

TOWN OF SHAUNAVON
Building Guidelines

Updated May 12, 2022

Residential Dwellings - Single Family or Duplex/Semi-Detached

Setback requirements – from the property line

Frontage – 20’ or 6 m (front deck or open verandah may extend 6’ into required front yd)

Alley – 26’ or 8 m

Side Yard – 4’ or 1.2 m

Maximum Height – 35’ or 10.5m

When a garage is set back 20’ from the front property line there shall be a minimum slope of 18” from a garage floor to the street.

Contact Town Office for information on setbacks and other requirements when a building containing *more* than 2 dwelling units is being constructed or renovated.

Garages/Sheds – Accessory Buildings

-Max size’ permitted 904 sq. ft. or 84 sq. meters

- maximum height 5.49 m

Garage Access - Residential

- when vehicle access to the garage is from side lot line or lane – the garage shall not be located less than 5’ from that lot or lane. (Example: Corner lot off Avenue)

- Otherwise, it is 2.5’.

Fence Requirements - Residential

- 6’ high in any rear or side yard (2 m)

- 3’ high in the front yard (1 m)

Deck Construction

A development permit and building permit must be obtained when building a deck that will be over 100 sq feet in size. Pilings are required when the deck is more than 48” off of the ground.

No permits needed

- accessory buildings (detached) less than 100 sq. ft. – Setbacks are still required to be met

- fences, cabinets, signs,

- repairs not affecting mechanical work,

- on the decision of the Building Inspector

Commercial Buildings

- setbacks vary with different Zoning Districts, contact Town Office for details
- permitted uses vary in each Zoning District, contact Town Office for details

Permits

Building:

- depending on what is being constructed will affect the construction detail that is required; in most cases the Building Official requires 2 sets of plans, outlining construction details, material being used, location and sizes of doors and windows, foundation plan, floor plan, etc.
- forms are available at the Town Office for decks, garages (attached and detached), and additions which show what building information is required
- at least a two-week time should be allowed for review of the application by the Building Official
- a building permit is valid for one year from the date of approval
- fee-based on the value of construction (which includes labour); Building Official has a square foot rate they use based on work being undertaken for determining the value of construction.

Development:

- A development permit application needs to receive approval prior to the building permit being submitted to the building official.
- Development permit deals with building setbacks, building location, size and usage (as per the Zoning Bylaw)
- Landscaping – a lot to be graded and levelled to provide for adequate surface drainage which does not adversely affect the adjacent property.

Plumbing and Electrical Permits

Plumbing: to be approved by Public Health Inspector, needs to be applied for by a Journeyman Plumber, fees set by Province and submitted to Cypress Health Region; required for new work or extensive renovations. The building permit Plan Check letter will include whether plumbing is required.

Electrical: applied for by electrician – Town is not involved in any way other than Plan Check letter with Building Permit may include the requirement for an electrical permit.

Demolition/Moving Permits

- required when building or accessory building being moved or demolished
- damage deposit will be required in most cases when a building is being demolished or moved out of Town; value of \$250.00 or more depending on size/condition/location, etc.

Driveway Application

- to be completed when sidewalk or curbing need to be removed.



Bylaw No. 2012-11 – The Zoning Bylaw
Town of Shaunavon
Application for a Development Permit

Application No: _____

1. Applicant:

a) Name: _____

b) Address: _____ Postal Code: _____

c) Telephone Number: _____ Cell phone: _____

2. Registered Owner: as above (), or:

a) Name: _____

b) Address: _____ Postal Code: _____

c) Telephone Number: _____ Cell phone: _____

3. Property: Legal Description: Lot _____ Block _____ Plan No. _____

Certificate of Title No: _____ Date: _____

4. Parcel Size: Dimensions: _____ Area: _____ (m²)

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 scale and north arrow,
- a legal description of the site,
- mailing address of owner or owner's representative,
- site lines,
- Bylaw site line setbacks,
- front, rear, and side yard requirements,



- 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,
- the location of any buildings, structures, easements, and dimensioned to the site lines,
- the location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
- proposed on-site and off-site services,
- landscaping and other physical site features,
- a dimensioned layout of parking areas, entrances, and exits,
- abutting roads and streets, including service roads and alleys,
- an outline, to scale, of adjacent buildings on adjoining sites,
- the use of adjacent buildings and any windows overlooking the new proposal,
- fencing or other suitable screening,
- garbage and outdoor storage areas,
- other, as required by the Development Officer or Council to effectively administer this Bylaw.

10. a) Manufactured Homes: C.S.A.Z240 Approval (serial) Number: _____
Manufactured Home date of Manufacture: _____

b) Modular Homes: C.S.A A277 Approval (serial) Number: _____
Modular Home date of Manufacture: _____

11. Declaration of Applicant:

I, _____ of the Town / City 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 Town of Shaunavon from and against any claims, demands, liabilities, costs and damages elated to the development undertaken pursuant to this application.

