PRE-APPLICATION MEETING REQUEST

Please fill out this form in advance to support a productive meeting.

Pre-application meetings provide the opportunity for Designers, Applicants and Owner(s) of an upcoming project or potential land purchase to meet with the City of Moose Jaw to discuss questions specific to that inquiry. Discussions may include interpretation of code or bylaws, clarification of processes, etc. It is intended that these meetings will improve the quality of applications, as well as improve the efficiency of the plan review, while remaining within the bounds of Saskatchewan's legislation.

This document will record the topics, issues identified, resolutions or interpretations presented by the Designer(s), Applicants and/or Owner(s) and the conclusions from the meeting. After the meeting is complete and after follow-up items are addressed, this document will be signed by the City of Moose Jaw Representative and forwarded to the applicant for a signature.

Note: When the development or building permit application is submitted, the Applicant shall include a signed copy of this Pre-Application meeting documentation so that plan reviewers will be aware of the discussions that occurred.

Contacts

Primary Contact	
Name:	Project Role:
Email:	Phone No.
Meeting Attendee	
Name:	Project Role:
Email:	Phone No.
Meeting Attendee	
Name:	Project Role:
Email:	Phone No.
Meeting Attendee	
Name:	Project Role:
Email:	Phone No.
Meeting Attendee	
Name:	Project Role:
Email:	Phone No.
Meeting Attendee	
Name:	Project Role:
Email:	Phone No.

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Project Information

Civic Address:					
Legal Land Description	**Lot:**		**Block:**		**Plan:**
Class of Work	☐ New	☐ Alteration	☐ Addition	☐ Repair	☐ Other

Recommended City Attendees:

☐ Strategic Growth	Economic Development, Indigenous Relations
☐ Building Standards Division	Building Bylaw, National Building Code of Canada (NBC), National Energy Code for Buildings (NECB)
☐ Servicing & Infrastructure	Roadways & Transportation, Water/Wastewater, Drainage, Environmental Landscape (Public Land)
☐ City Planning	Zoning, Land Use, Subdivision, Private Site Layout, Heritage, Housing, Intensification
☐ City Land Administrator	Purchase/Lease of Municipal land, Temporary use, Easement request, Property details (ownership)
☐ Parks	Landscaping Designs, Public Parks, Maintenance, Boulevard, Trees

Suggested Meeting Times: (at least 5 business days after the submittal of this application)

1) Date:	Start Time:	Duration:
2) Date:	Start Time:	Duration:
3) Date:	Start Time:	Duration:

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Scope of Work Covered by This Application:

- ☐ Project Overview/Nature of Request (intended use)
- ☐ Location of Interest (Legal Land Description or Civic Address)
- ☐ Estimated Land Value/Proposed Offer Price
- ☐ Access and Services (Access required from public roads/municipal services (water, sewer, storm, power etc.)
- ☐ Supporting Documents (Site plan or sketch, business or development proposal, proof of legal entity status)
- ☐ Is land designated as environmental reserve, municipal reserve or subject to any restrictions? (ex. railway proximity)

Please provide other written comment, as necessary:

Submission Requirements (Choose One)

- ☐ Conceptual Stage (No engineer/architect engaged)
- ☐ Detailed Design Stage **(60 per cent drawings must be complete and will be submitted with this application)**

Timelines or Constraints (ex. estimated time of construction):

Please submit the completed form to **planning@moosejaw.ca**