a servicing agreement, should one be required.

If your land is properly zoned and you have addressed provincial and municipal requirements a decision can now be made on your application.

Your subdivision application may be:

- approved;
- approved in part;
- approved with conditions; or
- refused.

The decision is sent to the subdivision applicant which may be the surveyor, the municipality and any other parties, usually ministries and/or agencies who were determined to have an interest in the application.

Revisions and Appeals

If the developer disagrees with any conditions of approval an appeal can be filed with the Saskatchewan Municipal Board.

If a subdivision application is denied the developer may reapply once the issues have been resolved or the developer can appeal the decision to the Saskatchewan Municipal Board.

Information on appeals and an appeals guide can be found at the link at the end of this document

Step 7: Register Your Survey Plan

Once your subdivision has been approved and you have accepted the conditions of the approval you or your surveyor may contact the ISC to register your survey plan and apply for new titles to your subdivided land. This is the last step in the subdivision process.

Step 8: Site Preparation Work

Once the subdivision is registered sit, improvements can begin. After registering your survey plan you will need to prepare the site for building.

The developer is responsible for:

- acquiring all necessary permits and/or granting easements associated with the installation of utilities, infrastructure development or services;
- contouring as defined in the engineering plans;
- arranging for the installation of gas, telephone and electrical services. Contact with service agencies should be made in advance of final approval;

- arranging for the relocation of any existing utilities that do not conform to the purposed subdivision plan;
- installation of infrastructure outlined in the servicing agreement such as streets, curbs, lighting and/or sewer; and
- all applicable costs associated with joint use servicing charges.

Note: Do not wait until this final step to contact utility companies. Utility installation must be staged and shallow utilities such as telephone lines cannot be installed until the development is to final grade and deep utilities such as gas have been installed and the roads are completed to the sub-base stage.

At this point, the developer may also:

- begin marketing lots;
- develop sales contracts;
- obtain building permits;
- develop show structures; and
- begin municipal reserve development.

Conclusion

Although the subdivision process can be straightforward delays may arise. Developments requiring re-zoning may take time as they involve a legislated public process. Good relationships between developers and municipalities will help facilitate timely decisions.

By working together the developer, municipality and community will ensure the development is a good fit and will meet the present and future needs and interests of the community.

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) _____ Plan/Parcel 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:

- | | | | |
|---|---------------------------------------|---|--|
| <input type="checkbox"/> Grid Road | <input type="checkbox"/> Highway | <input type="checkbox"/> Resource Road | <input type="checkbox"/> Northern Crown Land |
| <input type="checkbox"/> Main Farm Access | <input type="checkbox"/> Urban Street | <input type="checkbox"/> Road Allowance | <input type="checkbox"/> 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.

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 \$175 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: _____ b) Land Surveyor / Planner / Lawyer /Agent (specify): _____

Name: _____

Name: _____ Company Name: _____

Address: _____

Address: _____

City/Town/Village: _____

City/Town/Village: _____

Prov.: Saskatchewan Postal Code: _____

Prov.: Saskatchewan Postal Code: _____

Email: _____ Tel.: _____

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

Utility Declaration Form



Utility Requirements under
The Planning and Development Act, 2007,
The Saskatchewan Telecommunications Act,
The SaskEnergy Act and The Power Corporation Act.

I (We), _____ of
 (full legal name - no initials)

 (address or community of residence)
 in the Province of Saskatchewan, hereby declare that:

1. I am (We are) the registered owner(s) as defined by subsection 2(d) of *The Subdivision Regulations 2014*, of the land being subdivided on the attached plan of proposed subdivision (plan) dated _____ and signed by _____ a Saskatchewan Land Surveyor/Registered Professional Planner.
2. The legal description of the land being subdivided is:

Parcel Number	Title Number	Lot/Parcel	Block	Plan Number

Reference Description: ____ ¼ Section ____ Township ____ Range ____ W ____ Meridian.

3. I (We) have viewed the subdivision plan or parcel tie removal and understand there may be existing utility lines that may or may not be registered on title.
4. I (We) understand the existing utility lines are in place pursuant to unregistered statutory easements and that utility companies have no legal obligation to remove or relocate them.

