

# Regulations and Design Guidelines for Primary Dwellings



NEIGHBOURHOOD INFILL DEVELOPMENT STRATEGY



City of  
**Saskatoon**

Planning & Development

*Photo by Pete Lawrence Photography*



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This brochure is intended to assist you with planning, designing, and constructing your infill dwelling. It provides regulations you must follow when constructing an infill dwelling and design guidelines to assist with the design of your dwelling and site. Both the regulations and design guidelines help to ensure that your project is compatible with Saskatoon’s older residential areas.



*This document has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Planning and Development Division for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information. Updates and changes to this document can occur without notice and at the discretion of the City of Saskatoon, Planning and Development Division.*



# Building Design Guidelines

These design guidelines provide assistance in designing infill dwellings that are compatible with Saskatoon's established residential areas.

## GENERAL

- ❖ While the maximum height of a dwelling is regulated in the Zoning Bylaw, the height of the dwelling should also be sensitive to that of the adjacent existing dwellings and the context of the street.
- ❖ Semi-detached dwellings should be massed to respect the existing street pattern and should be designed to be compatible with single-detached dwellings along the block face.



## HERITAGE PROPERTIES

- ❖ New homes and renovations to existing heritage properties should be complementary in scale, massing, and height.
- ❖ Heritage properties should generally be limited to their existing height, not including the cornice or parapet, to encourage the retention of these key features.
- ❖ On blocks with significant heritage frontages, new buildings should have a height-to-width ratio that is similar to existing buildings.



## ENTRANCES

- ❖ Main entrances should face the street, be clearly visible, and be directly accessible from the public sidewalk.
- ❖ Main entrances should generally be one storey in height with sufficient cover and integration into the overall building design. Entrances expressed through the use of double-height columns or arches are discouraged.
- ❖ Main entrances should be designed to provide weather protection and can include features such as recessed entries, front porches, and verandas.
- ❖ Where the main entry of the principal dwelling cannot be accommodated in the front yard based on site-specific constraints, the main entry can be located in the side yard, provided the front-yard facade is designed to create a strong sense of entry from the front yard.
- ❖ Side-yard entrances should be located close to grade to protect the privacy of neighbouring properties.
- ❖ Multi-unit buildings should provide individual unit entrances, visible from adjacent sidewalks, to create a safe streetscape.
- ❖ Secondary entrances should not be dominant, but should be easily accessible and convenient to access via adjacent parking areas.
- ❖ The design and location of building entrances should adhere to the principles of “Crime Prevention Through Environmental Design.”



## FAÇADES

Despite a mix of architectural styles throughout established neighbourhoods in the city of Saskatoon, design and construction quality should reflect a high level of craftsmanship.

- ❖ Consistent rhythms of similar details and architectural elements should be used to reinforce the continuity of the street and create a strong neighbourhood character.
- ❖ Buildings should use a variety of materials and architectural details, both vertical and horizontal, to break up the façade. Such articulation should include three-dimensional depth and composition, which can be achieved by varying the massing of the façade through the use of bays, recesses, reveals, substantial trim, and secondary building elements, including porches, verandas, balconies, and bay windows.



- ❖ Façade renovations should be in keeping with the original building articulation, using those elements that are intact and replacing those that are missing or damaged.
- ❖ Additions or renovations to heritage properties should reintegrate key aspects of heritage design that have been lost through degradation or previous alterations.

## DOORS AND WINDOWS

- ❖ To maintain privacy of neighbouring properties, the location of doors and windows within the side yard should not be aligned with doors and windows of neighbouring properties.
- ❖ Windows should be arranged to enhance views and provide natural ventilation and light without sacrificing privacy to the primary or adjacent dwellings.
- ❖ Skylights should be coordinated with other roof and building elements and located behind the roof ridge away from public view.

## ROOFS AND DORMERS

### Roofs

- ❖ A variety of roof lines and shapes should occur within each residential block, but new dwellings and additions to existing dwellings should maintain a consistent scale and height with existing adjacent dwellings.
- ❖ Roof materials and colours should complement the building materials and the overall building design.
- ❖ Roofs covering secondary or subordinate portions of the dwelling should generally match the slope and proportion of the primary roof and should be designed as an integral component of the overall building design.
- ❖ Porch roofs should be no greater than one storey in height.



**Dormers**

- ❖ Dormers and secondary roof components should be positioned and proportioned to remain secondary to the primary roof form.
- ❖ Dormers on upper storeys should remain relatively small in order to maintain appropriate building and roof proportions.

**BALCONIES, PORCHES, AND DECKS**

Building projections (i.e. balconies, porches, decks, and stairs) are encouraged as transitional elements that provide access, amenity space, and weather protection.

**Balconies**

To maintain privacy of neighbouring rear yards, if balconies are provided above the ground floor of dwellings in the rear yard, they should be inset within the rear façade of the dwelling and should be designed as integral parts of the building.

**Porches and Decks**

Porch roofs should be no greater than 3.2 metres in height above the finished floor elevation of the ground floor.



**MATERIALS**

Finish materials should extend to all sides of the building, including building projections.

- ❖ Building materials should be chosen for their functionality and aesthetic quality, as well as their energy and maintenance efficiency.
- ❖ Additions or renovations to heritage properties should use materials that match or enhance the original structure.
- ❖ Renovations and alterations to heritage properties should involve a heritage professional in order to ensure the most appropriate renovation materials and techniques are employed.





## UTILITIES AND WATER STORAGE

- ❖ Electrical and gas meters should be placed in discreet locations and/or screened from public view.
- ❖ All garbage and recycling bins should be stored on site in designated locations, screened from public view.
- ❖ Garbage and recycling storage areas should be integrated into the design of the principal dwelling or garden/garage suite and screened from public view where feasible.

## LOCATION OF MECHANICAL UNITS

- ❖ Units, such as air conditioners, heat exchangers, or similar units that produce noise, should be located an adequate distance from openable windows and doors on adjacent dwellings. It is recommended that distance be at least 3 metres.
- ❖ Units should be located at a height lower than an adjacent fence, to minimize noise and visibility from adjacent dwellings.
- ❖ If the unit is visible from a public street, adequate screening and landscaping should be provided.
- ❖ Units should be regularly maintained so they do not produce excess noise.

## SUSTAINABLE BUILDING DESIGN

### Waste Water

- ❖ Waste management, water-use reduction, and wastewater technologies should be explored where possible. Rain barrels or cisterns can be designed into new buildings to accommodate grey water irrigation.

### Passive Solar Design

- ❖ Trees and vegetation, openable windows, treated glass, roof coverings, and other building elements should be selected to take advantage of natural means of regulating interior temperature, lighting, and other environmental variables. Indirect natural light should be maximized.

### Energy Efficiency

- ❖ Life-cycle cost analysis should be used to evaluate mechanical, electrical, and plumbing systems, as well as to evaluate design options for habitable spaces.
- ❖ Buildings and windows should be oriented and designed such that natural means of heating, cooling, ventilating, and lighting interior spaces are maximized.
- ❖ Outdoor lighting systems should incorporate LED technology to reduce energy and maintenance.



# Site Design Guidelines

Site design refers to how your lot is designed and what factors need to be considered when laying out the site. It considers details such as amount and location of parking, drainage, grading, and location of existing trees.

## PARKING

There is no parking requirement for one-unit, two-unit, and semi-detached dwellings in the Zoning Bylaw; however, homeowners are encouraged to provide on-site parking; in particular, in those areas adjacent to major employment and education institutions. Note that one-unit dwellings with secondary suites require 2 off-street parking spaces.

In all areas, where rear lanes exist, on-site parking should be provided in the rear and accessed from the rear lane. Where lanes do not exist, parking should be provided in front yards.

## LOT GRADING

It is recommended that Lot Grading Plans are completed for all infill developments. These plans are typically prepared by a Saskatchewan Land Surveyor, Professional Engineer, or Architect. Lot Grading Plans must be designed according to the City Drainage Plan or designed to meet existing grades and lot drainage types on adjacent lots, City roads, lanes, or right of ways in areas that do not have a Drainage Plan.

