

# Town of Pilot Butte

Saskatchewan, Canada



## Subdivision Development Guide

**APPROVED**

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Issued For Public Distribution and Use



# TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION</b>	<b>4</b>
1.1	Overview .....	4
<b>2.0</b>	<b>PURPOSE, INTERPRETATION &amp; INQUIRIES</b>	<b>5</b>
2.1	Purpose .....	5
2.2	Interpretation .....	6
2.2.1	References and Reference Documents .....	6
2.2.2	Definitions .....	6
2.3	Inquiries .....	7
2.3.1	Inquiries – The Subdivision Process .....	7
2.3.2	Inquiries – The Municipal Review Process .....	7
<b>3.0</b>	<b>THE SUBDIVISION PROCESS</b>	<b>8</b>
3.1	Regulatory Authorities .....	8
3.2	The Planning and Development Act, 2007 .....	8
3.3	Subdivision .....	8
<b>4.0</b>	<b>THE MUNICIPAL REVIEW PROCESS</b>	<b>10</b>
4.1	The Municipalities Act .....	10
4.2	Municipal Authorities .....	10
4.3	Guiding Documents .....	11
4.3.1	The Official Community Plan (OCP) .....	11
4.3.2	The Zoning Bylaw .....	13
4.4	Municipal Review of a Subdivision Application .....	15
4.4.1	Other Influences .....	15
4.4.2	Preliminary Inquiries and Pre-application Consultations .....	17
4.4.3	Pre-Application Consultations .....	17
<b>5.0</b>	<b>SERVICING AGREEMENTS</b>	<b>19</b>
5.1.1	Servicing Agreement Requirements .....	19
<b>6.0</b>	<b>LEVIES, FEES AND OTHER COSTS</b>	<b>20</b>
6.1.1	Fees related to the Subdivision Process .....	20
6.1.2	Development Levies/Servicing Agreement Fees .....	20
6.1.3	Application Fees .....	20

<b>7.0</b>	<b>GENERAL DESIGN GUIDELINES</b>	<b>21</b>
7.1	Water Supply.....	21
7.1.1	Domestic Water Mains and Appurtenances.....	22
7.2	Wastewater.....	23
7.2.1	Gravity Sanitary Sewer Mains, Storm Sewer and Appurtenances .....	23
7.3	Shallow Services (Utilities) .....	24
7.4	Site Grading & Landscaping .....	25
7.5	Road Networks & Transportation .....	25
7.6	Sidewalks.....	26
7.7	Buffers and Easements .....	26
7.8	Parks & Open Spaces .....	26
7.9	Landscaping.....	26
7.10	Walkways/Pathways .....	26
7.11	Other .....	27
7.11.1	Bollards & Barriers .....	27
7.11.2	Street Lighting .....	27
7.11.3	Street & Open Space Naming .....	27
7.11.4	Street Signs and Traffic Signs .....	27
<b>8.0</b>	<b>APPENDIX A – REFERENCE MAPS</b>	<b>28</b>
8.1	Location Map .....	29
8.2	Street Map .....	30

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## 1.0 Introduction

### 1.1 Overview

The Town of Pilot Butte is a vibrant and growing community with a population of approximately 2100. It is located in Southeast Saskatchewan and situated 8km east of the provincial capital city of Regina. The Town is supportive of planned growth and development and has the benefits of a small town environment, with a big city close by.

#### ***DID YOU KNOW?***

Pilot Butte currently occupies approximately 505 hectares (1,248 acres) of land within its current boundaries, in two adjacent Townships (17-18-W2M & 18-18-W2M) and is bordered by the RM of Edenwold No. 158 in a mixed prairie vegetation zone of Class 4 soils. It is situated over the Regina and Condie aquifers which provide for potable, untreated water in adequate quantity.

All land use, development and redevelopment in the Town of Pilot Butte must comply with the spirit and intent of the [Town of Pilot Butte Official Community Plan \(OCP\)](#). A detailed overview of the Town, including its guiding principles and policies can be found in the OCP, available for viewing and download on the Town's website.

[The Subdivision Process](#) is a complicated process and is regulated by the Government of Saskatchewan. As part of this process, all subdivisions and developments located within the boundaries of the Town of Pilot Butte, or requiring the Town's services, are subject to a [Municipal Review Process](#). Subdivisions and developments adjacent to, or in close proximity to the Town's boundaries or within its regional area of planning influence may also be subject to review.

These processes can be lengthy and costly and it is therefore recommended that all applicants, through their own diligence, familiarize themselves with the expectations of these processes as a whole, to avoid unexpected costs and delays.





## 2.0 Purpose, Interpretation & Inquiries

### 2.1 Purpose

The Town of Pilot Butte acknowledges and appreciates the effort and commitment that investors endure while investing in their Town. Since processes, standards and design practices can vary between municipalities, the purpose of this document is to provide a comprehensive, user-friendly guide to assist developers, designers, contractors, investors and other interested parties with the subdivision and municipal review processes, as they apply in the Town of Pilot Butte.

Because each development is unique, the intent of this guide is to provide general information directly related to these processes. It is not intended to be all encompassing or to address every circumstance typically associated with a specific subdivision, development or scope of work.

**This guide proposes to:**

- a) Briefly describe The Subdivision Process (provincially regulated & coordinated) ;**
- b) Identify the planning and development (regulatory) authorities as they apply in the Town of Pilot Butte;**
- c) Identify the primary legal guiding documents and local bylaws;**
- d) Provide information to assist with the Town of Pilot Butte:**
  - **Municipal Review Process**
  - **Servicing Agreements**
  - **General Design Guidelines**

## 2.2 Interpretation

### 2.2.1 References and Reference Documents

This guide is informative only. Where references are made to acts, regulations, statutes and other legislation, policies, guiding documents, bylaws and/or other reference documents or materials, the most current versions of such documents are to be used. If discrepancies exist between any such documents and this guide, all users are expected to contact:

- The [provincial agency](#) responsible for the provincial processes and procedures, if the discrepancy is applicable to [The Subdivision Process](#), or;
- The [Town of Pilot Butte](#) for clarification, if the discrepancy is related to [The Municipal Review Process](#).

### 2.2.2 Definitions

For purpose of this guide, the following definitions shall carry the following meanings:

- **The Act** shall mean *The Planning and Development Act, 2007*
- **Applicant** refers to the person, persons, or agencies responsible for the application.
- **Council** means the Council of the Town of Pilot Butte
- **Developer** shall mean a person, persons, or a corporation which has applied to subdivide and/or develop, or to service an existing parcel of land, whether as the registered owner or an agent for the owner of the land.
- **Development** means 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 the use of any building or land.
- **Plan of Proposed Subdivision** refers to the Plan of Proposed Subdivision defined by the Province as part of the Subdivision process
- **Subdivision** means a division of land that will result in the creation of a surface parcel, or the rearrangement of the boundaries or limits of a surface parcel, as surface parcel is defined in *The Land titles Act, 2000*.
- **Town (The)** refers to the Town of Pilot Butte. For purpose of this document ***The Town of Pilot Butte, Pilot Butte, and The Municipality*** shall hold the same meaning.

