



CITY OF
SWIFT CURRENT



PLANNING & DEVELOPMENT

A GOAL WITHOUT A PLAN IS JUST A WISH

A GUIDE TO PLANNING AND DEVELOPMENT IN SWIFT CURRENT

A well planned community doesn't happen by accident. The recipe for a well planned community includes vision and teamwork and coordination and cooperation and dedication, all blended and balanced with just the right measure of regulation.

The success of any development project, large or small, starts with an understanding and an acceptance of the "rules of the road" by all parties involved in the endeavour and because so many factors contribute to that success, it is critical that a proper plan be in place before the action starts.

Generally speaking, there are two roles to be fulfilled in bringing any project to life. The developer or builder's job is to manage the task of actually getting the work done. The community, through its city administration, takes responsibility for getting the work done properly.

The purpose of this guide is to provide a simple, easy to follow explanation of the planning and development process, the roles and responsibilities of everyone involved and the reasons the rules must be followed.

Included in the guide are an outline of the regulatory bodies responsible for all land use in the province and a list of available resources that may assist potential developers and the public at large in bringing their projects from initial concept to final completion and to achieve their objectives in accordance with the local, regional and provincial guidelines.

We're here to help.

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An architectural drawing of a building plan is shown on the left side of the page. It features various lines, dimensions, and labels such as 'J33', '2050', '125', '250', and '1002'. The drawing is partially unrolled, showing a cylindrical roll of paper.

USING THE GUIDE

HOW WE GROW

Three is the key...

In addition to the developer and the community planning professionals, the third key component in community planning is the voice of the community itself. Citizens play a vital part in the process by providing community planners and development applicants with guidance and awareness of neighbourhood issues and desires. Successful developers recognize, and are sensitive to, the needs of local residents and will work with community planners to make sure those needs are met. In order to ensure that all three parties understand their roles and responsibilities, our city's Planning and Growth Development Division has put together the following guide.

The purpose of this Guide is to...

- Provide citizens with a basic understanding of the legal framework for all community planning
- Describe the various steps of the planning process
- Outline the roles, rights and responsibilities of citizens and stakeholders
- Let citizens know where they can get more information

WHERE DO WE BEGIN

Municipal Planning...the big picture

Simply put, if you want to build something in Saskatchewan, you're going to have to follow the rules. As you might imagine, there's a few. All development in the province is subject to rules and regulations laid out in the following four documents...

The Planning and Development Act 2007 (PDA)

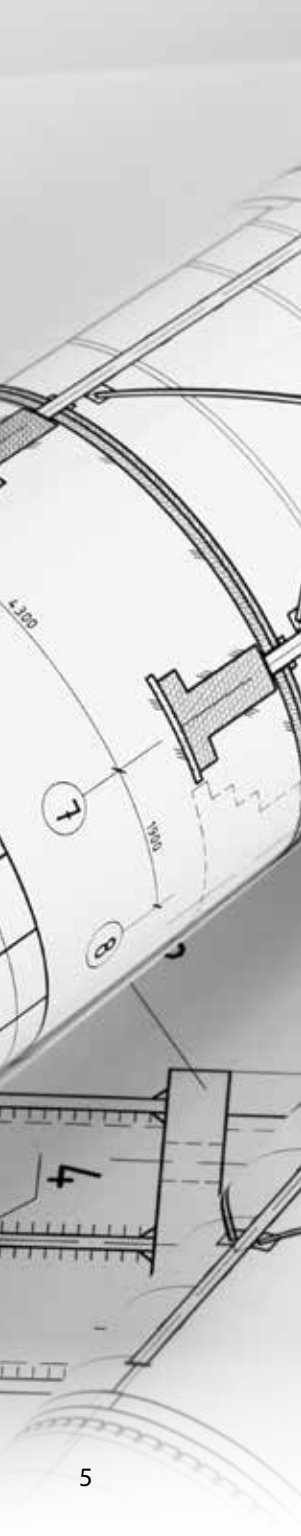
The Statements of Provincial Interest Regulations (SPI)

The Subdivision Regulations 2014

The Dedicated Lands Regulations 2009

These documents provide the legal framework as to who can build what, where they can build it, and how it must be built.





