Applying for a Discretionary Use

Steps and hints for a successful application.

Applicants must ensure the information and documentation submitted in ePermitting is correct, complete and meets our standards.

Applying through ePermitting is done through answering a series of questions. Required fields are marked with an asterix*.

Questions are answered in the following methods:

- pull-down menu
- searchable database (shown by a search button beside the field)
- text field

If you need to sign up for an ePermitting account, follow the instructions for how to create/login to your ePermitting account.

Once you have logged into the ePermitting system, follow these step-by-step instructions for how to apply and how to make a payment..

Applications that are started, but not completed, are saved as a draft application. Draft applications can be accessed from the 'Home' page under the 'My Activities' tab.

1. **Once logged into ePermitting you will choose Planning Approvals from the Home page menu:**

Home

Please click on one of the following options or refer to the bottom of this page to see your dashboard.

The "my inspections" tab will show your current inspections.
The "my activities" tab will show permits at all statuses.
The "my projects" tab will show projects that you create which can contain multiple permits. These same permits will be shown on the "my activities" tab.

➡ **Permits**   ➡ **Inquiries**   ➡ **Planning Approvals**

➡ **Address Change**

➡ **Property Info. Disclosure**
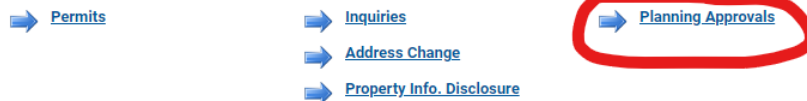
For Applications and Permits Submitted Prior to March 1, 2022
Book an Inspection   **Review Application**

MY INSPECTIONS	MY ACTIVITIES	MY PROJECTS	MY BUSINESSES

These are your recent inspections (by Requested Date). If available, click "Show more..." to see a larger list or "Search..." to search for specific inspections.
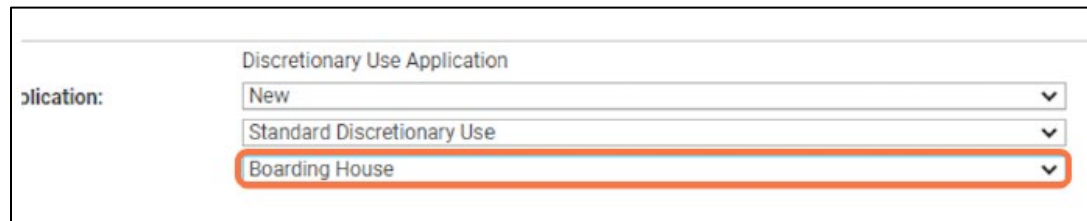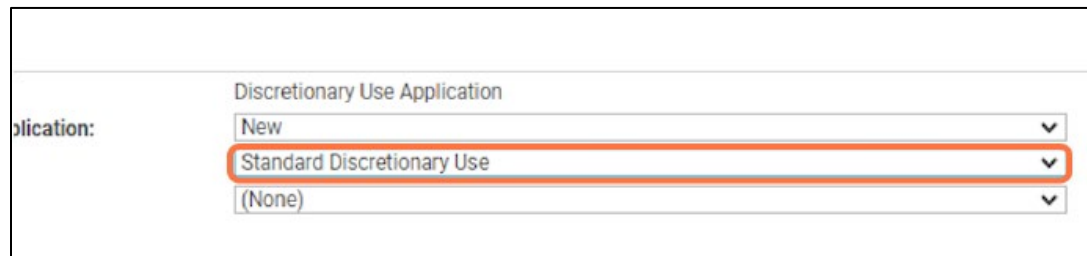
Inspection Number	Result	Next Action	Inspection Discipline	Requested Date	Scheduled Date	Location	View Permit
							Search ...

Screen ID: 1003851

2. Under Land Use and Zoning Approvals click Discretionary Use Application:


3. Select the type of application:

If you're unsure which application type to select (standard, complex, or highly complex), please visit: https://www.saskatoon.ca/business-development/development-regulation/developers-homebuilders/discretionary-use. Then select the Scope of work.
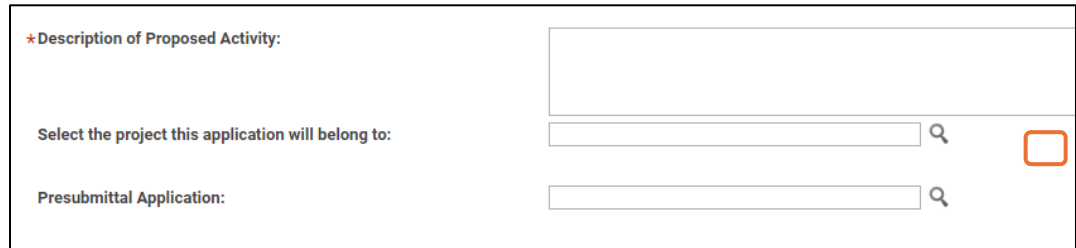