Lot Grading Plans should display the following information:

- ❖ Lot grading completion before building occupancy.
- ❖ Compliance to the approved Lot Grading Plan.
- ❖ Minimum 200 millimetre-wide drainage path along the rear and side property lines.
- ❖ Minimum 2% slope from the back of the sidewalk and rear property line elevations to the structure.
- ❖ Minimum three-metre wide, 5% of 150 millimetre drop away from the perimeter of the structure.
- ❖ Minimum 100 millimetre clearance required below all basement windows, doors, or window wells required.
- ❖ Roof downspouts and sump discharges extended a minimum of 2 metres away from the structure and not directed at neighbouring properties.
- ❖ Lot grading coordination with adjacent neighbours along property lines to ensure existing drainage is maintained during construction.



## RETAINING WALLS

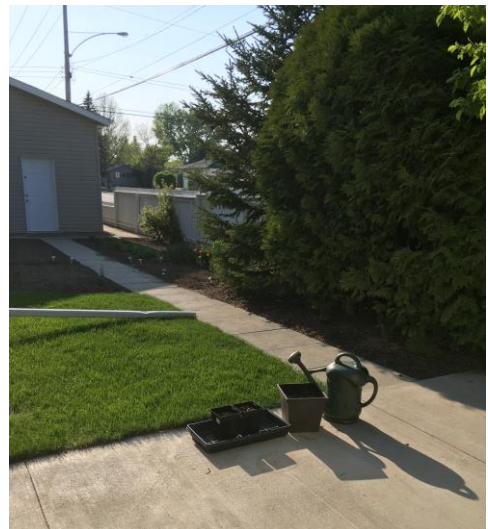
If it is not possible to meet the existing grades and lot drainage types of neighbouring properties, then retaining walls are required. Retaining walls should be shown on the Lot Grading Plan, including top of retaining wall elevations.

- ❖ Retaining walls may be constructed of wood, steel, concrete, masonry, stone, or plastic.
- ❖ Retaining walls must have drainage swales to prevent drainage over the wall onto existing properties.
- ❖ Retaining walls must be 50 millimetres higher than the adjacent grade.
- ❖ Retaining walls must be designed by a structural engineer if they are higher than 0.6 metres.

## INTERNAL PATHWAYS

All accessible areas, including sidewalks and internal pathways, should be barrier free and constructed of materials chosen for their functionality, as well as their maintenance efficiency.

- ❖ The preferred surface treatment is brushed concrete.
- ❖ Internal pathways should have a minimum width of 1.2 metres to facilitate barrier-free access and should integrate seamlessly with the adjacent sidewalk, on-site surface parking areas, main and secondary dwelling entrances, garage entrances, porches, decks, and other access points between the dwelling and accessory buildings.
- ❖ Trees, landscaping, mechanical units, and site furnishings should not obstruct the path of travel.
- ❖ Access structures, such as ramps, should be designed as integrated components of infill development.



## LIGHTING

Internal pathways should incorporate pedestrian-scaled lighting at key locations, including main and secondary dwelling entrances.

- ❖ Pedestrian-scaled lighting may be freestanding or wall mounted depending on the desired application, should be down-lit to avoid light pollution, and should be provided adjacent to rear lanes to enhance the perception of safety.



## AMENITY SPACE

Three metres of the minimum 6 metre front-yard setback should be free of encroachments and dedicated to front-yard landscaping. Private outdoor amenity space should be provided in the rear yard.

## LANDSCAPING

Existing trees, tree stands, and vegetation shall be protected and incorporated into infill development as much as possible.

- ❖ City-owned boulevard trees shall not be removed or disturbed as a result of new development. Tree-protection measures, including fencing and root-disturbance protection, shall be required as a condition of building/subdivision permit.
- ❖ New trees should be planted to contribute to the existing tree canopy of the neighbourhood.
- ❖ Where appropriate, retaining walls should be incorporated into the overall landscaping plan for the site. They should be low in profile and designed in a manner which is compatible with the streetscape.
- ❖ The design of private outdoor amenity spaces and site landscaping features should incorporate sustainable site design principles.



## SUSTAINABLE SITE DESIGN

Recommended landscape materials should include non-invasive, non-cultivar species that are native to the city of Saskatoon to support sustainable urban biodiversity.

- ❖ Site design should reduce impervious hard surfaces wherever possible, and grading should direct storm water away from paved areas and impervious surfaces.
- ❖ Porous pavement and landscaped areas with adequate size and soil conditions should be used where possible to capture roof drainage and surface runoff within parking areas and adjacent internal pathways, and to increase the total amount of absorbed runoff infiltration.



- ❖ Drainage swales and planters planted with salt-tolerant shrubs and grasses should be considered adjacent to rear-yard surface parking areas, driveways, and access points to filter storm water before it enters the ground.
- ❖ Snow storage locations should be provided within rear-yard surface parking areas and adjacent to existing rear lanes.
- ❖ Storm water runoff should be evenly distributed to adjacent on-site landscaped areas through the provision of multiple downspouts.

### **Xeriscaping**

**Xeriscaping** is the type of landscaping and gardening that reduces or eliminates the need for supplemental water from irrigation. Xeriscaping relies on species of native plants and plants from similar climates that are drought tolerant.

Landscape design should incorporate xeriscaping strategies to minimize water consumption including the use of mulches and compost, alternatives to grass, and rainwater-collection systems.



## TREE PROTECTION

City of Saskatoon Trees on City Property Policy No. C09-011, states that trees on City property may not be removed, pruned, or destroyed in any way. The City requires residents, contractors, and agencies working near City-owned trees to take reasonable precautions to prevent damage to such trees.

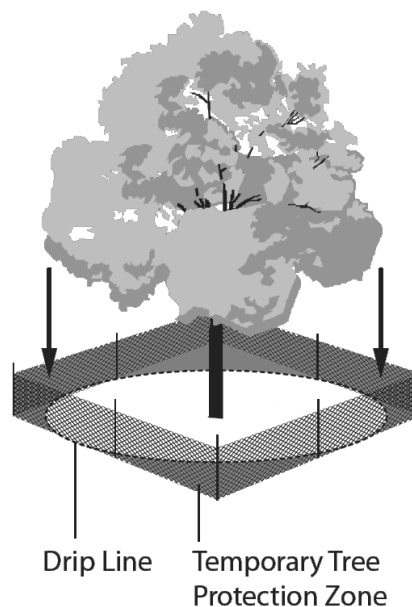
The City will seek to hold liable residents, contractors, agencies, and motor vehicle owners or drivers for any loss of or damage to tree(s) on City property occurring as a consequence of work, operations, deliberate acts, motor vehicle accidents, or negligence, and such loss claimed will be an amount based on the compensation formula and any additional costs.

A refundable deposit may be required as a damage holdback to ensure tree protection is in compliance with Trees on City Property Policy No. C09-011.

Any tree physically located on City property, including but not limited to parks, front and side yards, centre medians, and boulevards, is owned by the City.

Tree protection must be taken into account during the planning, design, demolition, and construction stages of your build. Areas of concern should be your overall building footprint, all utility installation, including water and sewer, driveways, walk paths, garages, landscaping, and future tree-maintenance needs.

**For more information about tree protection requirements and to schedule a site meeting, call Urban Forestry at 306.986.0836.**



**Figure 1 – Tree Protection**



## How do I protect trees?

### Design:

- ❖ Limit new building footprints to avoid future conflicts.
- ❖ Place utilities, including water and sewer lines, 3 metres from trees.
- ❖ Place driveways and walk paths 3 metres from trees.
- ❖ Place garages at a greater distance from trees to avoid future conflicts.
- ❖ Do not plan to regrade the surface of the boulevard.

### Demolition:

- ❖ Follow the tree protection plan provided to Urban Forestry.
- ❖ Avoid soil compaction by cushioning the area with 6 inches of wood mulch.
- ❖ Avoid storing materials and equipment under tree canopies.
- ❖ Avoid any physical damage.
- ❖ Water root zones frequently.

### Excavation:

- ❖ Avoid excavation within 3 metres of a tree.
- ❖ Only excavate on one side of a tree.
- ❖ Cut exposed roots cleanly with a sharp tool and cover with soil immediately.
- ❖ Water root zones frequently.

### Building Construction:

- ❖ Stay out of the tree protection zone.
- ❖ Establish a separate staging and parking area for equipment away from the trees.
- ❖ Avoid soil compaction by cushioning the area with six inches of wood mulch.
- ❖ Avoid any physical damage.
- ❖ Water root zones frequently.



# Zoning Bylaw Regulations

This section provides information on the Zoning Bylaw regulations that apply to one-unit, two-unit, and semi-detached dwellings in the established neighbourhoods in Saskatoon. The established neighbourhoods are the older residential areas of the city that were developed in both the pre- and post-war periods. The established neighbourhoods are defined in the Zoning Bylaw and include neighbourhoods located within Circle Drive, Sutherland, and Montgomery Place.

