

# Planning to Develop?

*For more details on these or any other policies, please contact the Town Office.*

## **Here are some things you will need to know:**

If you are purchasing a property privately, find out if that property is serviced with water and sewer. If it is not, you will be responsible for the entire cost of connecting to the Town's water and/or sewer main, including (if applicable) the cost of repair to the street pavement and curb and any landscaping to the boulevard.

If you are requesting a new water or sewer connection where one already exists, you are responsible for the entire cost of connecting to the Town's water and/or sewer main, including the cost of repair to the street pavement and curb and any landscaping to the boulevard, unless the replacement is recommended by the Town.

There is a \$5,000 (\$2,500 each) infrastructure connection fee for each new water and sewer hookup on un-serviced lots. Additional charges apply for commercial and multi-unit construction.

## **PROCESS**

The homeowner (or developer) who intends to install or replace the water or sewer line must apply to the Town Office, in writing.

All applications for new water and sewer lines must be reviewed and approved by Council (or its designate) prior to any work being undertaken.

The Town will arrange with a Town-approved contractor to schedule the work, and will ensure that sufficient materials (pipe and fittings) are on hand.

Once the work is completed, the contractor is to make out the invoice to the property owner for the installation of the water and/or sewer line.

## **TREES AND SHRUBS ON TOWN PROPERTY**

In the event that trees or shrubs on town property need to be removed to accommodate development, there must be a request in writing to the Town. All requests are to be approved by Council prior to being removed. Any tree that is removed from Town property is to be replaced by the property owner paying the Town \$100 to cover the cost of a new tree. A suitable location for the replacement tree will be found by Town personnel. The cost of the tree removal is the responsibility of the property owner.

*Be sure to contact the Town Office if there is anything you are unsure about when planning to develop a property!*

TOWN OF CARLYLE

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# Moving a Building into Town?

All requests are to be approved by Council prior to any work being undertaken. Please complete a moving permit application.

The moving permit application must be accompanied by:

- a site plan for the proposed location of the building.
- Photographs, clearly showing all sides, of the building to be moved in.

Unless the building is t a new RTM or modular home, the moving permit application must be accompanied by plans for renovations or upgrades, along with a time frame that the work will be done, and a \$1,500 deposit. The \$1,500 deposit will be refunded to the property owner upon completion of the upgrades to the satisfaction of the Town, and providing no damage is done to the streets or lanes because of the move.

# Purchasing Town Property?

A deposit of 10% of the purchase price of the lot is to be made at the time of the application, refundable only if the application is not approved.

GST will be charged on all applicable property sales.

Payment in full must be received within three months from the date of the acceptance of the Application to Purchase. Otherwise, the deposit will be forfeited and the application will be void.

The transfer of title will commence upon receipt of the total purchase price, and in compliance with the conditions of the Town's policy.

The purchaser and the Town will share the cost of the transfer of title on a 50/50 basis.

# Building Permits

Building permits must be obtained prior to any construction over 100 square feet. All construction must conform to the Town's current zoning and building bylaws.

All commercial construction must be inspected by the Town's building inspector. All fees for such inspections will be billed to the property owner, and are to be paid within thirty days of billing.