Provide a brief summary of the proposed development. You will be asked to upload a more detailed description later in the application process.
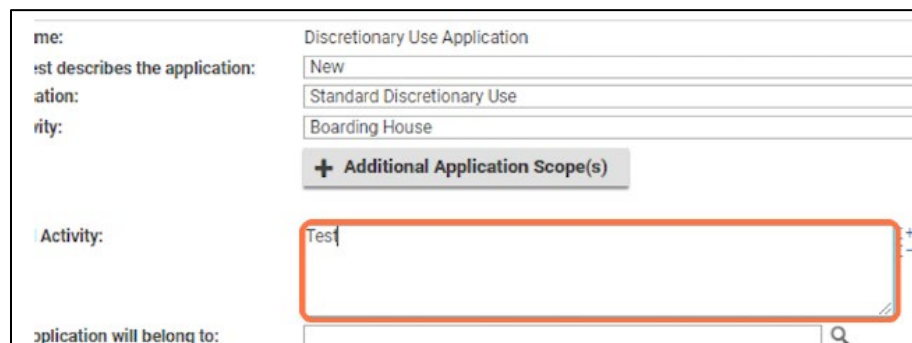
4. **Optional** - 'Select the project this application will belong to':

    a. A 'Project' can be created to group associated applications (acts as a folder for grouping applications), for example if your discretionary use application is related to a rezoning application). For directions on how to create a 'Project' see - https://www.saskatoon.ca/content/guide-how-create-project

    b. Once a project has been created it can be associated with the application that you're applying for using the 'Select the project this application will belong to' look up 🔍
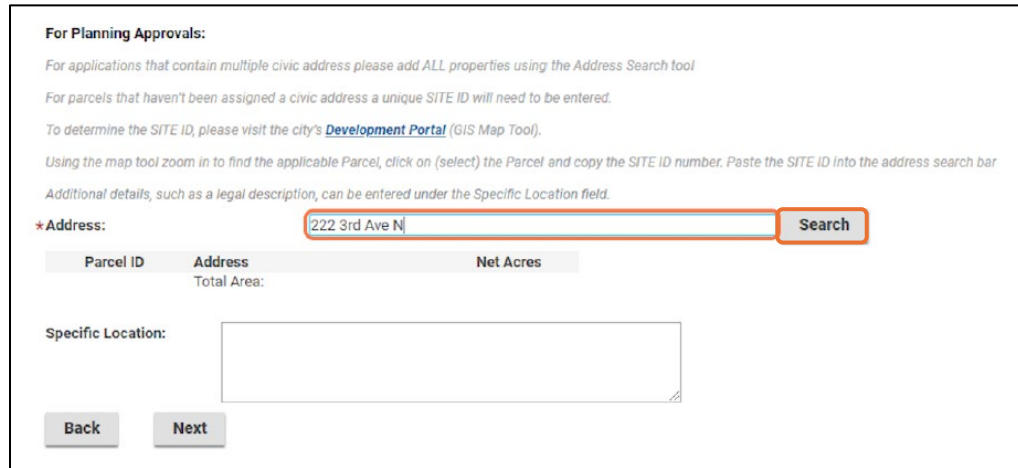
When all fields on this page are completed click the **Next** button.

5. **For Sites/Parcels with an assigned civic address:**

    a. Enter the address into the search bar and then press Search.
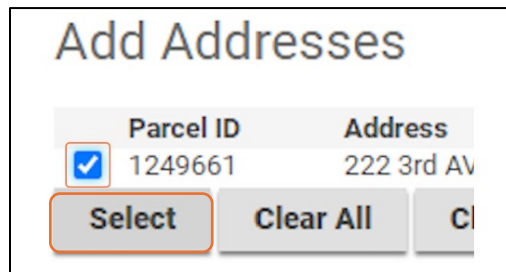
    b. When you find the address the application is for, click the checkbox ☑ then the 'Select' button

c. Some sites / parcels have multiple addresses associated with them. If the 'Select Primary Address' is displayed, then you will need to select an appropriate option.