The Planning and Development Act 2007 (PDA)

The PDA provides the legal framework for making planning decisions at the municipal level. It establishes a range of plans, identifies planning authorities in the Province of Saskatchewan, and establishes the required procedures.

The Statements of Provincial Interest Regulations (SPI)

The SPI provides guidance to municipalities on land use and development issues. All policies created by the city are required to be compatible with this set of regulations.

The Subdivision Regulations 2014

The Subdivision Regulations guide how land is divided within the province. They provide the framework for subdivision of land within both rural and urban municipalities.

The Dedicated Lands Regulations 2009

Dedicated Lands are properties not available for private development. They include wildlife habitats, buffer strips, lanes and walkways, as well as public parks, recreation areas and property for schools and public buildings, to name a few. The provision, ownership, use, and sale of dedicated lands under the PDA are governed by the Dedicated Lands Regulations. During the review of a subdivision application, the type and location of dedicated lands are determined by the city, and management of these lands follow the regulations.

WHAT'S THE PLAN?

Planning in Swift Current

Locally, the City of Swift Current controls land use and development through an Official Community Plan (OCP), zoning bylaws and concept plans. Together, they give a clear indication of the community's vision, council's goals and objectives and a legal grounding for local land use controls. Only the OCP, zoning bylaw, and concept plans authorize a municipality to exercise land use control.

City council, through its policies, gives strategic direction to decisions made by the planning team. These include...

- The Strategic Plan
- The Official Community Plan (OCP)

The Strategic Plan

The Strategic Plan establishes the city's goals in a 3-year "vision" that outlines plans and actions taken by the city to make our community better. This vision includes objectives for...

- Managing City Services
- Planning, Developing and Growing our City
- A Safe and Caring Community
- Being the Best We Can Be





Official Community Plans

A community plan is a growth management strategy for a municipality. It enables a municipality to set development goals and policies which council can use to manage land use, subdivision, municipal services and public utilities in the community.

As in all development, provincial land use policies and statements of provincial interest apply.

An Official Community Plan typically identifies policies that address the management of...

- Sustainable current and future land use and development in the municipality
- Current and future economic development
- The general provision of public works
- Lands that are subject to natural hazards like flooding, slope erosion and instability
- Environmentally sensitive lands
- Source water protection
- Implementation of the OCP
- Municipal programs relating to development
- Statements of policy regarding the use of dedicated lands
- Concept plans for future development
- Maps that denote current or future land use
- Site plan control for specific commercial or industrial development
- Policies relating to the physical, environmental, economic, social or cultural development of the municipality
- Coordination of land use and development with adjacent municipalities

Concept Plans

Concept plans are used by the City of Swift Current to guide the development of new neighbourhoods, new commercial areas and new industrial parks in the city. They also guide the redevelopment of existing neighbourhoods and govern future land use in a given area, including the provision of parks, recreational areas, water, wastewater, stormwater utilities and any necessary transportation network.

Concept plans may describe...

- Land use proposed for any given area
- Density of the development
- General location of services
- Phasing of development

City council must ensure a concept plan is consistent with its Official Community Plan and may approve a concept plan by resolution of council.



An aerial photograph of a city street grid is shown on the left side of the page. A blue banner with the text 'HOW IT HAPPENS' is overlaid on the top right of the image. The banner is a solid light blue color with white text. The street grid below shows various lot numbers, including 'B' and '51', and some buildings and trees.

HOW IT HAPPENS

Subdivision

All subdivision within the City of Swift Current requires the approval of city council. The zoning bylaw and subdivision bylaw provide the framework for subdividing land in the city. The subdivision process is an opportunity to learn about a proposed development and its implications for the community.

The municipality has a responsibility to analyze development proposals with respect to the suitability of land, including...

- Topography and environmental features
- Infrastructure needs (roads, sewer, water, etc.)
- Essential community services (fire, policing, recreation, health, etc.)
- Transportation needs (pedestrian and vehicular traffic between sites)
- Proposed land use and adjacent land use
- Conformity with the city's OCP, zoning bylaw, and policies adopted by council

Zoning Bylaws

The primary means of implementing an official community plan is the zoning bylaw. It divides a municipality into zoning districts such as R1 (single detached dwelling district), C1 (central commercial district) and M1 (light industrial district) and regulates development and use of land in those districts. A zoning bylaw permits a council to set local standards for the subdivision and use of land and helps manage the delivery of municipal services and resources to new developments.

