



BYLAW NO. 6/2023

A BYLAW OF THE TOWN OF PENSE, IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR FEES AND CHARGES RELATED TO PLANNING AND DEVELOPMENT

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

1. AUTHORITY

- 1.1 To provide for fees and charges required to review planning and development applications and issue development permits, as provided in Schedule "A" of this Bylaw.

2. DEFINITIONS

In this bylaw, including this section:

- a. Act - *The Planning and Development Act, 2007* and amendments thereto
- b. Administrator - The person appointed as Administrator pursuant to Section 111 of *The Municipalities Act*.
- c. Council – The Mayor and Councillors of the Town elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- d. Development – The carrying out of any building, engineering, mining, or other operations in, on, or overland, or making of any material change in the use or intensity of the use of any building or land.
- e. Development Permit – A permit that allows a property owner to construct, renovate, or make an addition to a structure on a property. A development permit must be applied for and issued, prior to applying for a building permit.
- f. Information Services Corporation (ISC) – Government entity responsible for Saskatchewan Land Titles.
- g. Proposed Development – A permitted or discretionary use within the Town's Zoning Bylaw, for which a person or corporation has made an application for a development permit.
- h. Subdivision – A division of land that will result in the creation of a surface parcel, or the rearrangement of the boundaries or limits of a surface parcel, as a surface parcel is defined in *The Land Titles Act, 2000*.
- i. Town – The Town of Pense

3. APPLICATIONS & FEES

- 3.1 The fees provided in Schedule "A" of the Bylaw will be applied by the Town to cover the costs of review and processing of planning and development applications.
- 3.2 An application shall not be considered complete until all required information, maps, engineering reports, and development planning fees have been paid in full.
- 3.3 Where a development has commenced before a development permit has been applied for and the applicant subsequently submits an application, the fees charged for the application shall be double the normal fee. Such applications shall also be subject to the penalties and requirements of the Zoning Bylaw or any other related Town Bylaws.
- 3.4 Where the required fee is not listed in Schedule "A" the fee shall be consistent with those fees listed in the Fee Schedule for similar uses and developments within the same or similar use class.



3.5 Where an application is substantially revised, the applicant, prior to the reconsideration of the application, shall pay a fee equal to fifty percent (50%) of the initial application fee specified in Schedule "A", except that such additional fee shall not be required in instances where improvements suggested by the Administrator or Council result in substantial revision.

4. DETAILED REVIEWS

4.1 Where a development or subdivision proposal involves a detailed municipal review, a development agreement, a servicing agreement, detailed development conditions, liability insurance, performance bonds, interest regulations, legal advice, and/or professional planning and administration advice including, but not limited to, Section 51 of the Act, the applicant shall pay all of the additional application review and administration costs, as Council in its discretion may require.

4.2 Detailed review costs are generally associated with more complex multi-parcel developments. Review Costs will be charged a rate indicated in Schedule "A": of the Bylaw and recorded in a detailed log book summarizing time and costs.

4.3 A deposit indicated in Schedule 'A' shall be required in advance of the detailed review.

5. COSTS OF ADVERTISING

5.1 Applicants shall pay all advertising costs associated with, regardless of approval or denial:

- a. Zoning Bylaw amendments;
- b. Discretionary use development proposals;
- c. Minor variance proposals;
- d. Special Meetings;
- e. Public Meetings;
- f. Official Community Plan amendments;
- g. All other advertising costs permitted under *the Act*.

5.2 Costs of advertising includes:

- a. Cost of advertising in the local newspaper
- b. Cost of \$1.50 per letter sent for public notification.

6. SEVERABILITY

6.1 A decision of the court that one or more of the provisions of this Bylaw are invalid in whole or in part does not affect the validity, effectiveness, or enforceability of the other provisions or parts thereof with respect to this Bylaw.

7. COMING INTO FORCE

7.1 This bylaw shall take effect and come into force upon the date of final passing by Council.

{SEAL}

Mayor

Read a first time this _____ day of _____, 2023
Read a second time this _____ day of _____, 2023.
Read a third time and adopted this _____ day
of _____, 2023.

Administrator

**TOWN OF PENSE
SCHEDULE "A" to BYLAW 6/2023
FEE SCHEDULE**

Service	Fees
Development Permit Application - Permitted Use	\$50 +
Development Permit Application - Discretionary Use	\$75 + *
Minor Variances	\$50 + *
Lot Consolidation	\$75 + *
Zoning Bylaw Text Amendment	\$250 + *
Zoning Bylaw Map Amendment	\$250.00 plus \$60 per additional lot +*
Zoning Memorandum Certificate	\$50 per property + *
Official Community Plan Amendment	\$800 + *
Subdivision Application Review	\$150 +
Detailed Reviews	\$100.00/hr +
Detailed Review Deposit	\$1,000 +
Development Appeals <i>Note: Legislated by the Planning and Development Act, 2007</i>	\$300 +
Land Titles Document Request	Current ISC Rate + \$25.00 admin fee
Special Meetings (minimum)	\$400.00/meeting
Registration of an interest on title of the property proposed for development, amendment, or subdivision as prescribed by ISC.	As determined per occurrence
Fees associated with engagement of necessary planning, engineering, legal, or other professional expertise needed to review and application and/or implement Council's decision, including the costs of preparing agreements	As determined per occurrence
Fees per parcel to view land titles and plans of subdivision of the property proposed for development, amendment or subdivision	As determined per occurrence
* Applicant responsible for all advertising costs, regardless of approval or denial if required	