## 2.3 Inquiries

### 2.3.1 Inquiries – The Subdivision Process

Inquiries directly related to [The Subdivision Process](#) outlined in Section 3.0 should be made to:

**Government of Saskatchewan**  
**Ministry of Government Relations**  
**Community Planning Branch**  
420 – 1855 Victoria Avenue  
Regina, Saskatchewan  
S4P 3T2

**Government**  
— of —  
**Saskatchewan**

P: 306-787-2725

### 2.3.2 Inquiries – The Municipal Review Process

#### 2.3.2.1 Online Support and Downloads

The Town of Pilot Butte utilizes its website as a means to provide a convenient, online source of communication, support and up-to-date material for our users. Our guiding documents can be found here and are available for viewing and/or download. We encourage you to browse our site for many other useful materials and resources that may assist you in this process.

Can't find what you're looking for? Please also feel free to **contact us** directly. We are always glad to assist you.

#### 2.3.2.2 Contact Us

Inquiries directly related to [The Municipal Review Process](#) outlined in Section 4.0 should be made to:

**The Town of Pilot Butte**  
222 Diamond Place  
Pilot Butte, Saskatchewan  
S0G 3Z0



P: 306-781-4547  
Fax: 306-781-4547  
Email: [townofpilotbutte@sasktel.net](mailto:townofpilotbutte@sasktel.net)  
web: <http://www.pilotbutte.ca>



## 3.0 The Subdivision Process

### 3.1 Regulatory Authorities

The land development process in the Province of Saskatchewan is regulated at the Provincial Level through its Acts, Regulations and other statutes and legislation.

### 3.2 The Planning and Development Act, 2007

Saskatchewan's ***Planning and Development Act, 2007*** as amended, establishes the legal framework for planning and development in the province of Saskatchewan. *The Act* identifies provincial interests that guide both provincial and municipal planning decisions, municipal and regional co-operation and public participation in the development of communities. The Minister of Government Relations is authorized to co-ordinate all land use planning issues in the province and currently serves as the subdivision approving authority for the Town of Pilot Butte.

### 3.3 Subdivision

***Subdivision*** is the process by which a parcel of land is divided into two or more parcels either through the creation of a surface parcel; the rearrangement of the boundaries of a surface parcel; or the removal of a parcel tie; and where the intent is to obtain separate legal titles for each parcel as defined in ***The Land Titles Act, 2000***.

Applications for subdivision are submitted directly to the Ministry of Government Relations, Community Planning Branch (CPB) for review and approval. The Community Planning Branch serves as the centre of co-ordination for subdivision approval between the Developer/Applicant and other regulating authorities and interests, including the Town of Pilot Butte.



When an application is received in the form dictated by the Ministry, the Community Planning Branch will review the application for conformance with provincial and municipal planning standards, compliance with *The Planning and Development Act 2007*, *The Subdivision Regulations*, *The Dedicated Lands Regulations 2009*, site suitability, and access and servicing requirements .

The Community Planning Branch may refer a subdivision application to various agencies and organizations for comment. These might include, but are not limited to:

- The local municipality (The Town of Pilot Butte)
- Other municipalities having interest in the proposal
- Federal Agencies
- The Department of Fisheries and Oceans
- The Ministry of Environment
- The Ministry of Energy and Resources
- The Ministry of Tourism, Parks, Culture and Sport
- The Ministry of Highways and infrastructure
- Saskatchewan Watershed Authority
- Saskatchewan Water Corporation
- Saskatchewan Health Authority
- Prairie Valley School Division
- Crown Utilities
- Other government offices or agencies
- Any other applicable parties having interest

Depending on the complexity of the project, the Community Planning Branch may advise Developer's to discuss their project directly with the Town of Pilot Butte and other authorities and interests prior to submitting a formal application.

Once a subdivision application is received in its final form, the Ministry will render a decision within 90 days. The application may be:

- approved;
- approved in part;
- approved subject to a servicing agreement or development standards;
- approved subject to conditions;
- revoked; or
- refused.

Applicants should [contact](#) the Community Planning Branch directly prior to submitting a formal application to get a better understanding of the subdivision review process including timelines and costs associated with the process, either as a whole, or specific to a proposed subdivision.



## 4.0 The Municipal Review Process

### 4.1 The Municipalities Act

*The Municipalities Act* of Saskatchewan establishes the basic framework for municipalities to:

- a) provide good government;
- b) provide services, facilities and other things that, in the opinion of council, are necessary and desirable for all or part of the municipality;
- c) develop and maintain a safe and viable community;
- d) foster economic, social and environmental well-being, and;
- e) to provide wise stewardship of public assets

### 4.2 Municipal Authorities

The Town of Pilot Butte, through its Council, is primarily responsible for planning and land development in the Town.

Pursuant to the [Planning and Development Act, 2007](#), the [Official Community Plan](#) and the [Zoning Bylaw](#) are the primary documents that are used to:

- a) guide the physical, environmental, economic, social and cultural development of the Town, and;
- b) seek to promote and prepare for the orderly and sustainable growth of the community.

#### ***DID YOU KNOW?***

The Town implements its goals, visions, policies and procedures primarily through its Official Community Plan (OCP). The Zoning Bylaw is the primary means of regulating land use and implementing the objectives and policies of the OCP.

## 4.3 Guiding Documents

### 4.3.1 The Official Community Plan (OCP)

***The Town of Pilot Butte Official Community Plan 2014 (OCP)*** is the guiding document that identifies the Town's goals, objectives and policies for development and growth within the municipality and its *Regional Area of Planning Influence*. It is a blueprint for future development designed to guide the decisions of Council towards future growth, development and the provision of municipal services. Together with the *Future Land Use Map* which graphically represents the Town's strategy; and the *Zoning Bylaw* that proposes to translate the detailed objectives and policies of the plan, all forms of land development within the Town's boundaries are evaluated based on these goals, objectives and policies.

Where new subdivisions and land developments are considered, the Council of the Town of Pilot Butte, based upon legislative authority provided within *The Act*, and as part of the *Official Community Plan* may adopt a **Concept Plan** for the purpose of providing a framework for subsequent designation of land prior to rezoning, subdivision and land development.

#### 4.3.1.1 Concept Plans

Concept Plans are an important part of land planning and development as they are used to identify development intentions, challenges and opportunities for growth by providing an overview of a proposed development.