## ZONING DISTRICTS

There are four main zoning districts that provide for low-density residential development:

- ❖ R1 - Large Lot One-Unit Residential District allows for one-unit dwellings on large lots. The development standards contained within this district reflect the low-density of these areas. The majority of sites within Greystone Heights, Grosvenor Park, and a portion of Forest Grove are zoned R1.
- ❖ R1A – One-Unit Residential District. Portions of Adelaide Park/Churchill, Avalon, Eastview, Forest Grove, Nutana Park, and Sutherland are zoned R1A.
- ❖ R1B – Small Lot One-Unit Residential District allows for smaller lots with a reduced front-yard setback and parking off of the rear lane. A portion of Sutherland is zoned R1B.
- ❖ R2 – One and Two-Unit Residential District, allows for one-unit, two-unit, and semi-detached dwellings. Most of the residential sites in the established neighbourhoods are zoned R2.

**To determine what zoning district your site is located in, visit the City of Saskatoon website and search for the “Zoning Address Maps,” and then go to the neighborhood map where your property is located, or contact Planning and Development at 306-375.2645.**





## CATEGORY 1 AND CATEGORY 2 NEIGHBOURHOODS

In recognition of the significant difference in housing patterns, two categories of zoning standards are in effect. Category 1 generally refers to pre-war neighbourhoods and Category 2 reflects standards for post-war neighbourhoods.

**Category 1 Neighbourhoods (in blue):** King George, Pleasant Hill, Riversdale, Westmount, Caswell Hill, Nutana, Buena Vista, Haultain, Varsity View, City Park, North Park, and Exhibition.

**Category 2 Neighbourhoods (in pink):** Hudson Bay, Mayfair, Kelsey-Woodlawn, Richmond Heights, Sutherland, Forest Grove, Greystone Heights, Grosvenor, Brevoort Park, Nutana S.C., Eastview, Nutana Park, Adelaide/Churchill, Queen Elizabeth, Avalon, Holiday Park, Montgomery Place, Mount Royal, and Meadowgreen.

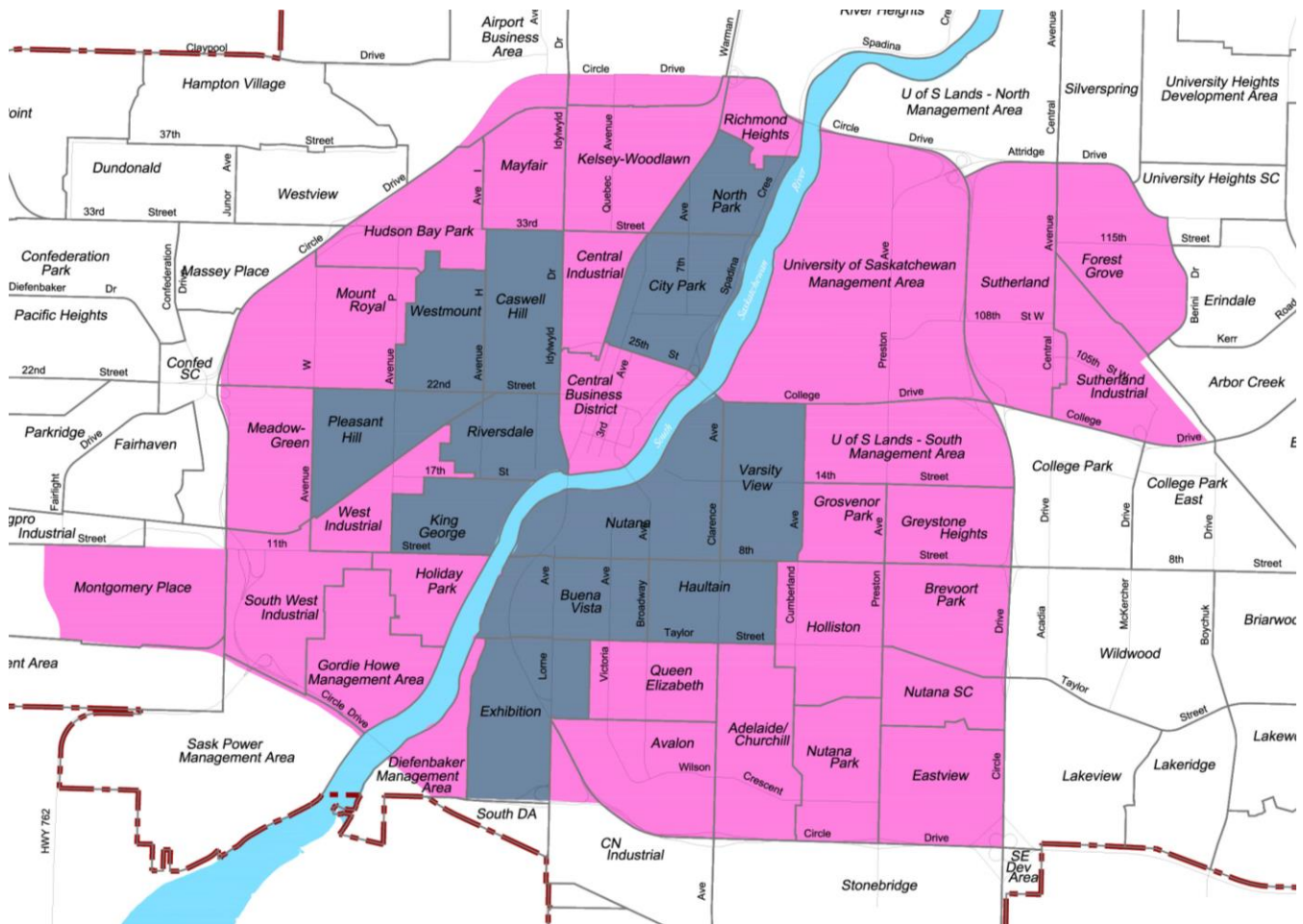


Figure 2 – Category 1 and 2 Established Neighbourhoods



## DEVELOPMENT STANDARDS SUMMARY FOR PRIMARY DWELLINGS

Table 1 provides the development standards for primary dwellings in the established neighbourhoods. This table is meant for reference only. Please refer to Zoning Bylaw No. 8770.

**Table 1**

		Site Width Min <u>See table 2</u>	Site Dept Min.	Front Yard Min.	Front Yard Max.	Side Yard	Rear Yard <i>Interior Site</i>	Rear Yard <i>Corner Site</i>	Building Height Max.	Site Coverage Max.
<b>Zoning District</b>										
<b>R1</b>	One-unit dwellings	15	30	9 <sub>1</sub>	-	1.5	7.5	4.5	8.5	40% <sub>2</sub>
<b>R1A</b>	One-unit dwellings	12	30	6 <sub>1</sub>	-	0.75	7.5	4.5	8.5	40% <sub>2</sub>
<b>R1B</b>	One-unit dwellings	7.5	30	3	6	0.75	7.5	4.5	8.5	40% <sub>2</sub>
<b>R2</b>	One-unit dwellings	7.5	30	6 <sub>1</sub>	-	0.75	7.5	4.5	8.5	40% <sub>2</sub>
	Two-unit dwellings	15	30	6 <sub>1</sub>	-	0.75	7.5	4.5	8.5	40% <sub>2</sub>
	Semi-detached dwellings	7.5	30	6 <sub>1</sub>	-	0.75	7.5	4.5	8.5	40% <sub>2</sub>

1. (a) In the R1 Zoning District, the front-yard setback requirement may be reduced to 6 metres if the subject site has a depth of 34 metres
- (b) In the R1, R1A, R1B and R2 Zoning Districts, the front-yard setback requirement for one-unit dwellings in established neighbourhoods shall not vary by more than 3 metres from the average front-yard setback of the principal buildings on adjacent, flanking sites.
2. Site coverage may be increased for attached covered patios and decks or attached enclosed swimming pools by the percentage of the area covered by such patio, deck, or swimming pool, but the total site coverage shall not exceed 50%.



## SITE WIDTH REQUIREMENTS FOR PRIMARY DWELLINGS

Table 2 provides a summary of the site width regulations for primary dwellings for the Zoning Districts that are located within the established neighbourhoods.

