

## Application Process & Approval

### Step 3: Plan Review

A preliminary review will be completed by the Planner or Development Officer to ensure the required information has been provided.

For the formal review, the Planner or Development Officer will coordinate with City departments as well as other external agencies (Water Security Agency, Public Health, SaskPower, SaskEnergy, SaskTel, etc.) to ensure compliance with any other applicable bylaws or legislation. Each formal review can take from 2 to 4 weeks for City staff to complete, depending on project complexity and plan quality. **This process is repeated until the application meets all necessary requirements.** At any time during the review process, additional information or meetings may be required, which may extend the total timeline of the application review.

### Step 4: Development Review Meeting (if required)

Development Review Meetings are typically required when significant changes to the project or plans are made that were not discussed during the preliminary review process, or when issues or concerns are raised by either the City or the applicant that require further discussion.

### Step 5: Public Notice and City Council Consideration (if required)

A Discretionary Use-City Council DP application requires public notice and City Council approval **once the formal review process has been completed.** The Planner or Development Officer will issue public notice and submit a report to City Council for consideration. Depending on the project, the report may be required to be reviewed by the Planning Advisory Committee (PAC) prior to City Council's consideration (this will add time to the process).

**The timing of this particular phase is important.** It takes 3 weeks to prepare and process a City Council report and public notice must be issued 10 days prior to City Council's consideration. Depending on the City Council and PAC meeting schedule, this adds 1 month or more to any Discretionary Use-City Council DP application. Discretionary Use-Development Officer applications do not require Council approval, but they do require public notice and Permitted Use permits do not require public notice or Council approval.

### Step 6: Approval/Issuance

Once the DP is approved and the necessary conditions of approval have been met, a permit will be issued and you will be notified in writing.

**NOTE:** Before any work commences, whether construction or operation, all businesses operating in the City of Prince Albert are required to have a City Business License. The Business License process can take place concurrently with the DP and Building Permit processes. Both a DP and Building Permit must be issued and completed prior to the Business License being issued.

# Development Permits

Information on when a development permit is required and the application and approval processes

This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Planning and Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

### Planning and Development Services

1084 Central Avenue  
Prince Albert, SK S6V 7P3  
P: (306) 953-4370  
Fax: (306) 953.4380

### OFFICE HOURS

8:00 a.m. — 4:45 p.m.  
Monday to Friday

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

## General Information

### What is a Development Permit?

A Development Permit (DP) is a type of development approval granted by The City of Prince Albert, either by City Council or a Development Officer. A DP application may be required in order to consider, process and approve a proposed development project.

### When is a Development Permit application required and how do I apply?

An application (and an approved permit) is required in a number of different situations such as the construction of a new building, building an addition to an existing building, or changing the use of a unit, building or site (e.g. a commercial space that was an office but is being changed to a hair salon or coffee shop); these types of changes and uses are detailed in the Zoning Bylaw. It is important to consult with a Planner or Development Officer in the Planning & Development Services Department, at 306.953.4370, as early as possible to assist with the application process and to avoid unnecessary delays.

A completed application along with necessary plans and payment can be submitted in person or by mail to:

Planning & Development Services  
3rd Floor, City Hall  
1084 Central Avenue  
Prince Albert SK S6V 7P3

### What is the cost to apply?

The applicant is responsible for **all** costs associated with their application, which may include but are not limited to:

- Application Fee: \$200 for a Permitted Use; \$350 for a Discretionary Use-Development Officer; \$500 for a Discretionary Use-Council; and \$200 for a site plan review;
- Advertising Fees;
- Plan preparation fees, which are typically prepared by a Planner, Engineer, Architect or Drafting Technician. These plans may include parking, grading and drainage, landscaping, set-backs, etc.; and
- Any legal fees associated with the application (ISC fees, etc.).

### What kind of information do I have to provide with my application?

A detailed proposal and set of plans may be required for review and approval and the regulations that affect your development depend on the Zoning District in which the subject property is located. It is important to contact a Planner or Development Officer in the Planning & Development Services Department to discuss what is required prior to submitting an application.

## General Information

### How long does the process take?

The length of time it takes to process an application from start to finish can vary depending on a number of different factors, such as the complexity of your application and the quality of the plan submission. The general steps undertaken are as follows:

- Initial consultation and applicant meeting (pre-application);
- Application submission and preliminary plan review;
- Formal review and development review meeting(s) (2 to 4 weeks per review);
- Public notice and Council consideration (if required); and
- Approval and follow up.

### A Development Permit is not a Building Permit.

An approved DP determines the necessary site development requirements for a project. A Building Permit represents approval(s) that are specific to the construction of any building or structure regulated by The City of Prince Albert Building Bylaw and/or the National Building Code.

If a DP is required, it must be approved before a Building Permit can be issued and a Building Permit must be applied for and approved before starting construction.

**To contact a Building Inspector, call 306.953.4370.**

## Application Process

### Step 1: Pre-Application

**Before submitting your Development Permit Application and plans, it is important that you contact a Planner or Development Officer.** Depending on the complexity of the project, you may be required to meet with City staff to discuss your project and the regulations that will apply.

Please ensure that **ONE** contact person is designated for your project. It will be that person's responsibility to manage the project and communicate with the Planner or Development Officer.

### Step 2: Submission of Complete Application

The submission of a completed and signed DP application, along with the necessary plans and fees is **required** prior to the commencement of any review.