A Concept Plan may be:

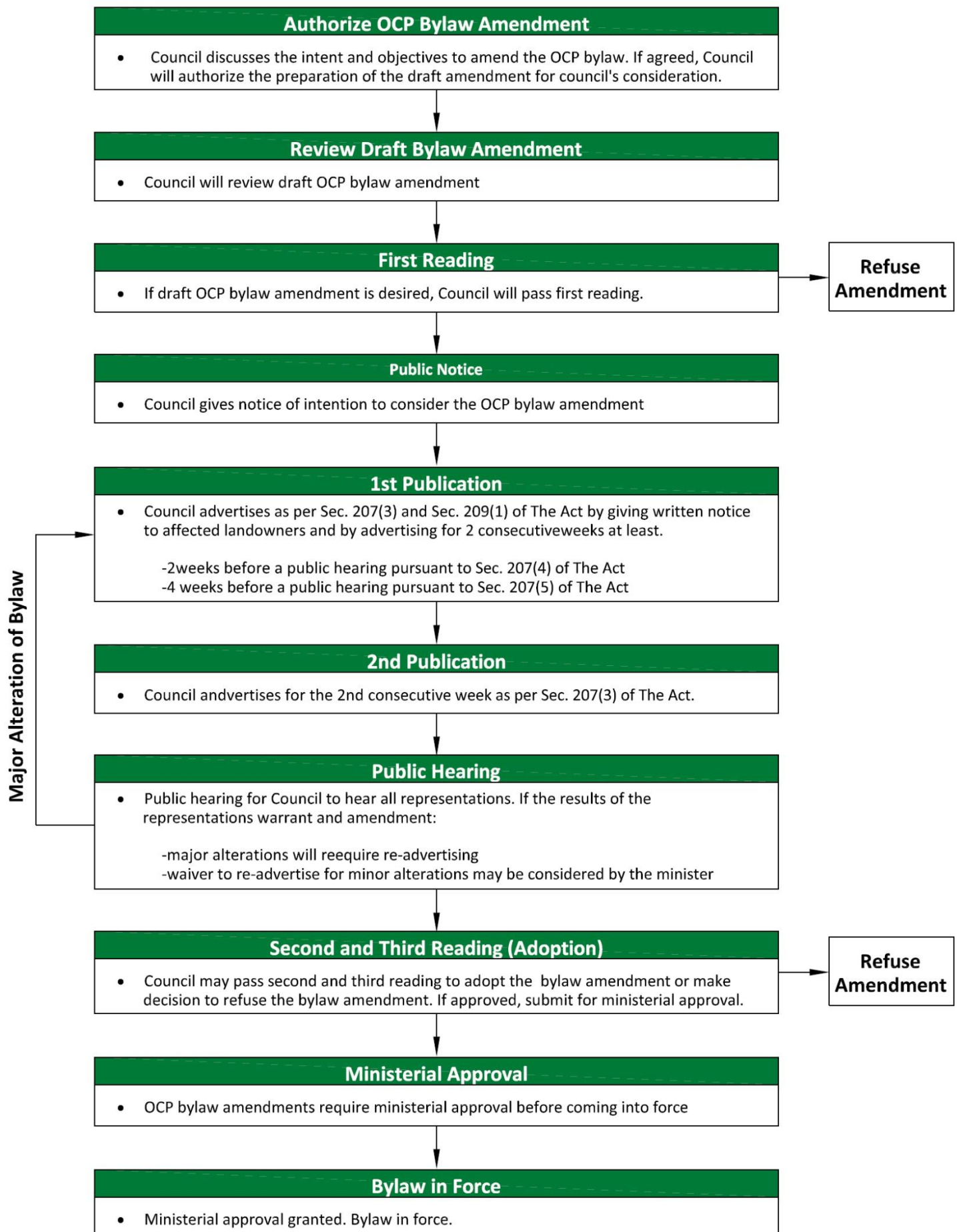
- a) prepared by Council in response to a need for more detailed planning for a specific area of the Municipality; or
- b) required by Council to be undertaken by a developer when it is deemed necessary and desirable to describe land use, density, servicing requirements or phasing of development for the area.

Where a proposed subdivision is part of a larger parcel or area that is intended to be eventually subdivided, the developer/applicant may be asked to submit an overall concept plan of the entire area for consideration before approval is given to the subdivision.

#### 4.3.1.2 Amending an Official Community Plan

Official Community Plan amendments require Ministerial approval. The OCP may be amended by Council to show specific Concept Plan areas. If Council feels the bylaw should be amended to accommodate development, Council may authorize the request, then prepare, advertise, hold public hearings and give readings as required by the legislative process. The process to amend an OCP bylaw is the same as adopting the original bylaw pursuant to Part X of *The Act* and as illustrated in Figure 1.

**Figure 1 – Process to Amend an OCP**





### 4.3.2 The Zoning Bylaw

Pursuant to the ***Town of Pilot Butte Zoning Bylaw No. 18-2017***, the lands within the Municipality are divided into zoning districts with common development standards and regulations. Each zoning district identifies which land uses are:

- permitted;
- permitted at the discretion of council;
- or prohibited

The Zoning Bylaw also includes regulations that specify development standards and administrative procedures used to manage the delivery of municipal services and resources to new developments.

#### 4.3.2.1 Development Permits

Municipal Development Permits are required before any development in the Town of Pilot Butte can proceed. The provisions for Development Permits are defined in the Town's Zoning Bylaw. Applications may be approved in context of the zoning bylaw as a:

