

CHECKLIST FOR COMMERCIAL DEVELOPMENT PROJECTS



Project Information

Project _____

Location _____

The Developer acknowledges that this checklist applies to the requirements of Parks, Culture and Sport (PCS) and that the Province has not made or does not make any representations respecting the acquisition by the Developer of any approval, license or permit, which may be required by any law of Saskatchewan, or any other right or privilege from any federal, provincial or municipal department, agency or official.

Environmental Assessment/Heritage Impact Reviews

You will be advised if assessment and/or approval by these regulatory agencies will be required.

I have applied to the Ministry of Environment -

An Environmental Impact Assessment will not be required for my project.

Or

I have completed an Environmental Impact Assessment.

I have received clearance from the Ministry of Environment for my project.

I have applied to Heritage Resources Branch, PCS -

A Heritage Resources Impact Assessment will not be required for my project.

Or

I have completed a Heritage Resources Impact Assessment

The project has received clearance from Heritage Resources Branch, PCS.

General

- I have a duly executed Development Agreement with the Ministry of Parks, Culture and Sport (PCS).
- Proof of Financing has been submitted to PCS.
- Construction Security has been submitted to PCS.
- Applicable Development Fees have been paid.

Concept Plan

- Concept Plan for the proposed development has been submitted. (As part of the initial proposal)

The Concept Plan includes:

- a high level illustration of the physical arrangement of building, parking areas, landscaping and utility connection, and;
- a core area map indicating the proposed location for development relative to surrounding park facilities and roads and, if you would consider alternative locations within the park, a core area map outlining the other areas.

- PCS has approved the Concept Plan for the proposed development.

Preliminary Design & Site Development Plan

- Preliminary design has been submitted to PCS.

The preliminary design will reflect the basic elements of the concept plan but includes more detail, such as dimensions, quantities, and locations of specific elements. Measurements can be approximate.

- PCS has reviewed and approved the preliminary design.

- Site Development Plan has been submitted to PCS.

The Site Development Plan is drawings that detail how the overall site will be prepared or altered as part of the development (e.g. alterations to the lay of the land, change in surface material, roadways, etc.).

- PCS has reviewed and approved the Site Development Plan.

Detailed Plans

Detailed Plans are detailed construction drawings that provide specific dimensions, quantities, layouts and elevations (side views) that should provide enough detail for a contractor to build and for PCS to keep a record of what was constructed for future reference.

In most cases drawings require an engineer and/or an architect to seal and authorize that the design proposed meets all necessary local and national codes and regulations, and is safe for public use.

Detailed Plans Include:

1. Building Plans (as required under the Development/Building Permit Application):

Includes new construction or altering an existing building:

I have applied to PCS for a Development/Building Permit Application and have included the detailed building plans.

Once application is approved by PCS, requirements are handled through an independent third party Building Official who will work directly with the Developer.

2. Utility Plans (as required under the Permit to Construct)

a. Water System:

I have supplied detailed plans for the proposed potable and non-potable water system, including:

Estimates of maximum daily water usage and expected annual water usage and the calculations and assumptions used (in order to determine if the park system is able to handle extra volume).

Water system detailed plans prepared by a professional engineer and showing where connection will be made to park's water system including complete details of this connection and specifications of type of water meter, isolation valve and backflow prevention device to be installed.

I have received approval from PCS to connect to the park's water system.

Note: Typically any alteration of an existing park water system requires a permit from Water Security Agency (WSA). Developers are required to submit Detailed Plans bearing the seal and signature of an authorized Professional Engineer licensed to practice in Saskatchewan. Once plans are received, PCS will apply to WSA for this permit. Please note that WSA suggests a timeline for obtaining this permit of 45 days from the date the application is submitted. This permit must be in place prior to any construction of the water system taking place.

Or, if no park water system available:

I have contacted the local WSA office to determine what approvals are required for well/surface water intake.

I have submitted an Application to Construct a Well/Surface Water Intake and have received authorization from PCS

I have applied to WSA for authorization to use ground/surface water.

b. Wastewater Disposal:

I have supplied detailed plans for the proposed wastewater disposal system, including:

Estimates of maximum daily wastewater and annual wastewater volumes and the calculation and assumptions used (in order to determine if the park system is able to handle extra volume).

Wastewater system detailed plans prepared by a professional engineer and showing where connection will be made to park's wastewater system including complete details of this connection.

I have received approval from PCS to connect to the park's sewer system.

Note: Any alteration of an existing park integrated sewer system requires a permit from the WSA. Developers are required to submit Detailed Plans bearing the seal and signature of an authorized Professional Engineer licenced to operate in Saskatchewan. Once plans are received, PCS will apply to WSA for this permit. Please note that WSA suggests a timeline for obtaining this permit of 45 days from the date the application is submitted. This permit must be in place prior to any construction of the sewer system taking place.

Or, if no park integrated sewer system:

I have supplied detailed plans of the wastewater disposal system, including:

Design plans of the wastewater holding tank installation including specifications of size (capacity) and type of tank.

Estimate of wastewater volume (in order to determine if the park system is able to handle extra volume).

If applicable, I have received approval from PCS to utilize the park's lagoon.

I have received a permit from the Regional Health Authority.

Note: Dependent on the scope of development, Detailed Plans bearing the seal and signature of an authorized Professional Engineer licenced to operate in Saskatchewan may be required for wastewater collection systems in instances where the Developer is **not** connecting to an integrated park sewer system.

c. Electrical:

I have submitted electrical distribution detailed plans bearing the seal and signature of an authorized Professional Engineer licenced to operate in Saskatchewan to PCS;

Installation must meet the current Canadian Electrical Code.

I have received approval from PCS to proceed with construction of the electrical system.

d. Natural Gas:

I have applied to SaskEnergy for a connection to an existing line.

I have received approval from PCS to proceed with construction of the gas line. Line routing information may be requested.

**e. Lakeshore Development:
(including boat docks)**

In Saskatchewan, shorelines are protected by *The Environmental Management and Protection Act*. Under the Act, any person planning any work near any water body must contact the WSA and the Ministry of Environment to obtain the necessary approvals/permits from these agencies to:

Alter the bed, bank or boundary of any water body or water course;

(i) Remove or add any material to the bed, bank or boundary of any water body or water course; or

(ii) Remove vegetation from the bed, bank or boundary of any water body or water course.

Approvals are also required from Fisheries and Oceans Canada for any work in or near water that may affect fish habitat.

Landscaping

- I have received the PCS approved Work Authorization.
- I have received approval from the Park Manager for any required tree removal.
- I will comply with the list of authorized park specific vegetation provided by PCS.
- I have submitted a landscape plan showing planting locations, common plant names, quantity, quality and size, and irrigation system (if applicable).

Itinerant Use

- I have contacted the Regional Health Authority to determine their requirements under The Public Accommodation Regulations and the Provincial Itinerant Use Accommodation Standards (if applicable).
- Once operational I will provide PCS with a copy of the accommodation licence.