

Prior to submitting a formal application, you may wish to contact the Planning 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, or
- (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; or
- (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. A cheque payable to the City of Regina, reflecting the current application fee. Please contact the Planning Department at 777-7551 to obtain the current application fee;
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 of each new lot created;
 - (b) the location of existing buildings on the land to be subdivided;
 - (c) such other features, particulars or data as may be required by the regulations herein or by the Development Officer.
- 5. 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.

Refund Policy

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

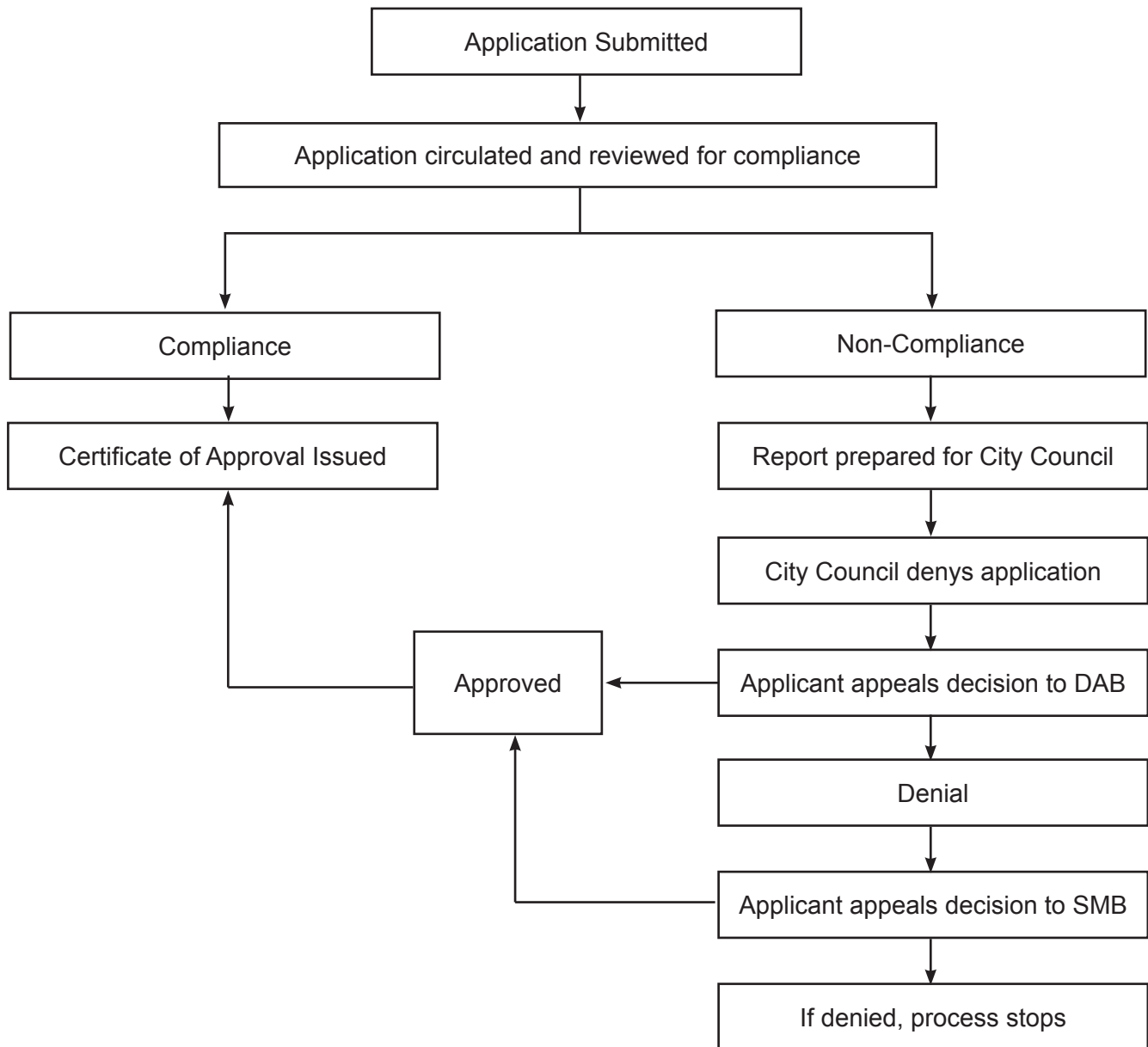
- 75% of the fee will be refunded if withdrawn before circulation.
- 0% of the fee will be refunded if withdrawn after circulation.

Submission

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

Planning Department
City of Regina
9th Floor, City Hall
P.O. Box 1790
Regina, Saskatchewan, S4P 3C8

Severance Application Process



Do you intend to apply for any City Housing Incentives?
(check all that apply)

- Tax Incentive
 Capital Grant

FOR OFFICE USE ONLY

Application #: _____

Date Fee Paid: _____

Pymt Amount: _____

Severance Application

Applicant

Registered Owner

Representative of Owner

Option to Buy

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ E-Mail: _____

Present Owner (if different from Applicant)

Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ E-Mail: _____

Subject Property

Address: _____

Lot(s): _____ Block: _____ Plan No: _____

¼: _____ Sec: _____ Tp: _____ Rg: _____ W 2nd Meridian: _____

Zoning of Property

Present: _____

Present Use of Buildings and Property (be specific)

Proposed Use of Buildings and Property (be specific)

Please ensure you have attached

- Application Fee Property Titles Required plans Consent from Crown Utilities

Signature of Applicant

Signature of Owner (if different from applicant)

Name

Name (printed)

Date

Date