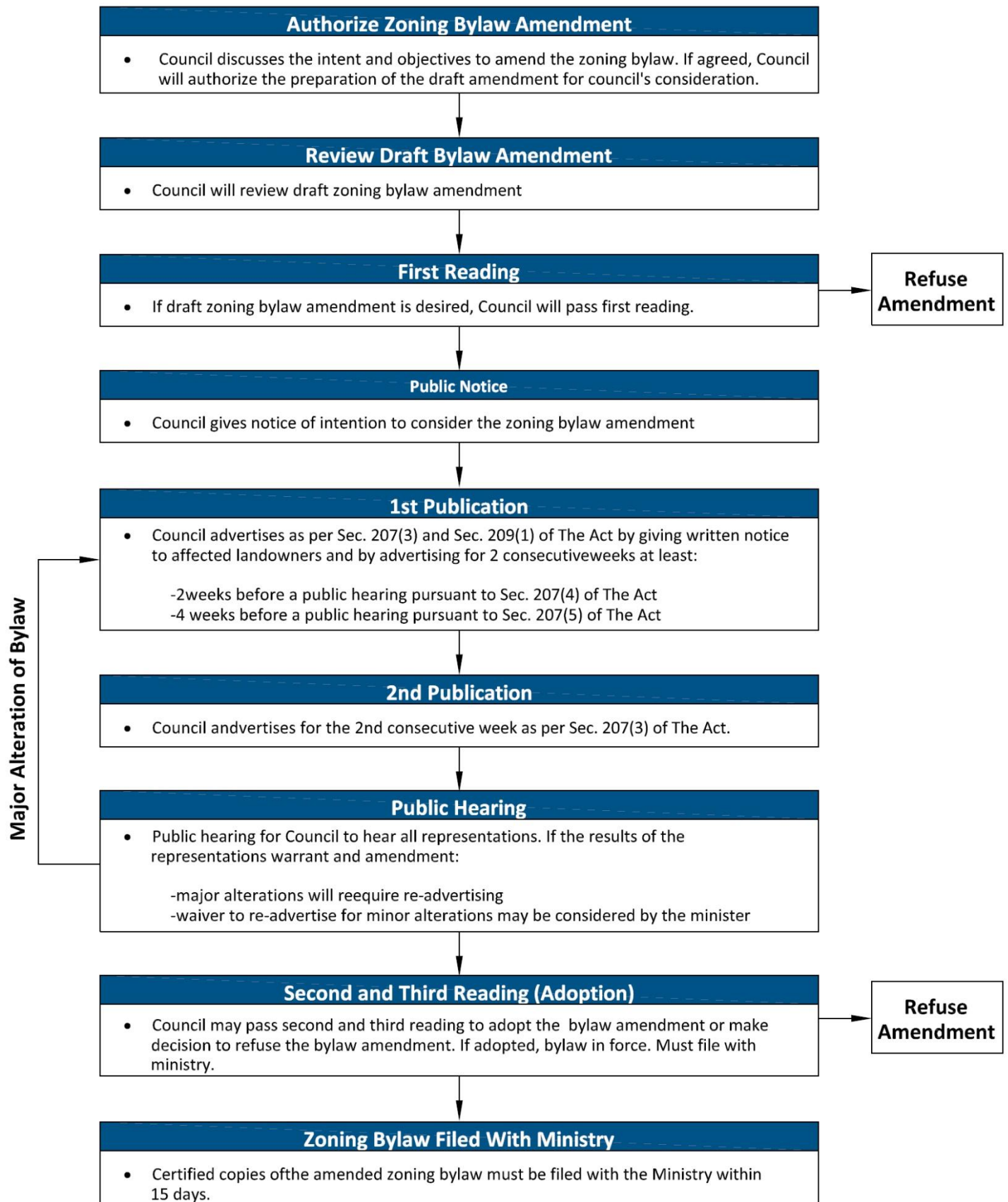
- a) permitted use,
- b) discretionary use, or
- c) refused.

If an application is approved as a discretionary use, the permit will be issued when all of the conditions have been met. If an application is refused, the Town will provide written confirmation offering explanation for the refusal.

#### 4.3.2.2 Amending a Zoning Bylaw

If a proposed subdivision or development does not conform to the zoning assigned to the lands, Developer's may request a zoning bylaw amendment to re-zone the lands (ie: re-zone agricultural lands to residential). If council feels that an amendment to a zoning bylaw is necessary, council may authorize the request, then prepare, advertise, hold public hearings and give readings as required by the legislative processes to re-zone the lands. Where a zoning bylaw amendment is dependent on an Official Community Plan bylaw amendment, the third reading for zoning must wait for ministerial approval of the amendment to the OCP. The process to adopt a zoning bylaw amendment is the same as adopting the original bylaw pursuant to Part 207 of *The Act* and as illustrated in Figure 2.

**Figure 2 – Process to Amend a Zoning Bylaw**



## 4.4 Municipal Review of a Subdivision Application

When an application for subdivision is referred from the Ministry of Government Relations to the Town of Pilot Butte for comment, the Town will review the application for conformance with its [Official Community Plan](#), [Zoning Bylaw](#) and other policies and bylaws.

The Town will consider land use compatibility, sustainability, essential community services, infrastructure needs, dedication of municipal lands, etc. in their review. It can be a lengthy process and the Town may request a subdivision applicant to provide additional information and/or enter into a [servicing agreement](#), depending on the complexity of the subdivision.

Council may, by resolution recommend approval or refusal of a subdivision application to the approving authority within the timelines specified by the ministry.

### ***DID YOU KNOW?***

The Town recognizes that orderly planning is the key to sustaining growth, protecting the environment, facilitating economic development and population for future generations and over the long term planning horizon.

### 4.4.1 Other Influences

#### 4.4.1.1 Professional Influences

Professional services include architects, engineers, planners, land surveyors, etc. and are an integral part of the subdivision and land development process. Their input can have significant influence on the planning and feasibility of a proposed development. Professionals may be required to provide detailed designs, conduct studies or offer professional expertise and make recommendations pertaining to a specific development at various stages of the Subdivision or Municipal Review Processes.

#### 4.4.1.2 Servicing Agencies (Utility Companies)

Servicing Agencies (Utility Companies) refer to power, energy, phone and cable. The approved servicing agencies for the Town of Pilot Butte and the surrounding area are provided by SaskPower, SaskEnergy, Sasktel & Access Communications.

As part of the [Subdivision Process](#), Crown utility companies are asked to comment on extending and protecting service lines. Utility companies may ask subdivision applicants to enter into easement, installation or relocation agreements.

Although it is not always the case, the utility companies will typically work directly with a developer to undertake and execute detailed designs and constructions within a new subdivision, independent of the Town unless it is otherwise agreed or negotiated as part of a [servicing agreement](#) between the Town of Pilot Butte and the developer, if required. All utility designs must consider factors such as existing services, conditions, adjacent lands, future designs, future developments and must be appropriately phased and coordinated.

#### 4.4.1.3 Community Influences

Community input and participation are of important significance in the Town of Pilot Butte. The Town is committed to citizen participation in the Town's affairs through its Committees, Boards and Commissions.

#### 4.4.1.4 Regional Collaboration and Planning Influences

The Town of Pilot Butte takes an active role in supporting and participating in regional collaboration, service and infrastructure provision and strategic growth planning. As members of both the Regina and Region Inter-Municipal Strategic Cooperation Initiative and White Butte Regional Planning Committee Pilot Butte shares common interests and vision with the RM of Edenwold, and Towns of White City, Balgonie and Edenwold, and in a broader regional context with the City of Regina. The desire is to foster long range planning and cooperation through an inter-municipal forum to communicate and consult on regional matters of common interest.