d. All addresses related associated with the application should be added
e. **Repeat steps 13-15 to assign additional addresses**

6. For Sites / Parcels that Don't Have an Assigned Civic Address:

a. For sites that don't have a civic address the 'Development Portal' (GIS Map Tool) can be used to look up the site(s) unique 'SITE ID' number. Click on the Development Portal link:

b. Either zoom in to the site, or if a nearby intersection in known, the intersection search function (under the 'Searches' tab) can be used.
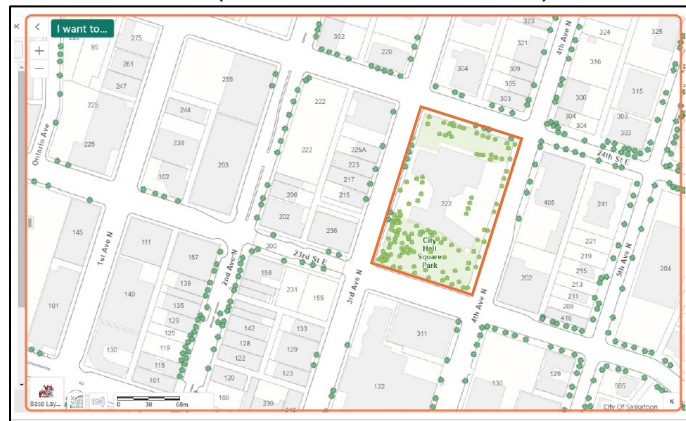
c. Once the subject site has been selected a pop-up information window will appear with the unique SITE ID. Copy or record this number.
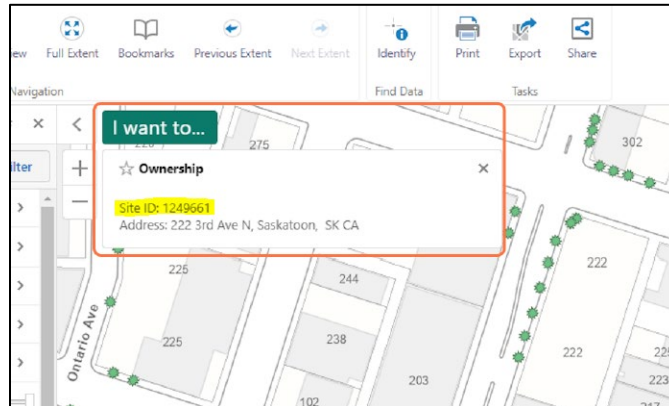
d. Return to the Application Wizard and Enter the Unique SITE ID Number, then add the address.

If multiple addresses are needed, please refer to step 5c above.

Click **Next** when all fields are successfully filled.

7. **Review Required Documentation:**

a. Review the 'Required' documents to ensure that you have all necessary documentation (Project Description, Site Plan) prior to proceeding.

b. Please note that required documents will need to be attached or an error will be received when trying to submit your application.
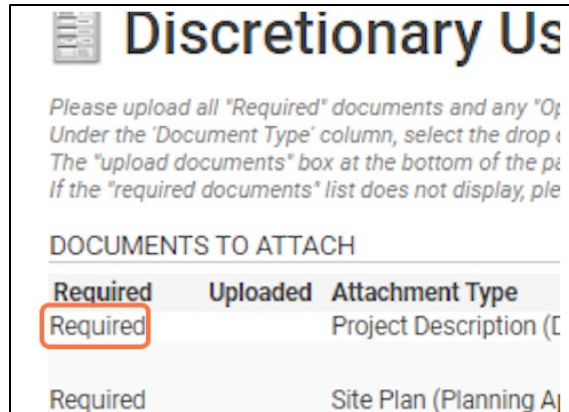
8. **Upload Required Documents:**

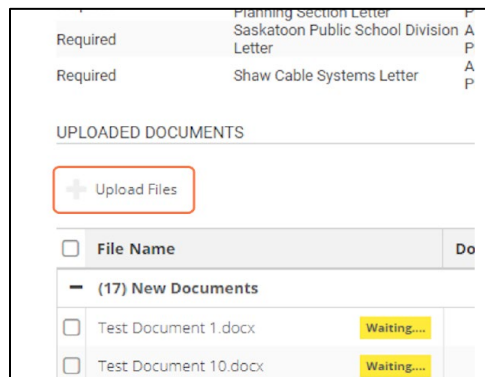Note: The 'Upload Files' button may appear greyed out but can be selected.

