

RM OF MERVIN NO. 499

LAKESHORE DEVELOPMENT CALL FOR PROPOSAL REQUIREMENTS

Introduction

The submission requirements for the Call for Proposals are outlined below. Please note that there are five (5) application stages: a **preliminary screening stage** where the development concept is described, and basic information is provided and is reviewed by RM staff to ensure compliance with municipal bylaws.

The **second stage** consists of review by the RM of Mervin No. 499 Council to select the most innovative proposal that enhances the quality and experience of lakeshore development in the municipality. Within this stage applications may be required to provide detailed information pertaining to engineering strategies (wastewater, potable water, drainage, etc.), natural and heritage resources, hazard lands (such as flood prone areas), landscape design, architectural concepts, etc. Please note it is possible that the specific location or nature of an initial concept proposal may trigger a need for additional technical information that wasn't foreseen because of an unknown significant hazard or resource conflict. The submission of any of this additional information shall not be construed as approval for a subdivision, and shall be entirely at the cost of the applicant.

Those applications considered favourable to Council, will be encouraged to proceed to the **third stage** that requires the formal submission of the Plan of Proposed Subdivision into the Community Planning Branch. At that time formal review by Community Planning will be completed, and subsequent referrals to all other applicable government ministries. Proposals that incorporate shoreline alterations may be required to submit permits into government agencies to ensure viability of implementation strategies prior to fourth stage. It should be noted that new information provided to Council by provincial agencies may result in the denial of the subdivision application. Should this occur, Council may encourage other applicants to submit their concept plan into Community Planning for a formal review.

The **fourth stage** includes public consultation with ratepayers for input. At this time formal comments shall be submitted to the RM of Mervin and Community Planning about questions, comments and concerns. Council shall take these written submissions into consideration prior to rendering any decision.

Should any proposals be accepted by Council, the application shall enter the **fifth stage** of approval and implementation discussions through servicing agreements.

STAGE ONE: Initial Submission of Plan of Proposed Subdivision Concept

The initial submission is intended to allow the RM staff to compile candidate proposals for further review by RM Council. All submissions will be kept on file in case one of the selected submissions defaults or do not succeed through all stages. The initial submission must include all of the following information:

- Signed and completed cover letter;
- Initial, non-refundable review fee of **\$1,000.00**. No application shall be reviewed by RM staff without the receipt of this fee.
- Completed "Call for Proposals Application Form";

- A drafted Plan of Proposed concept plan showing the location of proposed uses within the development, general lot layout and dimensions, roadways, proposed utilities, municipal reserve and any other site-specific details;
- Any additional sketches or drawings, photographs, etc. that help to illustrate the proposed development or that highlight uses or features that are considered to be unique or important to the success of the proposal;

STAGE TWO: Review of Proposals by Council

The second stage of review by Council of the submitted concept plans within Stage One. At this time Council will also be consulting with affected stakeholders and parties, such as Organized Hamlet Boards, Public Utility Boards, and other similar type organizations. Proposals shall be evaluated on the following items, but not limited to:

- (1) Impact upon nearby Organized and Unorganized Hamlets;
- (2) Impacts to crowding of existing public beaches in the immediate vicinity.
- (3) Impacts to boating densities on the lake and/or unacceptable declines in the health of the sport fishery of the adjacent lake.
- (4) Successful proposals are encouraged to incorporate direct boat access to a lake, such as through the construction of an approved subdivision boat launch. Proposals incorporating sufficient boat launch parking area within the Plan of Proposed Subdivision or Concept Plan, shall be acceptable to Council by being proportionate to the development and surrounding areas.
- (5) Sufficient designated parking areas shall be included within the applications, and sizes shall be proportionate to the total area included within the proposal.
- (6) Sufficient dedicated lands should be provided along the shoreline for appropriate natural processes (i.e., erosion, wave impact and high water impacts) and to provide for public access to the lake shore.
- (7) Where possible interconnected dedicated lands should be designed to existing areas to form a continuous open space system. Access points for backshore residential sites to the water should be appropriate, in Council's opinion, for the Plan of Proposed Subdivision, concept plan, and development.