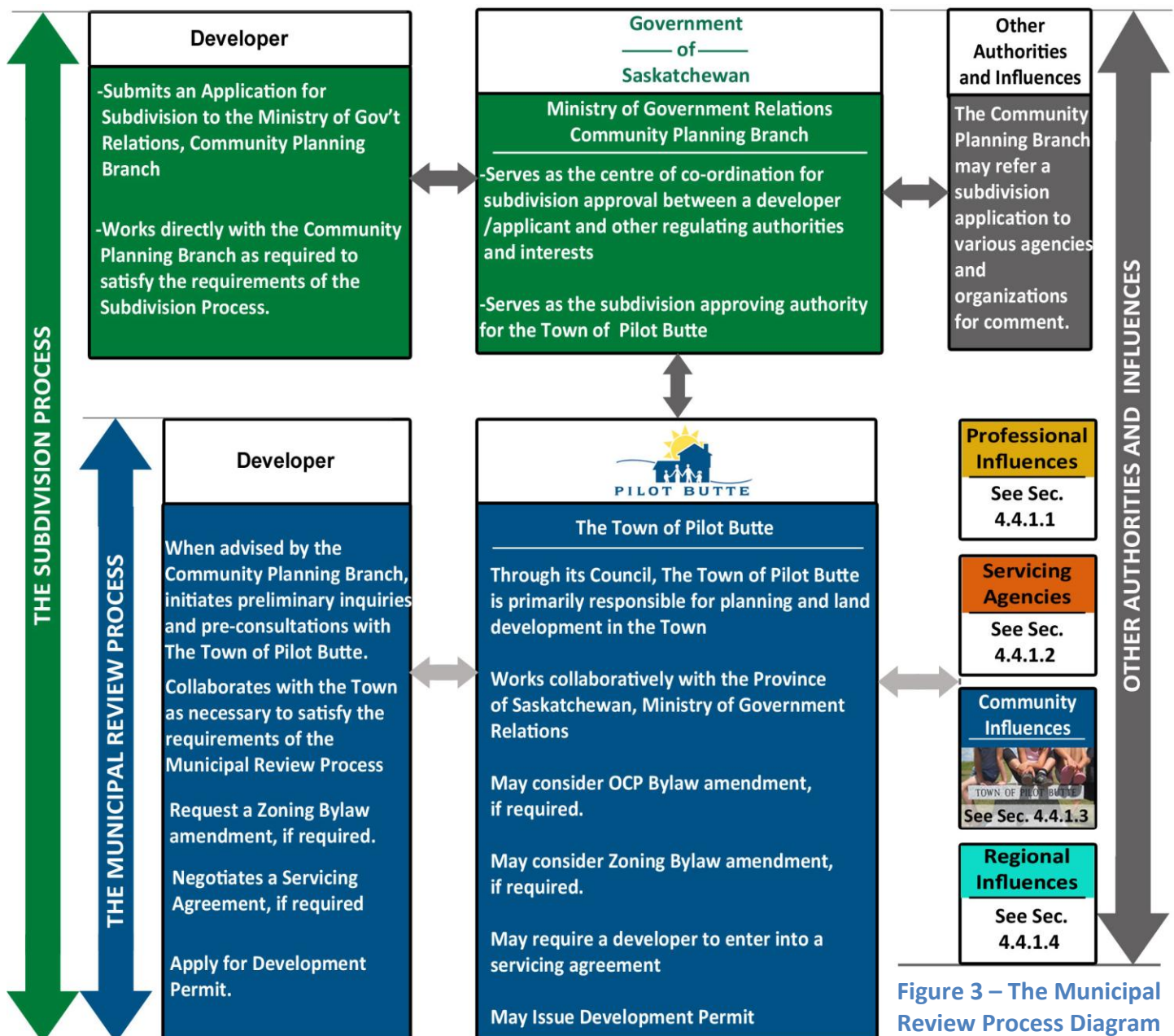


Figure 3 – The Municipal Review Process Diagram



## 4.4.2 Preliminary Inquiries and Pre-application Consultations

When the Community Planning Branch advises a developer/applicant to discuss their project directly with the Town prior to submitting a formal application, or where an applicant chooses to do so of their own volition, an applicant may [contact](#) the Town directly to make preliminary inquiries or may request a pre-application consultation.

## 4.4.3 Pre-Application Consultations

A developer/applicant may request a pre-application consultation with the Town of Pilot Butte for any proposed development prior to making a formal application for subdivision.

Discussions may include, but are not limited to:

- Conformance with the Town's [Official Community Plan](#)
- The requirement and processes to [amend an OCP](#)
- The requirement to adopt a [Concept Plan](#)
- Conformance with the Town's [Zoning Bylaw](#) requirements
- The requirement and processes [for re-zoning](#)
- A detailed review and discussion of the proposed project including land uses and infrastructure, drainage, the provision for both on-site and off-site services, phasing, schedule, and costs.
- The requirement for a [Servicing Agreement](#)
- Discussing the conditions and details of a servicing agreement specific to the proposed subdivision application
- The requirement for municipal reserve or other dedicated lands
- The requirement for road closures and procedures
- [Development Levies and other Costs, Fees, Holdbacks](#)
- The process for [Development Permits](#) and Fees
- The requirements for Inspections, Bonds, Insurances, etc.
- Other administrative procedures

### ***DID YOU KNOW?***

Depending on the complexity of a proposal, preliminary inquiries and pre-application consultations can benefit all parties by:

- allowing for a more thorough review and discussion of concept plans and preliminary designs without fixed time constraints;
- aiding developers in assessing the feasibility of a project at an early stage;
- determining whether the proposal would require amendments to the Town's OCP, or Zoning bylaws;
- to identify key planning issues as well as any major technical items, including studies that may be required as part of the formal submission
- negotiating the details of a servicing agreement
- minimize the investment on proposals that may be determined not-acceptable to the Town.

#### 4.4.3.1 Preliminary Application Submission Requirements

The applicant/developer may make a pre-application submission allowing sufficient time for the Town to review the material in detail and prior to arranging a pre-consultation meeting. The time allowance required will be dependent on the complexity of the proposal. The pre-application submission shall include 10 printed copies and one digital copy in \*.pdf format of the following:

PRELIMINARY SUBDIVISION APPLICATION CHECKLIST	
<input type="checkbox"/>	A written letter of intent that includes a brief description of the project
<input type="checkbox"/>	Contact Information for applicants
<input type="checkbox"/>	Contact information for the registered landowner (if different from applicant)
<input type="checkbox"/>	Land location (legal land description & civic address, if applicable)
<input type="checkbox"/>	A Proposed Plan of Subdivision
<input type="checkbox"/>	A Concept Plan identifying:
<input type="checkbox"/>	<input type="checkbox"/> Development Intentions and Challenges
<input type="checkbox"/>	<input type="checkbox"/> Existing and Proposed Land Uses
<input type="checkbox"/>	<input type="checkbox"/> Major Road Networks and Transportation Systems
<input type="checkbox"/>	<input type="checkbox"/> Development Density
<input type="checkbox"/>	<input type="checkbox"/> Sequencing (phasing) of development for the area in question; and in relation to the abutting areas and the capital plans for the Town
<input type="checkbox"/>	<input type="checkbox"/> Existing and Proposed Infrastructure, Services and Facilities
<input type="checkbox"/>	<input type="checkbox"/> Any other known or anticipated planning and development issues
<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	Any other documents, reports or studies required or requested by the subdivision approving authority
<input type="checkbox"/>	A proposed Zoning Plan, if re-zoning is either required or anticipated
<input type="checkbox"/>	Master Grading, Landscaping and Drainage Plans (Preliminary plans are acceptable at this stage). Grading plans to include requirements as specified in the zoning bylaw
<input type="checkbox"/>	Servicing Plans (Preliminary plans are acceptable at this stage)
<input type="checkbox"/>	Servicing and Construction details and/or intentions for each phase not otherwise provided as part of the Concept Plan (Preliminary plans are acceptable at this stage)
<input type="checkbox"/>	Subdivision Features
<input type="checkbox"/>	Architectural Controls, where applicable
<input type="checkbox"/>	Proposed Timing/Scheduling
<input type="checkbox"/>	Any other information relevant to the proposal
<input type="checkbox"/>	Any other information requested by the municipality, specific to the proposal

Once a pre-application request has been made, the Town will review the pre-application submission and contact the developer/applicant to make arrangements for a formal pre-consultation meeting.