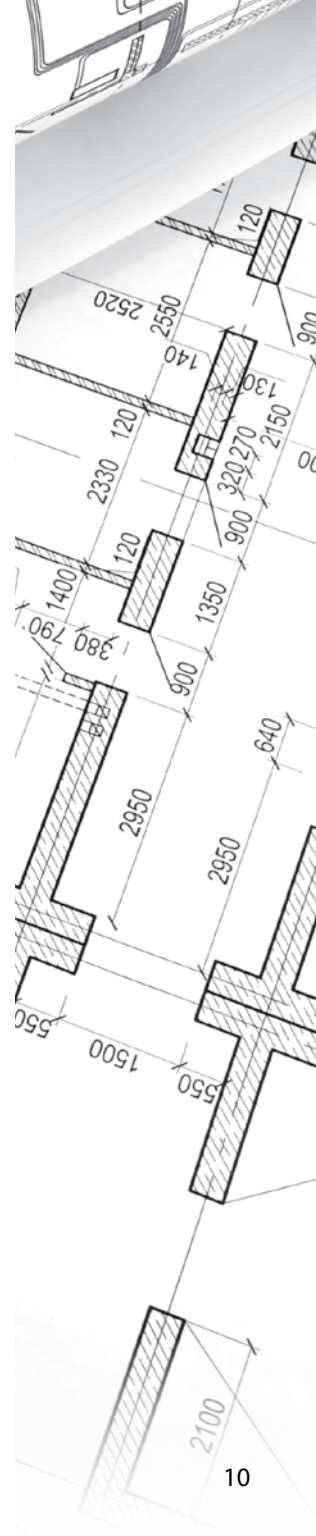
A zoning bylaw typically contains regulations that apply in every zoning district.

These regulations may specify which land uses are prohibited, permitted, or permitted at the discretion of a council in conformity with the policy plan.

Each zoning district may have regulations that specify...

- The area and dimensions of new lots or parcels of land
- Size, location, dimensions, and types of buildings
- Provision of parking spaces or payments in lieu
- Outdoor storage and landscaping
- Size and location of signs and lighting
- Removal of soil or vegetation
- Acceptable noise levels

A zoning bylaw is a constantly evolving document and may be changed by application or when city council believes the zoning bylaw should be amended to accommodate development.





Development Permits

All development within the City of Swift Current requires the approval of a development permit **prior** to beginning a project. The permit process lets us learn about the development and its implications for the community. We are always willing to work with industry to promote development opportunities, but the municipality also has a responsibility to analyze all development proposals with respect to...

- Land use compatibility
- Infrastructure needs (roads, sewer, water, etc.)
- Essential community services (fire, policing, recreation, health, etc.)

Development Permits are issued for both permitted and discretionary uses under the zoning bylaw...

Permitted Uses

Where a development proposal is identified by the zoning bylaw as a permitted use, it is allowed to occur “by right” once property owners have obtained a development permit and the development officer/community planner will likely be able to issue the permit, provided all required information is attached in accordance with the zoning bylaw.

The time frame for receiving a permit decision will vary depending on the amount and complexity of technical information required to assess a development, but the approval process for permitted uses typically takes 30 days.

We recommend that a development permit application be submitted well in advance of the project start date.

Discretionary Use

Where a development proposal is identified as a discretionary use, applications must be advertised and presented to city council by the development officer/ community planner for review and decision and developers must be prepared to present information and answer questions from city council regarding their proposals.

Because discretionary use permits are not issued “by right” and require approval from council, expect it to take up to 2 months to process.

Once again, we recommend that a permit application for discretionary use be submitted well in advance of the project start date.

Building Permits

All development within the City of Swift Current also requires a building permit prior to beginning a project. This permit grants legal permission to start construction within the community. It analyzes the building proposal against standards set out in the National Building Code of Canada (NBC). No matter what the specific project may be, the enforcement of codes is carried out to protect the public’s health, safety and welfare. A building official is tasked to do this work on behalf of the municipality. They are licensed by the province and appointed by the municipality.

Building permits are typically required for...