**Table 2**

		Site Width (Metres)	
		Category 1 Neighbourhoods	Category 2 Neighbourhoods
<b>R1</b>	One-unit dwellings	15	15
<b>R1A</b>	One-unit dwellings	12 <sup>1</sup>	12
<b>R1B</b>	One-unit dwellings	7.5	7.5
<b>R2</b>	One-unit dwellings	7.5 <sup>2</sup>	7.5 <sup>3 4</sup>
	Two-unit dwellings	15	15
	Semi-detached dwellings	7.5	7.5

1. The site width for lots with access to a rear lane may be reduced to 9 metres.
2. Site width for the 100 - 300 blocks of Saskatchewan Crescent West and Poplar Crescent West will be included into Category 2 to ensure the character of the area is maintained. See number 3 below.
3. The site width for the construction of new one-unit dwellings in Category 2 neighbourhoods shall be at least 60 per cent of the average site width for one-unit dwelling sites fronting on the subject block face and the opposite block face, but in no case shall the site width be less than minimum standard metres.
4. In Montgomery Place, the minimum site width is 18.25 metres. This minimum site width is not proposed to be changed and will not be impacted by the proposed amendments.



## ILLUSTRATIVE DIAGRAMS FOR SELECTED REGULATIONS

### Building Height

Building height is the vertical distance from the grade level to the mean height between the eaves and the ridge for a gable, hip, or gambrel roof.

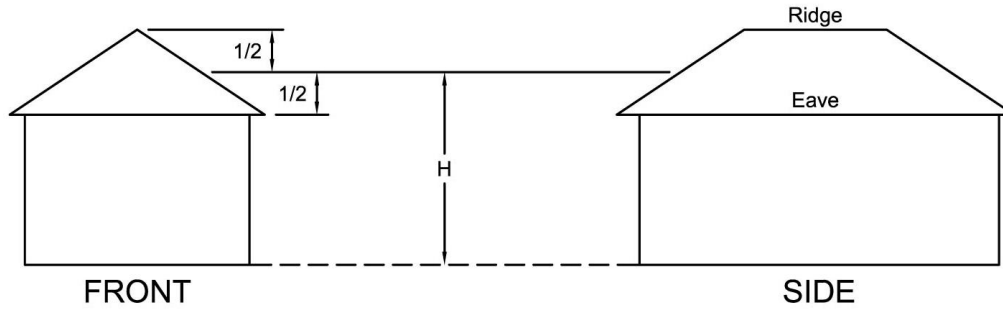


Figure 3 – Building Height Interpretation

### Flat Roofed Dwellings

A flat roof has a pitch of less than 2:12, and dwellings must conform to the following requirements show in Figure 4.

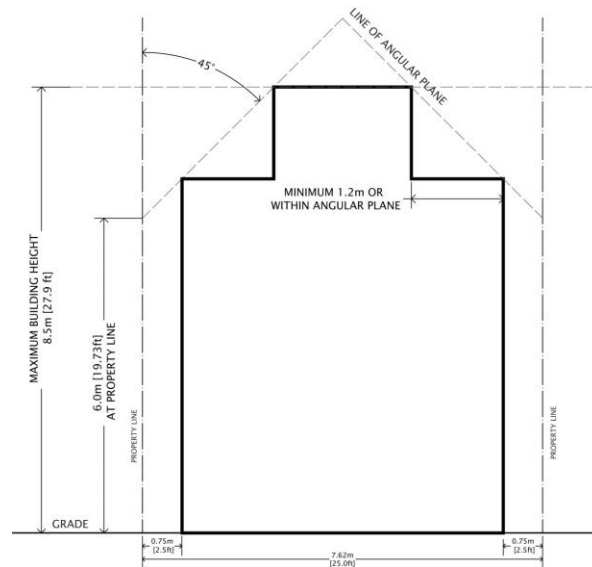


Figure 4 – Flat-Roofed Dwelling



## ALLOWABLE SIDEWALL AREA

The regulation for allowable sidewall area has been established to limit the height and massing of primary dwellings. This regulation ensures that infill development is more compatible with the character of the established neighbourhoods. The allowable sidewall area for primary dwellings includes all portions of the sidewall located under the eaves, which face the same direction (shown in green in Figure 5).

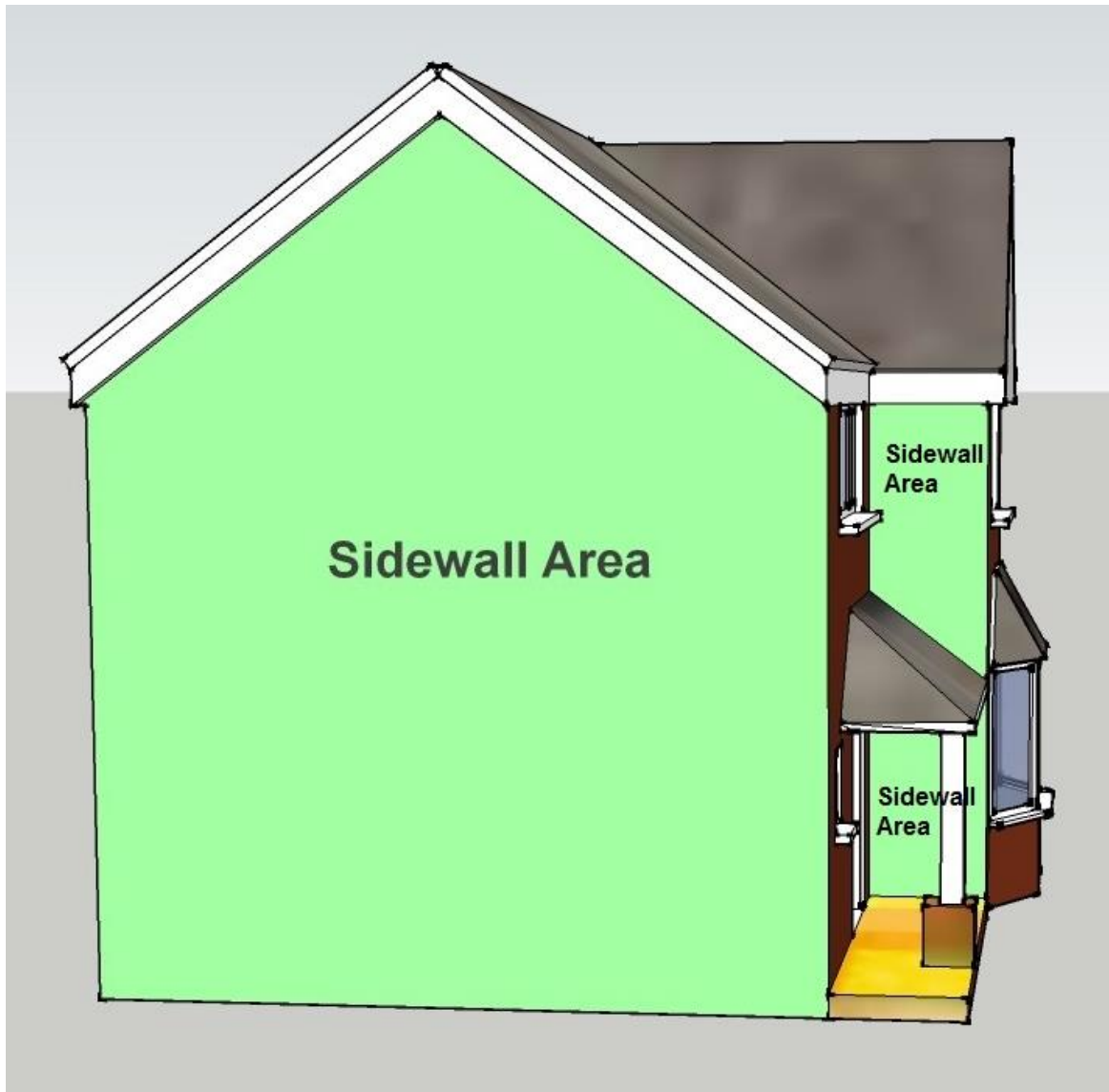


Figure 5 – Sidewall Area Illustration



The allowable sidewall area must not exceed the area determined by the following calculations:

**Step One: Determine wall height**

The wall height is determined by a 45 degree angular plane, measured from a height of 6 metres, projecting vertically from the side property line. The allowable wall height is determined where the building setback intersects the 45 degree angular plane.