## 5.0 Servicing Agreements

### 5.1.1 Servicing Agreement Requirements

Where there is a proposed subdivision of land, Council may require a developer to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision.

Servicing Agreements shall provide:

- a) specifications for the installation and/or construction of all services within the proposed subdivision as required by Council;
- b) for the payment by the applicant of fees that Council may establish as payment in whole or in part for the capital cost of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, municipal roadway facilities, or park and recreation space facilities, located within or outside the proposed subdivision, and that directly or indirectly serve the proposed subdivision;
- c) time limits for the completion of any work or the payment of any fees specified in the agreement, which may be extended by agreement of the applicant and Pilot Butte;
- d) provisions for the applicant and Pilot Butte to share the costs of any work specified in the agreement; and
- e) any assurances as to performance that Council may consider necessary.

## 6.0 Levies, Fees and Other Costs

### 6.1.1 Fees related to the Subdivision Process

Applicants should [contact](#) the Ministry of Government Relations, Community Planning Branch regarding fees related to [The Subdivision Process](#).

### 6.1.2 Development Levies/Servicing Agreement Fees

Development levies are charged for the purpose of recovering all or a part of the capital costs of providing, altering, expanding or upgrading municipal services and facilities associated with a proposed development. Developing new growth areas through development levies will also provide the capital that will fund the infrastructure required for growth. Those who benefit from the infrastructure should share all related costs proportionally. Development levies in the Town of Pilot Butte are charged on a per hectare basis, or as otherwise defined in ***The Town of Pilot Butte Development Levy Bylaw*** and applies to:

- a) All land that is considered a development or subdivision defined by the Town's *Development Levy Bylaw* and Part VII of *The Act*;
- b) Development lands that benefit or will benefit from municipal services or to be installed by, or on behalf of the Municipality; or
- c) Where a development levy has not previously been charged.

### 6.1.3 Application Fees

Pursuant to Section 3.9 of the Zoning Bylaw, application processing fees are applicable where a new subdivision or development:

- a) Requires an amendment to the Official Community Plan;
- b) Requires an amendment to the Zoning Bylaw;
- c) Is a condition of a permit issued for an approved Discretionary Use; or
- d) For Minor Variances





## 7.0 General Design Guidelines

General Design Guidelines are introduced to ensure safety and promote uniformity and good design practices in the Town of Pilot Butte. These guidelines are intended only to represent minimum general design standards acceptable to the Town.

All design details, specifications and constructions must meet appropriate codes; be consistent with the Town of Pilot Butte Official Community Plan and Zoning Bylaw; and may be subject to the approval of the Town. Because each development is unique, alternate applications and/or deviations from the guidelines listed herein, may be considered during the application review and approval processes as required to suit conditions related to a specific subdivision or development; and as negotiated as part of a [servicing agreement](#), where applicable.

Where discrepancies exist between these general design guidelines and the approved engineering designs or servicing agreements, the approved engineering designs and servicing agreements shall supersede.

### 7.1 Water Supply

All new subdivisions and developments are required to connect to the Town's Central Water System and be compatible with existing systems and designed to provide adequate capacity for the entire development and as necessary to suit the intended land use. The water distribution systems shall be designed based on maximum daily and peak hourly flows acceptable for the intended usage, and must include allowances that meet the requirements for fire flow and to accept the pressures to support such flow. Unless otherwise approved by the Town, all installations shall be designed to conform to the following:

## **7.1.1 Domestic Water Mains and Appurtenances**

### **7.1.1.1 Water Mains**

- a) Water mains shall be designed to accommodate future adjacent development areas, where applicable.
- b) Water distributions shall be designed to minimize dead ends. The maximum length of a dead end shall be 150m and shall be terminated with a fire hydrant or other flushing device acceptable to the Town.
- c) Potable water distribution mains shall be a minimum 150mm diameter or as otherwise designed to accommodate higher residential densities or non-residential land uses.
- d) Pipe for potable water mains shall be Class 150 PVC conforming to AWWA C900.
- e) Mains shall be located within the street right-of-way and at least 1.0 m horizontally from the sanitary sewer mains. When this is not possible, an easement may be required, subject to the approval of the Town.
- f) Mains shall be installed to provide a minimum cover of 2.75m from the top of pipe to the finished grade.
- g) Where the required cover can not be achieved, the lines shall be insulated.
- h) A sand bedding of 100mm below and halfway up the pipe shall be provided for all mains. Alternate and/or improved bedding shall be provided as required by soil or trench conditions.
- i) Where water mains exist in the same vicinity as sewer mains, all water mains shall be installed above sewer mains with a minimum vertical clearance of 150mm.
- j) All mains shall be inspected, hydrostatically tested and disinfected prior to use.

### **7.1.1.2 Fire Hydrants**

- a) Fire hydrants shall conform to AWWA C502 specifications.
- b) All threads must be consistent with the Town's existing hydrants.
- c) All hydrants shall be placed on 3.0m leads, valved and freely drained
- d) The maximum spacing between hydrants shall be 150m.

### **7.1.1.3 Valves and Fittings**

- a) All fittings shall be made of cast iron and conforming to AWWA C110 specifications.
- b) All valves shall be cast iron gate valves with resilient seats conforming to AWWA C509 specifications.
- c) Valves shall be located at street intersections in alignment with the adjacent property lines and at additional locations to ensure that not more than one fire hydrant becomes out of service in the event of a water main break, shut down or other service disruption.

#### **7.1.1.4 Water Service Connection Lines**

- a) Residential water service pipe shall be 25mm diameter from the main tie-in to the water meter.
- b) Each water service line shall have a curb stop and drains located at the property line.

#### **7.1.1.5 Future Developments**

- a) Where stubs are required for future development, the extensions shall be designed so that no other hydrant or service will be disrupted or taken out of service to accommodate future development or construction.