Date: _____ Signature: _____

FOR MUNICIPAL OFFICE USE ONLY:

1. Present Zoning: _____

2. Proposed Use(s): Principal: _____ Accessory: _____

3. Proposed Yards: Front _____ Rear _____ Side _____ Side _____

Required Yards: Front _____ Rear _____ Side _____ Side _____

4. Application Status: Meets Bylaw Requirements: _____ Does Not Meet Bylaw Requirements: _____

Other Regulations/Comments:

Date: _____ Development Officer: _____



NOTICE OF DECISION FOR A DEVELOPMENT PERMIT

**Town of Shaunavon
Notice of Decision for a Development Permit or Zoning Bylaw Amendment**

Application No: _____

To: _____
(Applicant) (Address)

This is to advise you that your application for a:

- ___ Permitted Use or Form of Development, or
- ___ Discretionary Use or Form of Development, or
- ___ Request for a Zoning Bylaw Amendment

Has Been:

- ___ Approved.
- ___ Approved subject to conditions or Development Standards, as listed in the attached schedule
- ___ Refused for the following reason:

If your application has been approved with or without conditions, this form is considered to be the Development Permit granted pursuant to the Zoning Bylaw.

Right of Appeal

Please be advised that under *The Planning and Development Act, 2007*:

An applicant may appeal to the development appeals board if they allege:

- A development permit has been wrongfully refused.
- The municipality's zoning bylaw was misapplied (e.g. in the issuance of a development permit).
- An enforcement order under *The Planning and Development Act, 2007* has been issued.
- Variance to standards in the municipality's zoning bylaw can be justified by special circumstances.
- Development standards and/or conditions prescribed in a development permit or associated with site plan control are excessive.
- A minor variance application has been approved, refused or revoked.
- Council has failed to make a decision within the prescribed time period or has imposed terms and conditions on a development permit under an interim development control bylaw, in a direct control district, or in an architectural control district.
- Council has failed to amend its zoning bylaw to remove a holding symbol, or has failed to make a decision on removing a holding symbol within the prescribed time period.

There is no ability to appeal when:

- Council refuses a development permit application because the proposed use or the intensity of use is not permitted in the municipality's zoning bylaw or the proposed use is prohibited in the municipality's zoning bylaw.
- Council refuses a discretionary use application.
- Council refuses to rezone a person's land

Your Appeal must be submitted in writing, along with a \$50 fee, within 30 days of the date of this notice to:

Secretary, Development Appeals Board

**Town of Shaunavon
Box 820
Shaunavon, Saskatchewan
S0N 2M0**

Date: _____ **Development Officer:** _____

Note:

This Permit expires 12 months from the date of issue. A Building Permit is also required for construction of a building.

**TOWN OF SHAUNAVON
APPLICATION FOR A BUILDING PERMIT**

For Municipal Use	
Date Received:	Permit Number:

Applicant

Last Name	First Name	Corporation or Partnership
Street Address and Mailing Address	Municipality/Town	Postal Code
Telephone	Cell	E-mail

Owner (if different from applicant)
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Last Name	First Name	Corporation or Partnership
Street Address and Mailing Address	Municipality/Town	Postal Code
Telephone	Cell	E-mail

Builder/Contractor

Last Name	First Name	Corporation or Partnership
Street Address and Mailing Address	Municipality/Town	Postal Code
Telephone	Cell	E-mail

Project Information

Legal Land Description	Expected Start Date	Expected Completion Date
Existing Land Use	Proposed Land Use	

Reason for Application

New Construction
 Alteration/Repair
 Addition to Existing Building
 Demolition
 Conditional Permit

Residential
 Commercial
 Agricultural

APPLICATION INFORMATION	SUBMITTED?		
	Yes	No	To Follow
Site Plan			
Floor Plans/Elevations/Cross Sections			
Ventilation Design Sheets			
Shop Drawings			
Professional Design (sealed drawings)			
Deck or Garage Detail Sheet			

Note: Insufficient detail on construction drawings or inadequate drawings may delay issuance of building permit.

Building Information

Size of Building: Length: _____ Width: _____ Height: _____
 Building Area: Square Metres: _____ or Square Feet: _____
 Proposed Use of Building: _____

Commercial: (Attach plans and specifications of the proposed building)

Number of Storeys: _____ Number of Fire Escapes: _____
 Number of Stairways: _____ Width of Stairways: _____
 Number of Exits _____ Width of Exits: _____

\$ _____ *Value of construction means the total cost of the building to the owner in its completed form and includes the cost of all building work, materials of construction, building systems, labour, overhead and profit of the contractor and subcontractors. The cost of labour and used material is deemed to be the current market cost of new materials and labour.*

Legislation

Municipal Bylaw:

"No owner or owner's agent shall work or authorize work or allow work to proceed on a project for which a permit is required unless a valid permit exists for the work to be done." A valid building permit must be signed by the building official and a valid development permit must be signed by the Town of Shaunavon 's development officer.

Provincial Law (The Uniform Building and Accessibility Standards Act):

"The owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the building standards."

Declaration of Applicant

I, _____ certify that:
(print name)

1. The information contained in this application, attached drawings, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
3. I hereby agree to comply with the Zoning, Planning Statement and Building Bylaws of the municipality and acknowledge that it is my responsibility to ensure compliance with the bylaws and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out the Council or its authorized representative.
4. I acknowledge that all permits issued expire 6 months from the date of issue if the work is not commenced within that period.

Date

Signature of Applicant

Permit fees as per municipal schedule.

	For Municipal Use
Building Permit:	Approved as per following conditions: _____ _____ _____
_____ (Building Official)	Refused for following reason(s): _____ _____ _____

Building Permit may take up to two weeks for approval. If additional information is required, approval may take longer.