Applicants may be required to submit additional information, such as, but not limited to:

- Engineered Drainage Plans;
- Visual Renderings of the Proposal;
- Engineering reports and letters to address concerns such as availability of water supply, surface water drainage and sewage treatment and disposal;
- Implementation plans for the proposed development (i.e., phase development, partnerships, etc.);
- An oral presentation to Council, and possible stakeholder groups, about the proposal;

Should additional information be requested of the applicant, the RM will also provide a deadline date for all applicants to submit additional information. All costs associated with providing additional information

shall be borne by the applicant, and it shall not be construed that the submission of additional information guarantees approval of the application.

STAGE THREE: Provincial Submission and Review

Should Council favourably consider any of the applications, applicants shall be encouraged to submit a formal subdivision application into the Community Planning Branch for provincial review. Any favourable comments provided by Council **shall not** be construed as approval for the subdivision concept. At this time the application shall be referred to other ministries for their comments. It is at this time that the applicant may be required to submit the following information, but not limited to:

- (1) Reports, prepared by professionals certified to assess relevant factors, to assess geotechnical suitability of the site, susceptibility to flooding or other environmental hazards, together with any required mitigation measures;
- (2) Any additional information required by provincial agencies for their evaluation;
- (3) Should concept plans be proposing shoreline alterations and developments, it is expected that the applicant shall initiate the process with appropriate government agencies to ensure viability of the proposal.

All costs associated with providing additional information shall be borne by the applicant, and it shall not be construed that the submission of additional information guarantees approval of the application.

Upon receipt of new information from provincial review agencies, Council may determine that the proposal is no longer appropriate for the location, and the application may be closed. At this time, Council may encourage another applicant to submit an application into Community Planning for review.

STAGE FOUR: Public Consultation

Once the subdivision application has been received formally from the Community Planning Branch, Council shall proceed with public consultation as per the *Planning and Development Act, 2007*. The municipality shall notify surrounding landowners and host a public hearing for ratepayers to voice concerns and comments.

At the Public Hearing, the RM Council shall hear verbal responses from the public to determine how the surrounding community believes it will be affected by the proposal, whether there are significant outstanding issues or concerns. Council shall consider the view put forth at the public hearing prior to making any final decision about the subdivision. Council may want to see specific concerns addressed before considering the proposal any further. It is also possible that Council will deem the extent and nature of public concern to be substantial enough to deny the rezoning and which would not allow the subdivision to proceed and pass a resolution to deny the application.

STAGE FIVE: Decision

Following the public hearing for the subdivision application, Council will render a final decision on the application. At this time, there will be additional costs required of any successful applicant. Some examples of potential costs are as follows, but not limited to:

- Notification costs for municipal rezoning amendments and letters to surrounding landowners;
- Legal fees, surveying fees, planning fees, etc.;
- Subdivision off-site servicing fees (e.g. municipal road allowances, hamlet road allowances, lagoon);

- Servicing costs (e.g. water supply, road and approach construction, power, telephone, natural gas, dedicated land amenities);
- Municipal reserve requirements;
- taxes (please contact the Saskatchewan Assessment Management Agency); and
- other costs that may result from the nature of your proposal.

Furthermore, before a property can be subdivided into Lakeshore Development lots it will need to be rezoned to a zoning district that permits the proposed subdivision. Council must complete appropriate bylaw amendments to accommodate the proposed subdivision. This requires advertising the proposed rezoning in a local newspaper including notification of the date of the required Public Hearing.

Servicing Fees, Costs and Agreements

The developer is responsible for the cost of providing the services for the Lakeshore Development concept. The services that may be required could include water, sewer, power and natural gas, road and approach infrastructure, drainage plans, etc. The municipality also has off-site servicing fees for municipal road allowances, hamlet roads, and lagoon costs. The developer may also be responsible for upgrade costs of municipal infrastructure (e.g., water treatment plants and transmission lines, road and approach infrastructure).

One of the conditions of support for a subdivision includes the requirement for the developer to enter into a servicing agreement with the RM. A servicing agreement is meant to provide services and facilities that directly or indirectly serve a subdivision. It ensures that the RM will not incur the costs of servicing a new subdivision and that any new services are installed to RM specifications and standards. It is an expectation of the municipality that development pays for itself and will financially install all servicing.

As part of the terms of a servicing agreement, the developer must pay for insurance, subdivision servicing fees, security in the form of an irrevocable letter of credit or a bond, and deposits on services.