## **7.2 Wastewater**

All new subdivision and developments will be required to connect to the Town's sanitary sewer system. Unless otherwise approved, all installations shall be designed to be compatible with existing systems and conform to the following:

### **7.2.1 Gravity Sanitary Sewer Mains, Storm Sewer and Appurtenances**

#### **7.2.1.1 Wastewater Mains**

- a) Gravity sewer mains shall be sized for full flow during the total design peak flow for the proposed area and designed to accommodate future development areas, where applicable.
- b) Sanitary Sewer Mains shall be a minimum 200mm dia. at a minimum slope of 0.40%, except where otherwise approved.
- c) Pipe for sanitary sewer shall be PVC gravity sewer pipe, SDR35.
- d) Mains shall be located in the middle of the street right-of-way.
- e) Mains shall be designed to allow for a minimum cover of 2.75m (+/- 50mm) from the top of pipe to the finished grade (+/- 50mm). If this depth can not be met, additional information shall be provided on the plans relative to the effect that such sewer mains have on future building services. Lines with less than a 2.25m cover shall be insulated.
- f) A sand bedding of 100mm below and halfway up the pipe shall be provided for all mains. Alternate and/or improved bedding shall be provided as required by soil or trench conditions.
- g) All sewer mains shall be designed to ensure that adequate slopes will be available to accommodate sewage collection points at basements and other buildings acceptable for the intended land usage.
- h) Where sewer mains exist in the same vicinity as water mains, all sewer mains shall be installed below water mains with a minimum vertical clearance of 150mm and horizontal clearance of 1.0m.
- i) Pipe and joints to have zero leakage. All sewer mains shall be designed, staked and inspected by the Developer's Engineer.

### 7.2.1.2 Manholes

- a) Unless design requirements warrant deviations, or unless otherwise approved by the Town, manholes shall be located at:
  - All major changes in grade and alignment;
  - Junctions of mains;
  - The end of each line, and;
  - Shall not exceed a maximum spacing of 120m between manholes.
- b) Manhole barrels shall be constructed of sulphate-resistant precast concrete with a minimum 1050mm inside diameter.
- c) Manhole safety steps shall be placed at all changes of grade or direction and at main terminals.

### 7.2.1.3 Sanitary Sewer Service Connection Lines

- a) Residential sanitary sewer service pipe shall be of PVC Gravity Sewer Pipe, SDR 28.
- b) Service pipe shall be a minimum 100mm diameter and installed at a minimum 2.0% slope.
- c) Service pipe shall be connected to the sewer main with an appropriate saddle.
- d) Gravity service pipe to the front property line of each lot shall be installed with a minimum cover of 2.5m below the finished lot grade. Connections with less than a 2.25m depth cover shall be insulated.

### 7.2.1.4 Future Developments

- a) Where stubs are required for future development, they shall be capped with a watertight cap and designed to allow the greatest depth possible that will allow future developments to also maximize the design flexibility when the lines are extended.
- b) Where stubs are expected to be buried for an extended period of time, developer's shall either provide a manhole or acceptable cleanout in lieu of a cap, at the discretion of the Town.

## 7.3 Shallow Services (Utilities)

Servicing for shallow services that include power, natural gas, telephone and cable shall be arranged for, and determined independently between the Developer and the shallow utility companies, unless otherwise negotiated as part of a [servicing agreement](#). All detailed utility designs and constructions may require the approval of the municipality and must be coordinated, consistent and compatible with the Town's existing systems, bylaws, policies and meet or exceed the Town's acceptable design standards.



## 7.4 Site Grading & Landscaping

- a) Master Drainage Plans, Rough Grading Plans and Landscaping Plans shall conform to the Town's overall Master Plans, where applicable. All detailed design plans require the approval of the Town and must reflect good design practices that will minimize the impact of development on adjacent lands with care and attention to not impose additional drainage or runoff concentrations that are not acceptable to the Town.
- b) Minimum lot gradients for residential lots shall:
  - Be consistent and conforming to the approved design of the subdivision as a whole.
  - Slope away from the dwelling unit on all sides as per the Town's zoning bylaw.
  - Not impose drainage on adjacent lots, except where approved designs permit.
  - Encourage rear to front drainage along both sides of the dwelling unit to the required street, lane, or point of exit.

## 7.5 Road Networks & Transportation

- a) Streets shall be designed for a minimum 20 yr. Lifespan and shall be:
  - Certified by a Professional Engineer, registered and licensed to practice in the Province of Saskatchewan.
  - Designed for circulation, connectivity and integration with the Town's existing transportation network.
  - Designed to national standards to suit the road classification (freeways and expressways, arterial, collector, local, lanes, etc.) and conforming to Section 16 of *The Subdivision Regulations*.
  - Designed for appropriate barriers, control and abatements, if required.
  - At minimum, shall consist of:
    - A prepared subgrade
    - A suitable depth of sub base and base course
    - Minimum 50mm asphalt surface course
    - Appropriate signage and traffic controls, where applicable.
    - Line Painting, where required.
- b) All curb, gutter and swales shall conform to the following:
  - All concrete shall be placed on approved granular sub base
  - Profiles shall conform to the standards of the Town
  - Design mix of the concrete shall conform to the following:
    - Type 50 Sulfate Resistant Concrete
    - Minimum 28 day strength 25 MPa
    - Air Entrainment 5-7%
    - Maximum Water/Cement Ratio 0.45

## 7.6 Sidewalks

- a) Sidewalks shall be constructed at 1.2m in width and conforming to approved engineering specifications, and installed in locations approved by the Town.

## 7.7 Buffers and Easements

- a) Additional separations such as planting, walkways and/or fencing may be required to effectively separate land uses at buffer locations.

## 7.8 Parks & Open Spaces

- a) Detailed Designs for Parks and Open Spaces require the approval of the municipality and shall include a detailed [concept plan](#), landscape plan, rough grading plan, master drainage plan, and any other information requested by the Town.
- b) Parks shall be designed for accessibility, safety and low maintenance and shall be well lit with no steep gradients, blind spots or other barriers that could create hiding spots, minimize access, encourage unsafe conditions or restrict continuous pedestrian movement.
- c) Where fencing, bridges, or other major features are desirable, the designs and configurations must be consistent with sec. b) above and are subject to the Town's approval.
- d) Designs requiring post-construction maintenance (ie: on-site washrooms, sprinkler park, etc.) shall require additional consultations and approvals from the Town.

## 7.9 Landscaping

- a) All species of trees, plants, shrubs, grasses, ground covers and other vegetation shall not be species that are considered not acceptable to the Town.

## 7.10 Walkways/Pathways

- a) Walkways and pathways shall be designed for connectivity and interconnectivity to existing walkways and pathways.
- b) Pathways shall conform to section 16(9) in *The Subdivision Regulations*.
- c) Pathways shall be routed with due consideration for grades, slopes and private property.
- d) Pathways within parks shall be paved with an asphalt surface at least 1.5m wide, unless otherwise approved by the Town.

