

Development Permit Application Form

A Development Permit approves the location, size and use of facilities and premises in accordance with the GTH Development Plan and GTH Zoning Bylaw. A Development Permit and approval is required for new construction, and changes to how the building is being used.

Application fees:

A \$10,000.00 fee plus GST (5%) is required in order to make an application. Cheques can be made payable to The Global Transportation Hub.

Decision time frame:

The timing associated with the approval of a development permit will be a minimum 20 business days to complete by the GTH. For more complex projects the review time may take longer. The review does not begin until the proponent has submitted all of the required documentation and drawings required. The review time is for the initial review only; any resubmission will extend the timelines required.

If clarification is required by either the applicant or the approver a collaborative meeting can be scheduled. To schedule a meeting, contact the GTH at 306-787-4842 or operations@thegth.com.

Next Step:

Following the approval or conditionally approved Development Permit you will be required to submit a completed Building and Occupancy Permit Application.

Development Permit Application

All of the following information is necessary to facilitate a thorough and timely evaluation and decision on your application. All materials submitted must be clear, legible and precise. If there are any changes to the information following the submission of your application please provide our office with a copy of the change. The minimum time required to review the following information by the GTH is 20 business days, for more complex projects the review time may take longer. The review timeline does not begin until the proponent has submitted all of the required documentation and drawings. The review time is for the initial review only. Any resubmissions will extend the timelines required.

Please note you will also require a building permit and must apply for it separately.

An approved Development Permit will be valid for one year from the issue date.

A. Applicant/owner information			
1.	Applicant is the:	Owner Authorized agent of the owner (provide documentation/letter to confirm status of the authorized agent)	
2.	Applicant information		
	Business name:	Sole Proprietor Incorporated (provide a copy of Certificate of Incorporation) Partnership	
	Last name:	First name:	
	Contact name: (If different than above)	Email:	
	Mailing address:	Telephone:	Cell phone:
			Fax:
	City:	Province/State:	Postal Code/Zip Code:

B. General project information	
1.	Project municipal address:

2.	Project legal description: Surface parcel # _____ Lot(s) _____ Block _____ Plan number _____
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3.	Type of work being performed: (check all applicable) New commercial/industrial building Addition to existing building Exterior alteration Interior alteration Demolition Other: _____ Change of use
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C. All new buildings and/or additions to existing buildings	
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1.	Detail the proposed use of the new building/addition:
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	Total site area (sq. m.):	Total floor area (sq.m.) - including all floors and mezzanines:
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	Total height of building (sq. m.):	
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2.	Additions to a commercial/industrial building	
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	Existing floor area (sq.m.):	Proposed floor area (sq.m.):
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	Estimated value of construction cost:
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D. Impact on public infrastructure

1. Describe the plan to reduce and eliminate the amount of debris your visiting and departing traffic will place on the public infrastructure:

2. Describe your plan for temporary erosion control to eliminate the impact on the public infrastructure:

E. Provide proposed site drawing(s) in metric units to include the follow:

Include the information below on two full size paper copy (e.g. A1, ANSID or ARCHD), drawing scale to be appropriate for the size of the site (e.g. 1:100 to 1:1000) and provide two reduced copy (11x17) of the plan and an electronic copy in PDF format.

1.	Date
2.	North arrow
3.	Site area (sq.m.)
4.	Access points
5.	Property lines, dimensions and area (in hectares) of the site
6.	Site circulation
7.	Drainage, detention and water systems (water and sewer connections)
8.	Loading space requirements
9.	Parking layout design and spaces (width, depth)
10.	Areas of hard surfacing and granular surfacing
11.	Additional structures including security/gate house or utility buildings
12.	Landscape plans, signage and fencing locations
13.	Floor plans
14.	Elevation drawings
15.	Snow and waste management
16.	The location and name of adjacent streets, drainage channels/ponds pipelines, utilities, easements, hydrants, railways and other relevant infrastructure

F. Development permit fee

\$10,000.00 plus 5% GST fee per Site Plan (fee must be received in full to complete the submission of the Development Permit Application)

G. Declaration of application

I, _____ certify that:

I am the President/Director of _____ and the information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

Name

Signature

Date

The Global Transportation Hub respects your right to privacy and does not collect, use or disclose any personal information without your consent.

For office use only

Date application received in full:

Date application approved:

Development Officer signature: