

# TOWN OF CHURCHBRIDGE PLANNING & DEVELOPMENT FEES BYLAW 2025-007

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## A BYLAW TO ESTABLISH FEES FOR PLANNING AND DEVELOPMENT SERVICES

The Council of the Town of Churchbridge, in the Province of Saskatchewan, enacts as follows:

1. Pursuant to this Municipal Fees Bylaw the fees for the following planning and development services shall apply:

<b>Development Permit</b>	
Permitted Uses/Temporary Uses	\$100
Discretionary Uses	\$200
Minor Variance	\$200
Appeal	(Maximum) \$300

<b>Amendment</b>	
OCP/ZB Text Amendment	\$430
Map Amendments	\$430

<b>Copy of Planning Documents</b>	
Zoning Bylaw	\$25
Official Community Plan	\$25

2. In addition to the above noted fees, the applicant shall be solely responsible for all of the costs associated with the following:
  - a. Satisfying public notification requirements, including the cost of notifying stakeholders and advertising;
  - b. Engagement of the necessary planning, engineering, legal or other professional expertise necessary to review an application and/or implement Council's decision, including the cost of preparing agreements;
  - c. The cost per parcel to view land titles for development, amendment, or subdivision as prescribed by the Information Services Corporation; and

- d. Registration of an interest on the title of the property proposed for development, amendment, or subdivision as prescribed by the Information Services Corporation.
3. These permit fees are exempt from GST
4. The Town of Churchbridge recognizes that there is an administrative cost for the provision of specific services and that the user of these services should pay towards their cost. Accordingly, fees and charges are to be implemented and collected by way of cash or cheque, prior to delivery/receipt of the service requested unless otherwise agreed upon.
5. Payment of the above fees shall not be presumed to constitute an approval by Council.
6. Issuance of a development permit does not exempt the applicant/developer from any required Building Permit Review and inspection process.
7. This bylaw shall come into force and take effect immediately upon being adopted.
8. On enactment of this planning and development fee bylaw, previous bylaws 2017-012, 2020-011 & 2024-004 are repealed.
9. That the Development Permit Application is attached as Schedule A

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Mayor

[ S E A L ]

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Administrator

**Appendix "A" –Development Permit Application**

**Local Authority: *Town of Churchbridge***

**Permit #**

**Building / Development Permit Application under *The Construction Codes Act***

**Applicant Information** (permit applicant can be an agent of the owner)

Company		
Primary Contact		
Address		
Phone and Email		

**Permit Information**

Project Location		
Project Description		
Project type (check one)	<input type="checkbox"/> New Construction, Erection, Placement, Use, Change of Use, Occupancy or Change of Occupancy of a Building <input type="checkbox"/> Addition, Alteration, Repair or Renovation to Existing Building <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Relocation of an Existing Building <input type="checkbox"/> Demolition or Removal of an Existing Building <input type="checkbox"/> Other _____	
Attached	Construction Site Plans and Specifications <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Area and Height		
Value of Construction	\$	

**Owner Information** (include all owners listed on the property title or attach in a separate sheet)

Company		
Project Contact		
Address		
Phone and Email		

**General Contractor Information** (a building owner can be identified as a self-contractor)

Company			
Project Contact			
Address			
Phone and Email			

**Architect/ Engineer or Competent Person** (this is the individual responsible for the overall design...all other designers should be included on a separate sheet attached to this application)

Company			
Project Contact			
Address			
Phone and Email			

**Declaration by Applicant**

I hereby declare that the above statements contained within this application and the attached drawings are true and correct. I agree that where required a Development Permit must be issued for the building permit to be valid. Neither document relieves the owner, the applicant or the owner's agent from complying with all local authorities' bylaws and/or provincial and federal Acts and regulations including the National Building Code of Canada (NBC), the National Energy Code of Canada for Buildings (NECB) and the National Plumbing Code of Canada (NPC), and that it is my responsibility to ensure compliance with such legislation, regulations, bylaws and codes regardless of any plan review or inspections that may or may not be carried out by the building official, local authority or its building official. I agree that no construction shall commence without proper permits and approvals.

Name			
Signature			
Date			

**Notes:**

The following attachments must be submitted with your application:

- Site Plan drawn to scale, containing the location and dimensions off all existing and proposed structures, setbacks, driveways & property lines.
- Engineered drawings may be required.

Value of construction is defined as the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead and profit of the contractor and subcontractors.

Building area means the greatest horizontal area of a building above grade within the outside surface of exterior walls or the outside surface of exterior walls and the centre line of firewalls.

Building height (in storeys) means the number of storeys contained between the roof and the floor of the first storey.

**For Office Use Only**

Tax Roll Number			
Permit Fees		Receipt #	

Development Permit Approval Date	
Building Permit Approval Date	
Signature	