- New buildings
- Additions
- Renovations
- Demolitions
- Prefabricated structures
- Mobile homes
- HVAC systems (heating, ventilating, air conditioning)
- Temporary buildings
- Miscellaneous residential projects (fireplaces, pools, decks, stairs, etc.)



PRE-APPLICATION PHASE

Applicant meets with staff to discuss project feasibility

APPLICATION PHASE

Completed application submitted

Internal review determines if there is need for additional information

Application is complete. Circulate to other departments and agencies for technical review

Coordinate input and identify issues

Prepare summary and recommendations

Final review with applicant

Approval or refusal of proposal

Refused

If appealed forwarded to DAB

Approved

Approval issued

**TIMELINE
DEPENDENT ON
PROJECT**

Definitions

Buffer strip... land used as a buffer between adjacent lands

Community planning... a public form of neighborhood planning in which community members contribute toward the design and implementation of the goals and objectives of local planning policy

DAB (Development Appeals Board)... A board, made up of community residents, which hears appeals on development applications and enforcement orders within the municipality

Density... the number of “units” on a parcel of land

Development... the carrying out of any building, engineering, mining or other operations in, on or over land, or the making of any material change in the use or intensity of use of any building or land

Environmentally sensitive lands... lands which are designated as needing special protection due to their landscape, wildlife, or historical value

Land use compatibility... the degree to which adjacent properties are able to exist without conflict

Municipal services... a set of basic services that residents of a city receive. Examples include garbage collection, snow removal and street repair

Public utilities... a set of “consumable” services provided to residents. Examples include electricity, natural gas, water, and sewage

Subdivision... means any division of land

Sustainability... a developmental concept intended to meet the needs of the present without compromising future needs

Walkways... a parcel of land primarily intended for pedestrian use by the public



The background of the page features a grayscale image of architectural blueprints. The blueprints show various geometric shapes, lines, and some handwritten annotations. In the bottom left corner, a portion of a ruler is visible, with markings in centimeters and millimeters. The ruler shows numbers from 0 to 50 millimeters and 0 to 10 centimeters.

Frequently Asked Questions

What is Community Planning?

Community planning is a partnership that encourages residents, business owners and other key stakeholders to assist professional community planners with improving the quality of existing developments and attracting new development opportunities.

What services does the Planning & Growth Development Division offer me?

Staff in the Planning and Growth Development Division are responsible for the overall land use planning and development in the City of Swift Current. The primary goal of the division is to guide applicants through requests, to anticipate community needs and to prepare for the new demands that growth will place on our community.

What are my property setbacks and regulations and how do I find them?

To determine the property regulations for your property, you will need to confirm the zoning designation of your property. You can view the zoning map on the city's webpage or contact the Planning and Growth Development Division. Once you know the zoning of your property, you can find the detailed setbacks and other regulations in the city's zoning bylaw listed under your zone. For more help regarding zoning and property regulations, you can contact the Planning and Growth Development Division at (306) 778-2740, or email us at plng@swiftcurrent.ca.

What do I need to develop and how is development approved?

Any development within the City of Swift Current requires a permit to proceed in order to ensure it will be consistent with the Official Community Plan and will meet all health and safety regulations. All permit applications submitted are reviewed by community planners, engineers, building inspectors and other agencies to ensure conformity to the Official Community Plan. Local utilities like gas, hydro and cable providers also review each application. Planning staff then prepares a report containing all information related to the project, along with any feedback from those agencies involved. Once any issues have been addressed by the applicant, a permit is issued for the development to proceed.

What is the difference between a development permit and a building permit?

A development permit deals with the development of land, such as the placement of buildings on the property, landscaping, access and parking issues. Development permits are reviewed by a development officer for compliance with the community's zoning bylaw. A building permit

deals with the construction of the building itself. All construction is reviewed by a building inspector for compliance with the National Building Code of Canada.

My development proposal doesn't comply with the development regulations.

What can I do?

Occasionally, applications to develop land are presented to the community that do not meet the current regulations. In that event, the following options are available...

The first option is to redesign the project to meet current regulations.

If that is not possible, a variance of up to 10% may be granted for property setbacks (with the neighbour's consent).

If the project is still not feasible, an applicant may appeal to the local development appeals board for flexibility, provided that the proposal complies with the Official Community Plan.

