Prior to submitting a formal application, you may wish to contact the Planning & Development Services Department for a preliminary consultation.

A Severance is:
   a) The subdivision of one lot, block or portion thereof into two “sites” having contiguous frontage on a street.
   b) The subdivision of a lot or block and the consolidation of the portion severed with an immediate adjacent site having contiguous frontage on a street.

A Severance shall not:
   a) Alter the direction of frontage of any existing property.
   b) Change the limit of any street or lane or affect in any way public utility or utility rights-of-way.
   c) Establish any condition contrary to any other bylaw or regulations of the City of Regina.

Application Requirements

The following is required:
1. A completed application form with all questions answered and signed by the applicant and the owner (if different).

   Accuracy of information provided on the application form is critical to a legal and binding decision. Be as accurate as possible.

2. Cheque – Application Fee
   Credit card – Application Fee
   A cheque payable to the City of Regina, reflecting the current application fee. Alternatively, the applicant may arrange to call in a credit card number to City Planning Branch Administration staff (306-777-7551). Development Application Fees can be found on Regina.ca.

   Application fees are required to be paid in full at the time of application

3. Property titles for all lands included in the proposal.

   New lots will be parcel-tied if existing accessory structures are remaining on the lot.

4. A plan of the proposed severance prepared by a Saskatchewan Land Surveyor. The following information must be included on the plan of proposed severance:
   a) The location, dimension and boundaries of the land to be subdivided and each of new lot created.
   b) The location of existing buildings on the land to be subdivided.

5. Such other features, particulars or data as may be required by regulations herein or by the Development Officer. Proof of consent from all Crown Utilities.

Your application will be deemed incomplete and sent back to you in the event that any of the above required elements are missing from your submission.

Process

Severances are circulated to affected civic departments for comment. If the severance is acceptable, the City Clerk executes the certificate of approval on behalf of the City. In the event of non-compliance with the applicable regulations, the application must be forwarded to City Council who shall refuse approval.
**Building Code Compliance**

Severance applications for sites that contain buildings must include revised spatial calculations for the proposed new property line. Spatial calculations must be sealed by a design professional licensed in Saskatchewan if the building falls under Part 3 of the NBC.

**If there is a building on a property that is undergoing a property line alteration**, 15(6) of the Building Regulations state that a change to the property boundaries of a building lot puts a building or part of a building in contravention of the National Building Code of Canada (NBC), the owner shall immediately alter the building or part of the building to bring it into compliance with the NBC.

If the revised spatial calculations require alterations to an on-site building, a complete building permit application must be submitted prior to the severance application being approved.

**Refund Policy**

Should you wish to withdraw your application after submission, the following refund policy will apply:

- 75 per cent of the fee will be refunded if withdrawn before circulation
- 0 per cent of the fee will be refunded if withdrawn after circulation

**Submission**

Submit the completed application form, the required application fees, plans and supporting documents by:

**Email:** proposeddevelopment@regina.ca

**OR Mail:**
City of Regina
9th Floor, City Hall
P.O. Box 1790
Regina, Saskatchewan, S4P 3C8
Severance Application Process

Application Submitted

Application circulated and reviewed for compliance

Compliance

Certificate of Approval Issued

Non-Compliance

Applicant appeals decision to Development Appeals Board

Approved

Applicant appeals decision to Saskatchewan Municipal Board

Denial

Approved

If denied, process stops
Severance Application

Applicant

☐ Registered Owner  ☐ Representative of Owner  ☐ Option to Buy

Name: ____________________________________________

Company: ____________________________________________

Address: ____________________________________________

City: _______________ Province: ________________ Postal Code: ________________

Phone Number: (    ) ____________________________ Email: ________________________

Present Owner (if different from Applicant)

Name: __________________________________________________________________

Company: __________________________________________________________________

Address: __________________________________________________________________

City: _______________ Province: ________________ Postal Code: ________________

Phone Number: (    ) ____________________________ Email: ________________________

Subject Property

Address: ____________________________________________

Lot (s): ________  Block: ____________  Plan No: ____________

¼: ____________  Sec: _____  TP: ____________  Rg: ____________  W 2nd Meridian ________

Zoning of Property

Present: ____________________________________________
Present Use of Building and Property (be specific)

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Proposed Use of Building and Property (be specific)

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Please ensure you have attached

☐ Application Fee  ☐ Property Titles  ☐ Required plans  ☐ Consent from Crown Utilities

I further agree to indemnify the City against all losses, costs, charges or damages caused or arising from any action undertaken pursuant to any approval issued under this application.

I understand that the development application review process is a public process and that this application form, including the information and materials submitted with it, is a public document that will be publicly available for inspection during the review process. I consent to the reproduction in whole or in part, of any document submitted as part of a complete application for internal use, inclusion in Administration reports or distribution to the public either online or through other means for the purpose of application review.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Owner(s) (if different than Applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Full Name (Print)</td>
<td>Owner(s) Full Name (Print)</td>
</tr>
<tr>
<td>Applicant Signature</td>
<td>Owner(s) Signature</td>
</tr>
<tr>
<td>Date Signed</td>
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