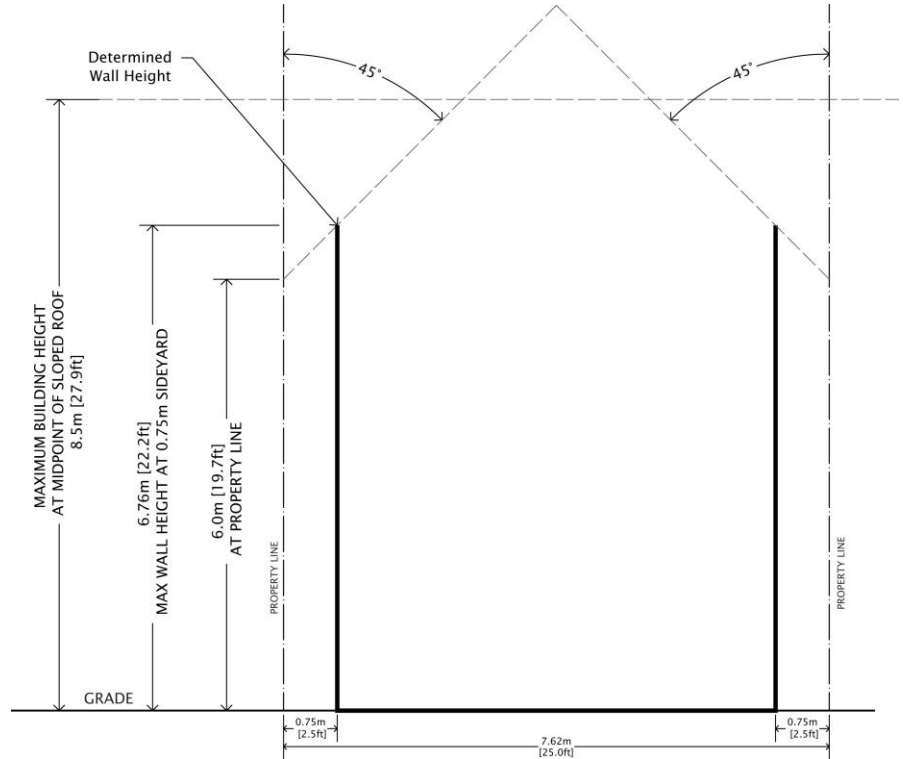


Figure 6 – Determine Wall Height

**Step Two: Determine wall length**

- a) For sites less than 40 metres in depth, the maximum is 14 metres.
- b) For sites greater than 40 metres in depth, the wall length is determined by site depth x 50% minus the front-yard setback.

**Step Three: Allowable sidewall area is calculated by multiplying building height and wall length**

**Example**

For a site that is 7.5 metres in width and 39 metres in length the allowable sidewall area is calculated as follows:

- ❖ If a 0.75 metre side yard is provided, the **wall height** is 6.75 metres
- ❖ For a site 39 metres in depth, the **building wall length** is 14 metres.
- ❖ Therefore, the allowable sidewall area is 6.75 X 14 = 94.5 square metres.





# Accessory Uses and Structures

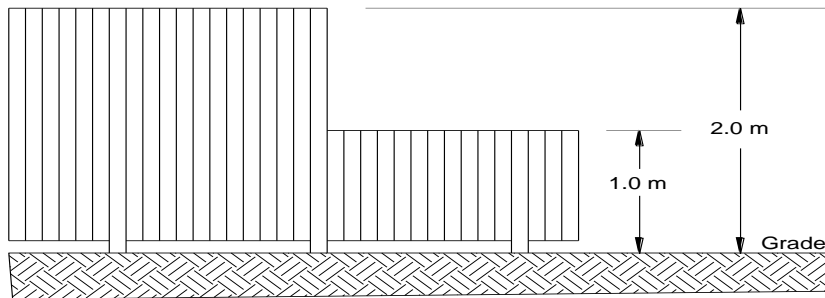
## FENCES

The erection of any fence or gate does not require a development permit but must conform to the following:

The Zoning Bylaw contains the regulations governing the height and location of fences built on residential properties. Fences built within these regulations do not require a building permit.

Fence heights are limited to 1 metre in front yards and 2 metres in side and rear yards.

The required front yard is the area from the front property line to the minimum front building line as established in each zoning district.



**Figure 9 – Fence Height in a Required Front and Side Yards**

The minimum required front-yard depth for most residential districts is 6 metres except:

- ❖ R1 = 9 metres required front yard for sites more than 34 metres deep.
- ❖ R1B = 3 to 6 metres required front yard.

In the case of corner lots, fences and vegetation higher than 1 metre in height cannot be situated in a triangular zone measured 6 metres in each direction from the street corner of the property. In addition, fences and vegetation less than 1 metre in height will not be permitted if they obstruct the view of vehicular traffic.





## RESIDENTIAL DECKS AND PATIOS

Building permits are required for all decks except when the deck:

- ❖ Is less than or equal to 200 millimetres (8 inches) above grade, or
- ❖ Is less than or equal to 2.25 square metres (25 square feet) and less than or equal to 600 millimetres (24 inches) above grade and serves only one dwelling unit.
- ❖ In all cases, a permit is required if the deck has more than three risers.



### Required Information for Permit Applications:

1. A site plan or a Surveyor's Certificate showing the proposed deck with distances shown to property lines and accessory buildings. (NOTE: It is the responsibility of the owner to contact Information Services Corporation (Land Titles) and utility companies to locate all utility lines and easements.
2. A plan showing the location of piles, beams, and columns.
3. Information regarding materials, dimensions, and construction.
4. Any structural changes to the dwelling unit resulting from the deck location (patio doors, etc.).

### Zoning Information:

Decks more than 600 millimetres (24 inches) above grade:

- ❖ must be 4.5 metres (15 feet) minimum from the rear property line (3 metres if a corner site).
- ❖ must be 0.6 metres (2 feet) from the side property line in most cases (R1 zoning requires 1.2 metres [4 feet]).

Decks measuring not more than 600 millimetres (24 inches) above grade must be located at least 3 metres (10 feet) from the rear property line.

Decks more than 400 millimetres (16 inches) above grade cannot project more than 1.8 metres (six feet) into a required front yard and cannot be enclosed (see the Zoning Bylaw for required front-yard distances).



## SHEDS

A permit is not typically required for the construction of a single-storey accessory building with a gross floor area of 10 square metres (108 square feet) or less.

## DETACHED GARAGES AND ACCESSORY BUILDINGS

The maximum size of all detached accessory buildings (combined) can be determined as follows:

Main floor area of the dwelling (excluding an attached garage)	Maximum of all accessory buildings combined
54 m <sup>2</sup> or less (581 ft <sup>2</sup> )	54m <sup>2</sup> (581 ft <sup>2</sup> )
54 m <sup>2</sup> to 87 m <sup>2</sup> (581 ft <sup>2</sup> to 936 ft <sup>2</sup> )	Less than the main floor area of the dwelling
Greater than 87 m <sup>2</sup> (936 ft <sup>2</sup> )	87 m <sup>2</sup> (936 ft <sup>2</sup> )

- ❖ The combined floor area of all accessory buildings in the rear yard cannot exceed 30 to 50% of the rear yard depending on the size of the lot (refer to Section 5.7 of the Zoning Bylaw for additional details).
- ❖ An accessory building cannot exceed one storey. The maximum allowable wall height is 4 metres (13 feet), and the vertical distance to the highest point on the roof must be less than 5 metres (16 feet).
- ❖ An accessory building must be at least 15 metres from the front property line or 1.2 metres (4 feet) behind the house, or at least 15 metres from the front property line and 1.2 metres from the house.
- ❖ It is recommended that an accessory building be 0.6 metres (2 feet) or greater from the side property line.
- ❖ On a corner site, an accessory building must be at least 0.75 metres (30 inches) from the side street property line and 1.5 metres (five feet) from the side street property line if it is located in an R1 zoning district
- ❖ A detached garage must be at least 1.2 metres (four feet) from the lane if vehicle entry is from the lane.
- ❖ A cross section may be required in some instances to show the height of the garage above grade.

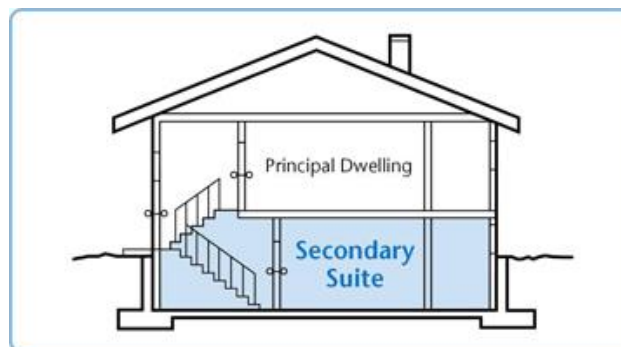


## SECONDARY SUITES

A secondary suite is a self-contained dwelling unit consisting of cooking, bathroom and sleeping facilities, which is located within a one-unit dwelling. A secondary suite can be created through the conversion or development of a basement or other interior space.