The last option is to apply for a change in the zoning requirements. Council may be willing to change the zoning if a proposal is sound and appears to be in the best interest of the city. In cases such as these, council has the authority to change or amend the development regulations in order to allow the proposal to proceed.

What is a condominium?

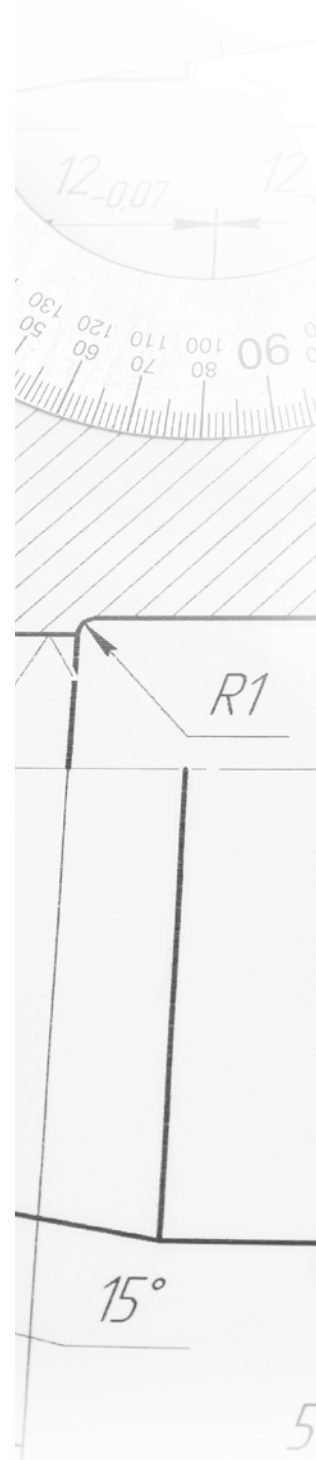
A condominium is a method of dividing property so that an individual holds title to a portion of a building or "unit", as well as a share of the rest of the property that is held in common by all the individual unit owners.

There are two types of condominiums...

A building condominium is a building(s) divided into individually owned units.

The land, outside walls, service areas and other jointly used areas of the building are commonly owned.

A bare land condominium involves dividing a parcel of land into individually owned units. A survey plan to create these units requires the subdivision of land and approval by city council. Buildings on each bare land unit are owned by the individuals, while the balance of the parcel is owned commonly.





TALK TO US

Contacts – Planning and Growth Development

Development Services

Michael Ruus, Manager of Development Services

177 - 1st Avenue NE

PO Box 340

Swift Current, SK S9H 3W1

Department Fax Number: 306-778-2194

Department Phone Number: 306-778-2740 / ext. 2

Department Email Address: plng@swiftcurrent.ca

Community Development

Marty Salberg, Director of Community Development

177 - 1st Avenue NE

PO Box 340

Swift Current, SK S9H 3W1

Department Fax Number: 306-778-2194

Department Phone Number: 306-778-2700

Department Email Address: plng@swiftcurrent.ca

Information Services Corporation (Land Titles)

Customer Support

Call: 1-866-275-4721

Email: ask@isc.ca

Web: <https://www.isc.ca>

Other Resources

Community Planning, Land Use, and Development (Province of Saskatchewan)

Web: <http://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development>

City of Swift Current – Development Services

Web: <http://www.swiftcurrent.ca/divisions/planning-growth-development/planning>

City of Swift Current – Permits and Licences

Web: <http://www.swiftcurrent.ca/divisions/planning-growth-development/permits-and-licences>

CIP (Canadian Institute of Planners)

141 Laurier Avenue West, Suite 1112

Ottawa, ON K1P 5J3

Phone: (800) 207-2138

Web: <https://www.cip-icu.ca>

SPPI (Saskatchewan Professional Planners Institute)

505-2300 Broad Street

Regina, SK S4P 1Y8

Phone: (306) 584 - 3879

Email: info@sppi.ca

Web: <http://sppi.ca/>

WE'RE HERE TO HELP

We hope we have provided a general sense of what has to happen to make our community grow and why the processes must be followed. Land use is a critical component in shaping the Swift Current of the future and how we plan and develop that land must include a commitment from all parties, public and private, to be willing to work together within the process to achieve our common goals.

The success of any project, large or small, depends on it.



CITY OF SWIFT CURRENT

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