I (We) agree to either 5A or 5B. **(Please strike out the non-applicable paragraph below, either 5A or 5B.)**

5A. I (We) have no objection to the location of the utility lines on the land to be subdivided and will grant any formal written easement agreements or forms as may be required by the utility company owning the line(s).

OR

5B. I (We):

- a) Request removal or relocation of existing _____ power, gas or telecommunications utility lines **(circle the appropriate utility)** indicated on the plan/application for subdivision approval and have contacted the utility company owning the lines and will grant a new easement if required;
- b) Have no objection to the location of other utility lines and will grant any formal written easement agreement or form as may be required by the utility company owning the line(s) upon written request.

Utility Declaration Form

Page 2

6. If a formal written easement agreement is granted, I (we) will not sell or transfer any part of the land until the **easement** is returned to the utility company and registered on the title to the land, if required.

7. I (We) agree that if I (we) fail to return a formal written easement agreement to the utility company within a reasonable period of time, I (we) will have otherwise deemed to consent to the location of the utility line(s) in their current location.

8. I (We) understand that this application agreement and declaration will remain in force and bind any successor owners of title to the parcel(s) of land created by this subdivision. Please supply the name, address and phone number of the utility company representative contacted about moving existing lines or extending new lines if required as part of 5B.

_____	_____	_____
_____	_____	_____
_____	_____	_____

I (We) understand this form may expedite subdivision application review and I (we) agree to signing all of the necessary easements as requested by the utility companies.

Signed in the _____
in the Province of Saskatchewan,
this _____ day of _____, 20__.

Signature of Landowner

Signature of Landowner

Signature of Landowner

Signature of Landowner

Email address of landowner(s)

This form must be submitted to the Community Planning Branch, Ministry of Government Relations with a completed *Application to Subdivide Land*.

Community Planning File: _____

Before You Build

- Frequently Requested Numbers -



1. **General Inquires: Development Permits / Road Upgrading / Approach & Driveway Construction**
RM of Martin No 122
Box 1109
Moosomin SK S0G 3N0
Ph. 306-435-3113 ext 2 Fax: 306-435-4313



2. **Building Code Inquires**
(If required by your lender)
Meridan Inspections Ltd.
Box 2091
Warman SK S0K 4S0
Ph: 306-380-1969



3. **Water Supply** **Contact a water well driller**
(listed in the yellow pages) to determine the quantity of water, test the quality of water and construct a well.



4. **Sewage Disposal** **Regina Qu'Appelle Health Region**
Ph. 306-766-7705
2180-23rd Ave
Regina SK S4S 0A5
www.rghealth.ca (search onsite sewage)



5. **Environmental Inquiries** **Saskatchewan Environment & Resource Management**
Ph. 1-800-567-4224 (toll free in Saskatchewan)
Ph. 306-787-2584 in Regina
inquiry@serm.gov.sk.ca



6. **Flood Level Inquiries** **Saskatchewan Water Security Agency**
#319-110 Souris
Weyburn SK S4H 2Z8
Ph. 306-848-2345
Fax: 306-848-2356



7. Power

SaskPower

2025 Victoria Ave
Regina SK S4P 0S1
Ph. 1-306-566-2121



8. Natural Gas

SaskEnergy

1777 Victoria Ave.
Regina SK S4P 4K5
Ph. 1-800-567-8899



9. Telephone

SaskTel

Head Office
Box 2121
Regina SK S4P 3Y2
Ph. 1-800-SASKTEL (1-800-727-5835)



10. Property Tax Estimates

New construction:

Saskatchewan Assessment Management Agency

Regional Office- Yorkton
45 B Palliser Way
Yorkton SK S3N 4C5
Phone 1-800-498-0575

Existing land and buildings:

RM of Martin No 1212

Box 1109 Moosomin SK S0G 3N0
Ph. 306-435-3113 extension 2
Fax: 306-435-4313



11. Postal Service

Canada Post

711 Main Street
Moosomin SK S0G 3N0
Ph. 306-435-2184

Canada Post

525 South Railway Street
Wapella SK S0G 4Z0
Ph. 306-532-4364

Express Post

Notify multiple participating organizations of your move at the same time
www.expressaddress.com



12. Before You Dig **Sask 1st Call**

Ph. 1-866-828-4888 or 1-306-777-9507
Fax: 306-525-2356 or 866-455-5559
www.sask1stcall.com