Below are the general regulations for secondary suites:

- ❖ Secondary suites may be located only in detached one-unit dwellings and shall occupy no more than 40% of the gross floor area of a dwelling, including the area of the basement.
- ❖ In order to accommodate a secondary suite, the principal building must have a gross floor area, including the area of the basement, of at least 100 m<sup>2</sup>.
- ❖ The maximum size of a secondary suite shall be 65 m<sup>2</sup>.
- ❖ No more than one secondary suite may be located in any detached one-unit dwelling.
- ❖ The floor area occupied by a secondary suite shall be considered as part of the principal building.
- ❖ A secondary suite shall contain no more than two bedrooms.
- ❖ No more than three persons may occupy a secondary suite.
- ❖ One off-street parking space is required for a secondary suite in addition to at least one off-street parking space for the principal dwelling. The parking space required for the secondary suite shall not be located in a required front yard, unless the subject site has no access to a rear lane, and shall be paved, sited, and screened to the satisfaction of the Development Officer.
- ❖ Where a secondary suite has an entrance which is separate from that of the principal dwelling, the entrance may only be located on a side or rear wall of the principal dwelling.
- ❖ Secondary suites shall comply with all relevant requirements of the National Building Code, or equivalencies as may be established by the Development Officer and Property Maintenance and Nuisance Abatement Bylaw No. 8175.



**Figure 10 – Secondary Suite**

*Note - a secondary suite is not required to be located in the basement or lower level.*



## LEGALIZING EXISTING SUITES

Those suites that were built prior to January 1, 1999, that do not have a building permit, may be eligible for the Legalizing Existing Suites (LES) Program. The LES Program provides for alternate Building Code, occupancy, and Zoning Bylaw requirements.

1. In order to legalize an existing suite, an applicant must submit a completed application form along with a fee and any appropriate supporting materials to the Bylaw Compliance.
2. Once a complaint, referral, or an application is received, the Bylaw Compliance will do the following:
  - ❖ Check the Zoning Bylaw to verify the permitted use for your property.
  - ❖ Check building permit records to determine if there is a permit for a second dwelling unit.
  - ❖ Check plumbing permit records to determine what plumbing fixtures have been approved and inspected.
  - ❖ Perform an initial on-site inspection. During the on-site inspection, we want to determine:
    - What other zoning issues may exist with your suite.
    - What plumbing fixtures have been installed.
    - What building construction items need to be addressed, including fire-safety issues, window openings, and door specifications.
3. Once a review has been conducted, a Bylaw Inspector will advise you of any non-complying situations and outline what needs to be done to legalize the suite, including zoning requirements, building, and plumbing matters, or what needs to be done to remove the suite.
4. Once you have consulted with our staff and they have outlined your alternatives, it is your choice to remove the suite, find an alternate legal use, or upgrade to a legal suite.

NOTE: If you do not upgrade or remove the suite, the Bylaw Compliance will be required to take appropriate action.

To determine if your suite is eligible for LES Program, please contact Bylaw Compliance at 306.975.2645.



## GARDEN AND GARAGE SUITES

Garden and garage suites require a **discretionary use application** in all residential neighbourhoods in Saskatoon.

All property in Saskatoon is assigned a zoning designation and uses can be permitted, prohibited, or discretionary. As garden and garage suites are discretionary use, approval must be obtained before a development commences. Discretionary use applications for garden and garage suites are considered by the Planning and Development for conformance with the Zoning Bylaw regulations and other applicable policies and regulations. The application will be considered, by Planning and Development, and it may be approved, approved with conditions, or denied.

A **Garden Suite** is a small self-contained, ground-oriented, dwelling unit that is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling and has cooking, food preparation, sleeping, and sanitary facilities, which are separate from those in the one-unit dwelling.

A **Garage Suite** is a building containing both a garden suite and an area used as a private garage and is accessory to a one-unit dwelling. It is located in the rear yard of a one-unit dwelling.

The Zoning Bylaw provides regulations for garden and garage suites. The regulations are separated for Category 1 neighbourhoods (as shown in Figure 11) and Category 2 neighbourhoods, which include the remainder of neighbourhoods in the city.

The Zoning Bylaw provides minimum development standards for building setbacks, building height and length, rear yard coverage, and number of stories permitted. The following are a few of the regulations that need to be followed to develop a garden or garage suite. For a complete list, see Section 5.43 of the Zoning Bylaw.

- ❖ Only one garden, garage, or secondary suite accessory to a one-unit dwelling shall be allowed per site.
- ❖ All habitable areas of garden and garage suites shall be above grade and must have a full bathroom, a kitchen, and a maximum of two bedrooms.
- ❖ A site plan for a garden or garage suite shall be submitted, which must indicate: the location of all City-owned trees on the site, details regarding utility service connections, and a site drainage plan.
- ❖ A building permit is required for garden and garage suites, which must meet all relevant building, plumbing, and development codes.
- ❖ One hard-surfaced off-street parking space is required for a garden or garage suite and one parking space for the dwelling.



- ❖ The gross floor area of a garden suite shall not exceed the gross floor area of the principal dwelling or 77 m<sup>2</sup> , whichever is the lesser:
- ❖ The gross floor area of a garage suite includes the area for both the suite and the private garage. The Zoning Bylaw contains further regulations regarding the gross floor area for garage suites.

To apply for discretionary use approval, the following information must be included: site plan, building floor plan, building elevations and sections, and a basic utility plan showing how the garden or garage suite will be serviced.

If discretionary use approval is granted, a building permit must be applied for. A servicing plan for water and sewer and a drainage plan must be provided with an application for building permit.

The regulations, technical requirements, and application are included in a separate document titled *Regulations for Garden and Garage Suites*, which is available on the City of Saskatoon website.

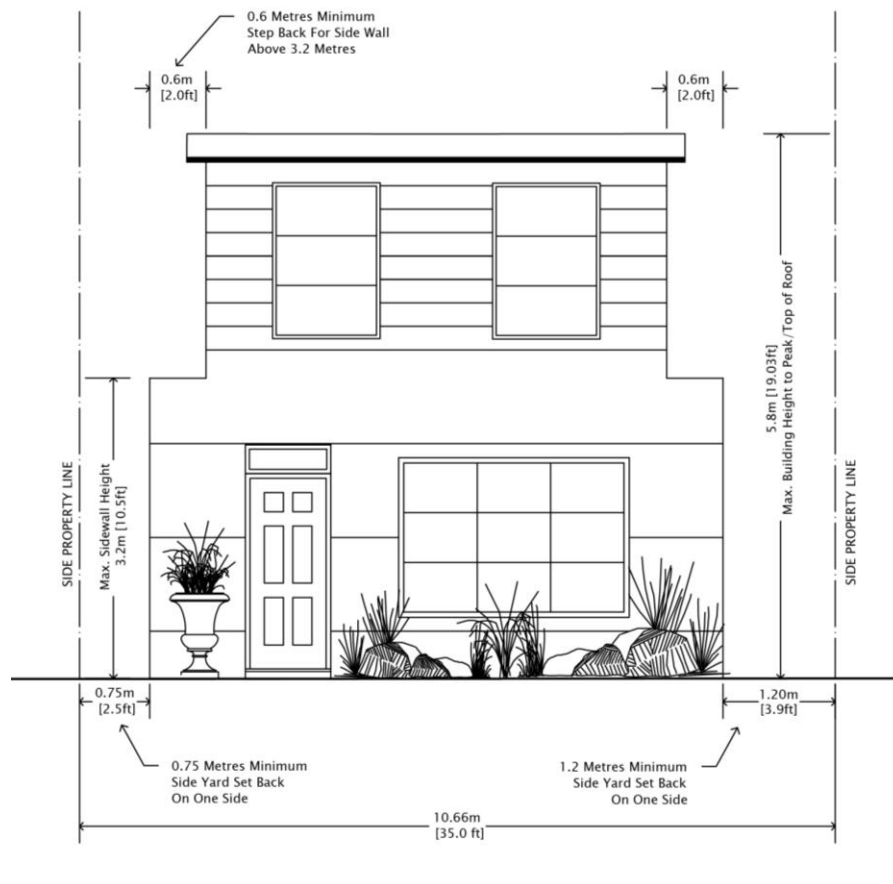


Figure 11 – Example of a garage suite in Category 1 Neighbourhood



# Permits

## BUILDING PERMITS

**A building permit is required for the following:**

- ❖ New building construction.
- ❖ Demolition, repair, relocation, changes, or additions to an existing building or structure.
- ❖ Changes to, or construction of, buildings such as garages, decks, swimming pools (including above-ground pools and hot tubs), and mobile homes.
- ❖ Structural changes to existing buildings.
- ❖ Change of occupancy or use of an existing building.
- ❖ Outbuildings larger than 10 square metres.
- ❖ Decks over 200 millimetres (eight inches) above grade and roof enclosures over existing or new decks.
- ❖ Basement development in existing buildings.