    a. Multiple files can be added at the same type and the system should allow uploading of any relevant file types (pdf, word, email msg etc)

    b. Under the 'Document Type' column, select the dropdown and assign a document type. <u>REPEAT for each document uploaded</u>.
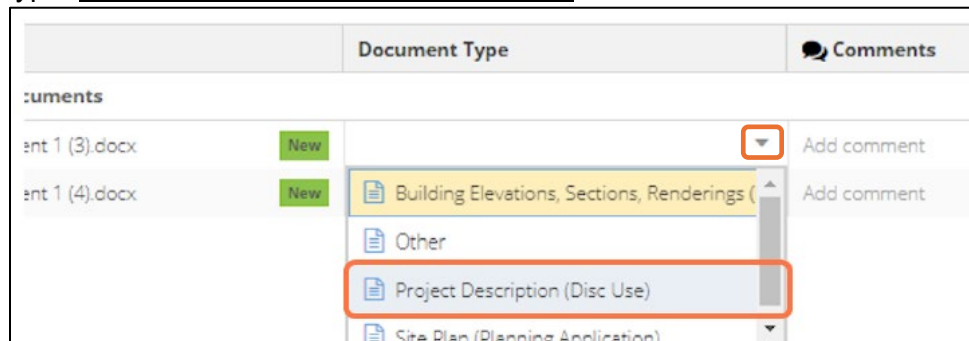
Click **Next** when all fields are successfully filled.

9. Optional – Add a Professional / Contractor:

    a. If you don't want to add a professional/contractor contact (separate from the surveying company), then skip to step 10. If you do want to add a professional/contractor then click the +Professional/Contractor button:

    b. Type the '+ Professional / Contractor' name, then select the 'Search' button

    c. If you don't find the professional / contractor using the search, you will be able to add them as a contact when you advance to the next page.

    d. Click the appropriate checkbox ✅, then click the 'Select' button.

Click **Next**

10. **Optional – Add a Contact:**

    a. If you don't want to add a contact, then skip to step 35.

    b. Enter Contact Details the select the 'Save & Close' button. Then click **Next.**

11. **Payment & Submit Application Page:**

    a. **Please note the following:**

        i. Application fee payments are required prior to processing your application. Any additional fees (advertising fees) will be communicated to you later in the process with payment options,

        ii. Credit Card payments can be made online for fees under $5,000,

        iii. For fees over $5,000 **OR** if you would like to be invoiced for your application fees, you will need to select the 'Pay Later & Submit Application' button. Our office will be in contact with you for invoicing details.

Subdivision Approval SBA-2023-00171 (Draft)

SUBMIT APPLICATION

By clicking submit you are agreeing to the following:

The issuance of a permit and/or approval of this application does not relieve the applicant from complying with the requirements of applicable codes, regulations, or bylaws. The applicant is the owner of the building or property or an authorized representative of the owner who applies for a permit and/or submits an application for approval. The submission of this application does not give permission to begin work on this project.

The Building Standards and Planning and Development Departments use/disclose personal information in accordance with The Local Authority Freedom of Information and Protection of Privacy Act.

Please note:

- If you wish to pay by cheque, select "Pay Later & Submit Application". Cheques can be made out to the City of Saskatoon and sent to 222 3rd Ave North, Saskatoon SK, S7K 0J5. Please reference the application number (noted at the top of this page) and the project address.

- Invoice requests can be made for application fees over $225.00

- For invoice requests, select "Pay Later & Submit Application". Our office will be in contact with you for billing information.

- Credit card payments cannot be accepted for fees over $5,000, select "Pay Later & Submit Application". Our office will be in contact with you for billing information.

- Payment of outstanding fees or invoices will be required prior to reviewing your application.

Fees

The following fees must be paid as part of your application.

Description	Amount	Balance
Subdivision Application Fee	$3495.00	$3495.00

[Back] [Pay Later & Submit Application] [Pay Fees & Submit Application] [Save]

12. Finishing your application:

a. The 'Save' button can be selected to save your draft application if you wish to return to the payment / submit application page at a later time. Draft applications can be accessed under 'My Activities' on the 'Home Page'.

b. Select Pay Fees & Submit Application to pay by Credit Card

OR

Select Pay Later & Submit Application for Invoice Requests

c. **Credit Card Payments**
   i. If you selected 'Pay Later & Submit Application' for invoicing, then proceed to the next step.

Once your application has been submitted you will be taken to a confirmation page. Your application number will be referenced with a status of submitted.

Once submitted you will be able to track your application in real time through the portal.