## 7.11 Other

### 7.11.1 Bollards & Barriers

Bollards are to be located wherever a pathway meets a road or lane crossing, and spaced as acceptable to the Town to either limit or prevent vehicle access, depending on the access requirement of the Town.

### 7.11.2 Street Lighting

Designs for street lighting shall include:

- a) Steel Standards with LED (Light Emitting Diode), or other approved alternate acceptable to the Municipality.
- b) Street lights are to be coordinated and placed at locations so as to not interfere with design elements such as:
  - proposed culverts
  - proposed driveways and;
  - other permanent amenities, wherever possible.
- c) Street lights shall be located in alignment with the extension of common property lines.

### 7.11.3 Street & Open Space Naming

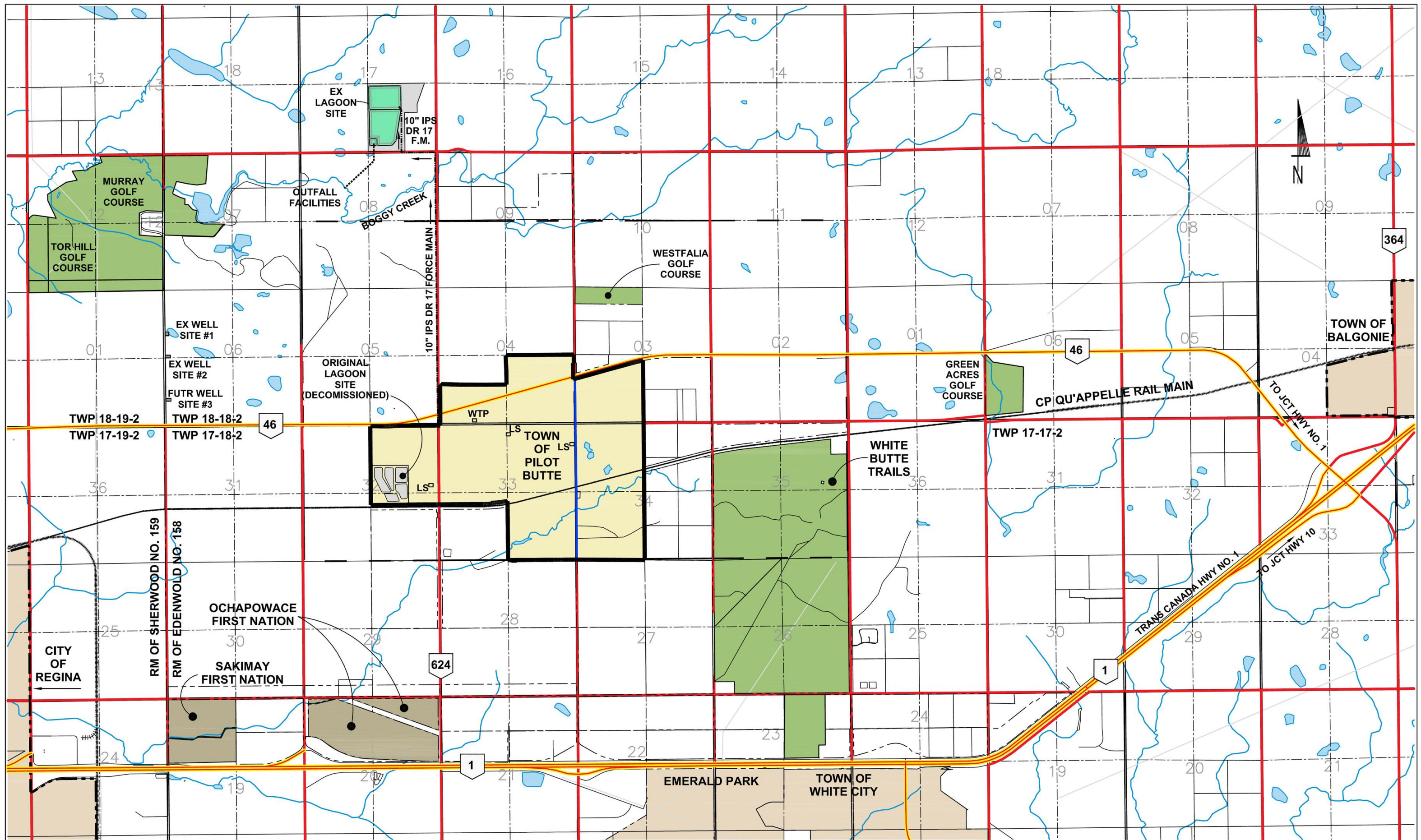
- a) Street names and Open space (Park) names, where applicable shall be determined between the Developer and the Municipality. All names and numbering shall conform to section 16(14) of *The Subdivision Regulations* and will require The Town's approval.

### 7.11.4 Street Signs and Traffic Signs

- a) Street signs and traffic signs shall be constructed to:
  - Be consistent in style and color with the existing municipality, unless otherwise approved.
  - Reflect universal standards and sizes
  - Be reflective
  - Shall be mounted on min. 50mm diameter steel posts, and embedded to a minimum depth of 1220mm or other approved specifications as required to ensure the structural integrity of the sign.

## 8.0 Appendix A – Reference Maps





## 8.1 APPENDIX 'A' - LOCATION PLAN



# 8.2 APPENDIX 'A' STREET MAP 2018 TOWN OF PILOT BUTTE

## SYMBOLS LEGEND:

- HWY - MAJOR ARTERIAL
- HWY - COLLECTOR
- HWY - LOCAL COLLECTOR
- LOCAL ROAD - EXISTING
- LOCAL COLLECTOR
- LOCAL ARTERIAL
- LOCAL ROAD (FUTURE DEVELOPMENT)
- +++++ RAILWAY MAIN
- URBAN BOUNDARY
- DEVELOPING SUBDIVISIONS
- PARKS & RECREATION
- PUBLIC COMMUNITY SERVICE

 LOCATION SYMBOL  
'X' DENOTES RELATED LOCATION NUMBER

- 1 TOWN OFFICE  
LIBRARY  
ICE RINK  
COMMUNITY HALL  
SENIOR CENTRE  
LIONS MEETING
- 2 THE BUTTE
- 3 BALL DIAMONDS  
PLAYGROUNDS  
OUTDOOR RINK  
SKATEBOARD PARK
- 4 PILOT BUTTE  
ELEMENTARY SCHOOL
- 5 POST OFFICE
- 6 TENNIS COURTS  
"THE PIT"  
SOCCER FIELD
- 7 FIRE HALL
- 8 TOWN SHOP
- 9 CEMETARY
- 10 RODEO GROUNDS
- 11 WATER TREATMENT PLANT (WTP)
- 12 RAILWAY & MAIN LIFT STATIONS
- 13 SOLAR LIFT STATION
- 14 BUTTE LIFT STATION