**One complete set of construction drawings is required. The drawings must be drawn to scale, with all dimensions included, and must include the following:**

- ❖ Site plan: showing lot and building dimensions and distances to property lines.
- ❖ Building elevations: showing exterior finishes (all views), finished grade level, windows, doors, chimneys, stairs, etc.
- ❖ Floor plans: showing all room dimensions, wall types, and window and door sizes.
- ❖ Sections: showing building and wall sections (all construction materials), grade level, floor heights, and stair sections.
- ❖ Structural drawings: showing foundation plan (type, size, and dimensions), floor plans, columns, bearing walls, stairs, ramps, roof plan, and structural detail.



## PLUMBING PERMITS

Plumbing installations are governed by the Saskatchewan Plumbing Regulations, as adopted and enforced by the Building Standards Plumbing Inspectors. **A plumbing permit is required whenever a plumbing system is being constructed, changed, renewed, or repaired.**

To obtain a permit, you must be a licensed plumbing contractor registered with the City of Saskatoon, and you must submit a Plumbing Permit Application to Building Standards. Once plumbing permits are issued, they are not transferable. Inspections are then carried out, with a final inspection required before the new system can be put into service.

## DEMOLITION PERMITS

You must complete a Request for Demolition for the demolition of any residential building including residential garages. The drawings and permit application requirements vary for different projects.

## BUILDING MOVE

Approval to move a building must be obtained in order for the building to be moved within or out of City limits. A licensed building mover is required to perform building moves within the City limits. The building mover is also required to post a Performance Bond with Transportation and Utilities, Traffic Engineering Section, before a building move approval can be obtained. For more information on building, plumbing, and demolition permits, or moving a building, contact:

### City of Saskatoon, Building Standards

222 3rd Avenue North, Saskatoon SK 306.975.2645 | [www.saskatoon.ca](http://www.saskatoon.ca)

## GAS AND ELECTRICAL PERMITS

Contractors and individuals who provide gas or electrical installation services must apply for a license with the Government of Saskatchewan.

SaskPower

306.787.6937 | [www.saskpower.com](http://www.saskpower.com)





## ASBESTOS REMOVAL

Prior to the issuance of a building permit for the demolition, alteration, or renovation of a building that was constructed before 1983 or that is known to contain asbestos products, an Asbestos Removal Notification form, which is available on the City of Saskatoon website under Building Standards, must be completed and submitted to the City of Saskatoon, Building Standards

### **Do I need a building permit to perform asbestos-abatement work?**

No. A building permit is not a permit to perform asbestos-abatement work. Rather, this form is required as part of your building permit application and serves as notification to ensure the safety of building inspectors. Limited demolition or construction is expected during asbestos-abatement work, and jurisdiction for this work is with the Government of Saskatchewan. Contact Provincial Occupational Health and Safety (OH&S) at 306.933.5052.

### **What happens if I find asbestos after I already have a building permit?**

In the event that asbestos is discovered, you are expected to do the following:

1. Immediately stop work.
2. Contact the building inspections phone line at 306.975.7924 to notify the building inspector.
3. Address the asbestos that has been encountered by providing notification as required by Occupational Health and Safety (OH&S) and ensuring asbestos will be dealt with according to OH&S requirements.



## WATER AND SEWER CONNECTIONS

### Licensed Water and Sewer Contractors

Almost every building in Saskatoon is serviced by water and sewer services, which consist of mains and connections. Whether you are building a new house and need to connect to the system, are upgrading your connection, or demolishing a property, you will require the services of a licensed water and sewer contractor.

A list of licensed water and sewer contractors can be found on the City of Saskatoon website.

If you are considering developing a garden or garage suite in the future, the water and sewer system for your new dwelling can be designed to accommodate this.

## REPLACING YOUR LEAD WATER CONNECTION

The City offers a voluntary Lead Replacement Program. These replacements are completed as funding allows for the City's portion of the cost. There is currently a waiting list of approximately three years for replacement. Each year, the City mails information on the Lead Replacement Program to all properties believed to have a lead connection.

### Responsibility for Water Service Connections

The City is responsible for the portion of the connection located on City property and replaces this portion if there is a failure (leak) or if road reconstruction is being completed in the area.

The property owner is responsible for the portion of the connection located on their property. When the City is replacing a connection, the property owner must also replace their portion. The City does not allow partial replacement of lead service connections because of the increased risk to public health.

### Payment for Replacement

The City covers 60% of the total cost of replacing the lead service line. The property owner is responsible for any other cost associated with internal plumbing issues. Ask a licensed plumber for a cost estimate.

**To Sign Up for the Lead Replacement Program Call 306.975.2476 or email [connections@saskatoon.ca](mailto:connections@saskatoon.ca)**



## PRIVATE DRIVEWAY CROSSINGS (CURB CUTS)

Private driveway crossings are curb cuts are evaluated by the City. There are guidelines applied in conjunction with The Private Crossing Bylaw.

- ❖ Driveway crossings require an application and permit. The permit fee is \$275.
- ❖ Once the driveway crossing has been approved, a crossing permit may be obtained from the Transportation Division (306.975.2460).
- ❖ Driveway crossings must be at least 1.5 metres from any existing tree on City-owned land and no City-owned tree may be removed to accommodate installation of a private driveway crossing.

**For more information please contact Transportation at 306.975.2460. Detailed information on this process can be found on the City of Saskatoon website.**



# Recycling and Waste

## DURING CONSTRUCTION

Construction and demolition sites typically involve large quantities of similar materials that can be easily separated. The main components are wood, inert materials (concrete, brick, or block), metals, building materials, and miscellaneous (plastics, glass, roofing, and insulation). Much of these materials can be reused or recycled.

Black carts cannot be used for construction waste. There are many private companies that provide large bins to be used for construction waste. The bins must be removed after the project has been completed.

Deconstruction, an alternative to demolition, involves manually disassembling buildings to maximize the salvage. It includes the recovery of structural timbers, wood framing, sheathing, and even bricks. Deconstruction is labour intensive. It relies mainly on hand tools and people power to take buildings apart. While it takes longer than traditional demolition, the trade-off is job creation, business development, useful materials instead of waste, and less landfill space used. Habitat for Humanity deconstructs buildings to generate materials for sale in their ReStores.

The Saskatchewan Waste Reduction Council's online tool helps you find the best places to recycle anything from your home and workplace.

### **Saskatchewan Waste Reduction Council**

#208, 220 - 20th Street West, Saskatoon SK 306.931.3242 | [www.saskwastereduction.ca](http://www.saskwastereduction.ca)

### **Habitat for Humanity ReStore**

122 Avenue D South, Saskatoon SK

306.343.7763 | [www.habitatsaskatoon.ca/restore/](http://www.habitatsaskatoon.ca/restore/)

## CARTS

The City and its recycling service provider, Loraas Recycle, use collection trucks with mechanical arms to empty your carts. To ensure your carts are emptied safely and quickly, they need to be properly placed.



## CART PLACEMENT TIPS

Set out your cart by 7 am on your collection day (actual collection times may vary each day).

Make sure the cart lid is COMPLETELY closed (even a two-inch lift is not completely closed). Trying to empty overfilled carts can result in spills and litter.

Place your cart so there is at least 1.2 metres (four feet) of space on all sides with no obstacles in the way of the collection trucks.

Return your cart to your property (and off of roadways, sidewalks, back lanes, etc.) within 24 hours of collection to prevent fines, theft, or damage to your cart.

