

RESORT VILLAGE OF LUMSDEN BEACH

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PERMIT APPLICATION & APPROVAL PROCESS

1. All Permits (Development, Building, and Demolition) and a Site Plan can be obtained on the Resort Village of Lumsden Beach (RVLB) web site (www.lumsdenbeach.com) or from the RVLB Council. Submission of the Permits can be on line to ross.wilson@usask.ca or in person to Bert Sebastian, the RVLB authorized representative. Submission of Permits is to include the Permit Fee, which can be found on the RVLB Schedule of Fees, which is also on line. The forms can be filled in on computer, typewritten or by hand (print please).
2. If a property owner wants to change the landscape (i.e. excavate by over .6m, alter the slope and/or drainage), alter or renovate an existing building, demolish or move an existing building or construct a new building on their lot they must submit a Development Permit Application. A building is any structure (primary residence, accessory building or fence) that already exists or is being planned for construction.
3. RVLB authorized representative, upon receiving the signed application for a Development Permit, including the Site Plan, a Structure Plan and the Application Fee, will either ask for clarity and/or additional information or will provide a Development Permit Approval form. The authorized representative will have consulted RVLB Council and potentially lots that surround the proposed development prior to granting approval. RVLB may require a lot survey and a geo-technical report if the planned development requires such. The property owner shall pay for the cost of such surveys/reports. A signed approval form is valid for twelve (12) months and provides authority to proceed.
4. If the application for a Development Permit includes a request for a variance to the RVLB Zoning Bylaw or it is determined by RVLB that a variance will be needed in order to approve the Development Permit application, then a Variance Agreement will need to be approved and signed by RVLB and the property owner(s). It may be that RVLB does not approve the variance request, which would lead to the Development Permit application needing to be modified prior to receiving approval.
5. If the approved Development Permit was for a change to an existing building, or the construction of a new building, then a Building Permit Application needs to be submitted. Where requested on the approved Development Permit, the Building Permit Application must include appropriate documents and/or plans.
6. The RVLB authorized representative, upon receiving the signed application for a Building Permit, including the required documents and plans, and the Application Fee, will either ask for clarity and/or additional information or will provide a Building Permit Approval form. If the planned construction is considered significant then RVLB may employ a professional building inspector. The property owner will be responsible for the cost of the professional building inspector. A signed approval form is valid for eighteen (18) months and provides authority to proceed.
7. If the approved Development Permit was for demolition or removal of an existing building, then a Demolition Permit Application needs to be submitted. Where requested on the approved Development Permit, the Demolition Permit Application must include appropriate documents and/or plans.
8. The RVLB authorized representative, upon receiving the signed application for a Demolition Permit, including the required documents and/or plans, and the Application Fee, and possibly a deposit to cover potential damages caused by the demolition or removal of an existing building, will either ask for clarity and/or additional information or will provide a Demolition Permit Approval form. A signed approval form is valid for eighteen (18) months and provides authority to proceed.