

Office Use Only: Project #
Date of Application:

DEVELOPMENT PERMIT APPLICATION

For Multi-Dwelling Residential, Commercial, Institutional, and Industrial Developments

All of the following information is necessary. All materials submitted must be clear, legible and precise. Only complete applications will be accepted. PLEASE NOTE: This application is ONLY for a development permit. Building Permits and Sign Permits require a separate application.

Office		Submission Requirements
<input type="checkbox"/>	<input type="checkbox"/>	1. Pre-application meeting held with Planning and Growth Development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you applied for a development permit for this address?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes Project No: _____ <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	3. Application Fee (If Applicable)
<input type="checkbox"/>	<input type="checkbox"/>	4. Letter of Authorization (If Applicant is not Property Owner)
<input type="checkbox"/>	<input type="checkbox"/>	5. Copy of Current Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Copy of any Covenants, Utility Rights-of-way, Easements or Interests Registered on the Title

<input type="checkbox"/>		A Applicant/Owner Information			
	1	Applicant is the:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent of the owner (Letter of authorization from owner must be attached)		
	2	Applicant Information:			
		Last Name:	First Name:	Business Name:	
		Contact Name (if different from above):		Email:	
		Mailing Address:		Telephone:	Cell Ph:
		City:	Province:	Postal Code:	Fax:
<input type="checkbox"/>		B General Project Information			
	3	Project Municipal Address:			
	4	Project Legal Description:			
		Plan No.:	Block	Lot(s): _____ or,	
		Quarter:	Section	Twp	Range
	5	Type of work being performed: (Check all applicable):			
		<input type="checkbox"/> New Commercial/Industrial Building (must complete Section C6, C7 of this form)			
		<input type="checkbox"/> Addition to Existing Building (must complete Section C6, C8 of this form)			
		<input type="checkbox"/> Exterior Alteration			
		<input type="checkbox"/> Interior Alteration			
		<input type="checkbox"/> Demolition			
		<input type="checkbox"/> Other _____			
		<input type="checkbox"/> Change of Use (must complete applicable portions of Section D of this form)			
		<input type="checkbox"/> New Multi Dwelling Residential—3 or more dwelling units (must complete Section C6, C7 and C9 of this form)			
<input type="checkbox"/>		C All New Buildings and/or Additions to Existing Buildings			
<input type="checkbox"/>	6	Explain the proposed use of the new building/addition:			



City of Swift Current
 Planning & Growth Development
 177 – 1st Avenue NE
 Swift Current, SK S9H 3W1
 Phone: 306-778-2740
 E-mail: plng@swiftcurrent.ca

<input type="checkbox"/>	7	Total Site Area (sq.m.):	Total Floor Area (sq.m.), including all floors and mezzanines	
Additions to a Commercial/Institutional/Industrial Building:				
<input type="checkbox"/>	8	Existing Floor Area (sq.m.):	Proposed Floor area (sq.m.)	
Multi-Unit Residential Developments:				
<input type="checkbox"/>	9	Total number of Dwelling Units Proposed:	Number of Main Floor Dwelling Units Proposed:	
* Buildings Requiring: <input type="checkbox"/> Sidewalk Cuts/Crossings (must complete a separate Application for Sidewalk Crossing) <input type="checkbox"/> Sanitary Sewer and Water Service (must complete a separate Sanitary and Water Application) <input type="checkbox"/> Signage (must complete a separate Sign Permit Application)				
<input type="checkbox"/>	D Change of Use Within a Specific Building			
	10	Detail what the previous business activity was AND what the previous business name was:		
	11	Detail what the proposed business activities will be within the building (e.g. insurance office, steel fabrication plant, jewellery sales):		
	12	Detail any proposed business activities that will occur outside of the building (e.g. outdoor storage of pipes, outdoor trucking yard, outdoor display of goods, sand blasting, topsoil processing):		
	13	Total floor area of business (sq.m.)	Office space (sq.m.)	Warehouse space (sq.m.)
<input type="checkbox"/>	Restaurants, Specialty Food Services, Bars and Neighbourhood Pubs, Night Clubs:			
	14	Public Space floor area (excluding kitchens, storage, office areas):	What will be the maximum seating capacity?	
	15	Will there be an outdoor patio? Will there be a drive thru? <input type="checkbox"/> (show on site plan)	If yes, what is the seating capacity of the outdoor patio? (a floor plan is required on the site plan)	
<input type="checkbox"/>	Vehicle Oriented Uses (such as new and used Automotive Vehicle Sales):			
	16	Vehicle Oriented Uses; including Automotive Vehicle Sales involving the placement of sales trailers on site is considered a new Commercial development and not a change of use, and therefore shall meet the drawing and information requirements of the Commercial/Institutional/Industrial checklist.		
<input type="checkbox"/>	E Applicant Declaration:			
		I confirm by my signature below that the information contained in this application, including plans and details, is to my knowledge, true and complete;		
		Date: _____	Signature: _____	

Office Use Only				
Development Permit Project No: _____		Building Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
This project is:				
<input type="checkbox"/> New Commercial/Industrial	<input type="checkbox"/> New Multi Dwelling Residential	<input type="checkbox"/> Addition (all)	<input type="checkbox"/> Change of Use	
<input type="checkbox"/> Exterior Alterations	<input type="checkbox"/> Revision to approved DP	<input type="checkbox"/> Interior Alterations	<input type="checkbox"/> Demolition Only	
Development Permit Description (MUST IDENTIFY ZONING BYLAW USE CLASS):				

Zoning: _____	<input type="checkbox"/> Discretionary Use	<input type="checkbox"/> Permitted Use	Statutory Plan Overlay: _____	
Development fees to be charged?		<input type="checkbox"/> Yes \$ _____	<input type="checkbox"/> No (reason): _____	
Reviewed by: _____		Date (mm/dd/yr): _____		



Development Permit Information and Drawing Requirements

A separate Checklist form, which identifies the drawings and detailed information required for your proposed development, must be completed:

- New Building Checklist for new buildings;
- Building Additions Checklist for additions and exterior alterations;
- Change of Use Checklist

***To minimize delays in processing your application, the following must be completed and returned to our office:

- The Development Permit Application form
- The appropriate Checklist

To link to the City's website for the Commercial Development and Building Application Form and Checklists, go to: www.swiftcurrent.ca.

Additional drawings or information may be required as considered necessary in accordance with the Swift Current Zoning Bylaw and by the Development Officer.

Electronic submissions will be accepted at plng@swiftcurrent.ca.

Should you have any questions regarding development application requirements, please contact a representative at our Planning and Growth Development office at (306) 778-2740.

***This is NOT a Building Permit application.
A separate application must be made if a building permit is required.**