For more information see the City of Saskatoon website and search for “recycling”. The website contains a cart collection video, the collection schedule, and a place to sign up for reminders for your household.

The Waste Bylaw No. 8310 prohibits tampering with the carts and their contents wherever they may be found.

Black Cart Garbage Service  
Public Works  
306.975.2486

Blue Cart Curbside Recycling  
Loraas Recycle  
306.242.2300



## COMPOST DEPOTS

The City's two compost depots are open April to November, weather permitting. Please check the City of Saskatoon website for the dates that the depots will be open and for hours of operation.

- ❖ **Highway 7 Compost Depot** - located at the junction of Highway 7 and 11th Street.
- ❖ **Highway 5 Compost Depot** - located off Highway 5 by the junction of Highway 41 and Zimmerman Road.

Hours of operation may change during inclement weather. If you have any questions about the compost depots, please contact the Customer Service Centre at 306.975.2486.



## GREEN CARTS

The City offers a Green Cart program, and starting in 2016, food waste will be accepted with yard waste at the same subscription rate of \$55 per season.

For more information, please visit the City of Saskatoon website and search for green carts.

## HOME COMPOSTING

Composting is the process of breaking down organic waste (such as food scraps, grass clippings, and dried leaves) into a rich soil amendment that your lawn and garden will love.

For more information on home composting techniques, including vermi composting, visit the Saskatchewan Waste Reduction Council's composting page.

The City offers \$20 rebates to residents who purchase a compost bin or rain barrel from a Saskatoon retailer. Your household is eligible for one rebate per item per year.



# Information for Site and Property Development

## SUBDIVIDING PROPERTY

A subdivision is used to divide the land into smaller parcels for the purpose of legally registering separate ownership titles for the parcels with the provincial Information Services Corporation (Land Titles). The applications for a subdivision are prepared by a registered land surveyor or planner.

Sites for one-unit dwellings must comply with the regulations of the site-width regulations contained in the Zoning Bylaw.

### Information Required to Apply for a Property Subdivision

A completed application must include the following:

- ❖ Name and address of applicant.
- ❖ Location of property.
- ❖ Existing and proposed future use of property.
- ❖ Purpose of proposed subdivision, prepared by a registered land surveyor.
- ❖ Plan of proposed subdivision.
- ❖ Letters from utility agencies providing comments.
- ❖ Site plan.

### Subdivision Fees

- ❖ Application fee: \$650 and an approval fee: \$115/lot (maximum of \$4,600 lot fee)
- ❖ Re-issue fee for a Certificate of Approval: \$25



## The Process

### *Planning and Development Review*

The application will be examined by the Planning and Development Division to determine if all relevant documents have been submitted. If complete, the application is evaluated for conformance with the Subdivision Regulations Bylaw 6537, Official Community Plan Bylaw 8769, and Zoning Bylaw No. 8770, and any other applicable policies and regulations. Planning and Development may request comments from other civic departments and other government agencies where applicable. For all subdivisions, a review is prepared containing recommendations, concerns, or conditions of approval.

An application may require the Dedication of Lands for Public Use pursuant to Section 181 of *The Planning and Development Act, 2007*, at a rate of 10% of the land being subdivided for residential purposes and 5% of the land being subdivided for industrial and commercial purposes. At the Approving Authority's discretion, money in lieu of the dedication requirement may be required.

If approved by the Planning and Development, a Certificate of Approval will be issued to the applicant provided the conditions of approval have been satisfied (i.e. servicing agreement, easement agreements, payment of area development charges, money in lieu of municipal reserve, and approval fees). If any application is recommended for denial, a report is sent to the Standing Policy Committee on Planning Development and Community Services.

### **Certificate of Approval**

Upon issuance of the Certificate of Approval, the applicant may proceed to submit a Plan of Survey to the Controller of Surveys for approval to register the Plan of Survey. An approval fee of \$115/lot or bare-land unit to a maximum of \$4,600, excluding those parcels designated on the plan as dedicated lands or parcels for public works, is payable upon issuance of the Certificate of Approval. The fee for re-issuing a Certificate of Approval is \$25.

### **Decision Appeals**

Subject to Section 228 of *The Planning and Development Act, 2007*, an applicant may appeal the decision of the approving authority to the Development Appeals Board.





## DAMAGE TO EXISTING CITY OF SASKATOON INFRASTRUCTURE

During the construction of new buildings and/or the renovation, reconstruction, or demolition of existing buildings or structures, heavy equipment and materials are moved across City-owned boulevards to access private property.

**The use of any adjacent centre median or traffic island for construction parking or the storage of materials shall not be permitted under any circumstances.**

Prior to the start of any project, an inspection must be made jointly by a representative of the property owner and the City. During inspection, photographs will be taken of the curb, sidewalk, boulevard, City-owned boulevard trees, and adjacent roadways and medians. Any existing damage will be noted and specific pictures taken to record the severity and extent of the existing deficiencies. At this time, the contractor/developer or their representative must commit to providing protection for boulevard trees during construction as directed by a representative of the City's Urban Forestry Section.

Upon completion of the construction, renovation, reconstruction, or demolition, a final inspection shall be made by City staff and the contractor/developer or their representative. Once a final inspection is completed, the City will issue a letter and a sketch, if necessary, detailing any deficiencies or lack thereof. All deficiencies must be corrected to the City's satisfaction; a letter indicating such will be issued. All inspections shall be initiated at the request of the contractor/developer or their representative.

Even though curbs, sidewalks, boulevards, City-owned boulevard trees, or adjacent roadways or medians appear to be in fair or poor condition, they are still considered safe and in useable condition. The contractor/developer or their representative shall be responsible for the entire cost of replacing any damaged infrastructure. The City will not share in the cost of replacement.

Arrangements for the above mentioned inspections can be made by phoning 306.975.2454. Please note that 48 hours' notice is usually required prior to the inspection date. The proposed inspection information will be communicated to the appropriate staff person, who will return the call and confirm the appointment.

**Failure of the contractor/developer or their representative to undertake such joint inspections could result in any and all deficiencies adjacent to the construction or demolition project becoming the responsibility of the contractor/developer or their representative to correct at their expense.**



## And Finally...

When designing your new home, or an addition to your existing home, take a close look at your neighbourhood. Being a good neighbour means asking yourself questions in the early stages of the design process such as:

- ❖ How will my new house fit with my neighbourhood?
- ❖ How will my design affect my neighbours?

There are many design choices that could directly impact your neighbours and neighbourhood, such as parking, view corridors, and retaining walls. Consider how your new home design will affect the livability and enjoyment of your neighbour's home and yard.

Good neighbours are sensitive to their neighbour's livability and ask themselves questions, such as:

- ❖ Where are my neighbour's windows and how does my window design affect their privacy?
- ❖ How will the shadowing from my new home impact my neighbour's property?
- ❖ Have I considered my neighbour's view?

During site preparation and construction

- ❖ Provide neighbours with your contact information for any concerns.
- ❖ Keep the site clean.
- ❖ Respect hours of work and noise regulations.
- ❖ Do not block driveways and keep streets and lanes accessible.



## Who Do I Call?

<b>City trees</b>	Location of City trees / protection during construction	Urban Forestry	306.975.2890
<b>Demolition permits</b>		Building Standards	306.975.2645
<b>Driveway crossings</b>		Transportation and Utilities	306.975.2400
<b>Natural gas</b>	Connections / location of lines	Sask Energy	800.567.8899
<b>Plumbing permits</b>		Building Standards	306.975.2645
<b>Residential building permits</b>	National Building Code / building permit applications	Building Standards	306.975.2645
<b>Electricity</b>	Provides power outside Circle Drive	Sask Power	888.757.6937
	Provides power inside Circle Drive	Saskatoon Light & Power	306.975.2414
<b>Natural Gas connections</b>		SaskEnergy	800.567.8899
<b>Subdividing property</b>	Subdivision applications / semi-detached dwellings	Development Review	306.975.2645
<b>Water and sewer</b>	Connections / lead pipes	Transportation and Utilities	306.975.2400
<b>Zoning Bylaw regulations</b>	Dwellings / fences / suites / detached accessory buildings	Development Review	306.975.2645





*City of*  
**Saskatoon**  
Planning & Development

FOR MORE INFORMATION PLEASE CONTACT

Development Review Section

P 306.975.2645 • E [Development.Services@Saskatoon.ca](mailto:Development.Services@Saskatoon.ca)

[www.saskatoon.ca](http://www.saskatoon.ca)