

## OTHER CONTACTS

### PLANNING & DEVELOPMENT SERVICES

306-953-4370

- ⇒ Property Development
- ⇒ Economic Development
- ⇒ Planning Department
- ⇒ Building Inspections
- ⇒ Business Licenses
- ⇒ Sign Permits

## PERMITS

### BUILDING

Planning & Development Services  
306-953-4370

### GRADE CERTIFICATE or CROSSING APPLICATION

Public Works  
306-953-4900

### ELECTRICAL & GAS

SaskPower  
1-888-757-6937

### PLUMBING

Prince Albert Parkland Health  
306-765-6600

### WATER CONNECTION

Water Department  
306-953-4340

## CONTACT

### PROPERTY COORDINATOR

Planning & Development Services  
City of Prince Albert  
1084 Central Avenue

P: 306-953-4377  
F: 306-953-4380

Email: [lfyрк@citypa.com](mailto:lfyрк@citypa.com)  
[www.citypa.ca](http://www.citypa.ca)

### OFFICE HOURS

8:00 a.m. — 4:45 p.m.  
Monday to Friday



This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Planning & Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

# PURCHASING CITY OWNED LAND

### PLANNING & DEVELOPMENT SERVICES PROPERTY COORDINATOR

1084 Central Avenue  
Prince Albert, SK  
S6V 7P3  
P: (306) 953-4377  
F: (306) 953-4380  
Email: [lfyрк@citypa.com](mailto:lfyрк@citypa.com)

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*Last updated January 12, 2018*



## SALES INFORMATION

### HOW TO PURCHASE CITY OWNED PROPERTY

The City of Prince Albert is the registered owner of a number of parcels of land it is holding for the purposes of providing building locations, future City use, and discouraging speculation. Sales processes, terms and conditions are at the discretion of the City.

Terms and Conditions of agreements may include but not limited to: require full payment at time of signing, non-refundable deposit with full payment due date, collection of prorated taxes, build commitments and entering into an agreement with the City covering all terms of the sale. All sales are approved through City Council.

Sales are first-come, first-serve basis, or Public Offering.

#### *What is Public Offering?*

*Land which is residential, commercial, industrial, or tax title and has not been offered for sale previously will be first offered in a public process.*

*Lot Draw: Newly created lots in a City subdivision will be offered through a lottery draw procedure.*

*Request for Proposal: Potential purchaser and developers will submit their offered price along with their proposed development for the property*

*Tender Bid Offer to Purchase: Potential purchasers submit their offered price.*

**RESIDENTIAL** Hold a Lot: Between December 1 to March 31 for select residential lots only. A lot can be held with a \$500 non-refundable deposit. The purchase of the lot must take place on or before April 1, or the hold will be lifted and the lot will be made available to the public for purchase.

Title to the land purchased will remain in the name of the City until terms and conditions of the agreement are satisfied.

## OTHER CONSIDERATIONS

### SERVICES

Services available/provided: Sewer and water mains (including connections to the property line); concrete curbs; grading and gravelling of lanes (if any); asphalt street paving; street lighting; boulevard landscaping; storm sewer benefit; and park development.

There are properties where not all of these services are included in the price or are not available, and may be an additional cost to the purchaser.

### SUBSURFACE SOIL

Subsurface soil conditions of some lots may not be suitable for certain home designs or development. Soil testing may be done at any time and is the responsibility of the purchaser.

### EASEMENTS

The purchaser must be aware of any SaskTel, SaskPower, or City utility easements on the property as no construction can occur in these areas. The purchaser is obligated not to change the elevation or the grade in this area.

### BUILD COMMITMENT

A one year build commitment is required on properties purchased from the City of Prince Albert. **Properties will not be sold for speculative purposes.**

### GENERAL INFORMATION

For further information, current listings, locations, sizes, and prices of a property, please visit the City website [www.citypa.ca](http://www.citypa.ca) / Development / Property Sales or by contacting the Property Coordinator at 306-953-4377.

## BUILDING INFORMATION

### DEVELOPMENT PERMIT

Development Permits are required for the construction of a new building, an addition to an existing building or a change of use of a commercial building or site. This does not apply to single family dwellings.

It is very important that you receive City approval prior to the start of your project, as not all types of businesses are allowed in all areas of the City.

To ensure compliance with the zoning and planning by-law & regulations, a completed development permit may be required before a Building Permit can be applied for.

### BUILDING PERMIT AND INSPECTIONS

Building Permits are required in situations where there will be a new construction of a building, any structural changes made to a building such as renovations, additions or demolitions or where there will be a change in the use of the building.

A complete set of building plans, a site plan and specifications, for the air exchange and ventilation system are to accompany an application for a building permit. Engineered stamped drawings may be requested.

Following the approval of the building permit and commencement of construction, the purchaser or designate is responsible for obtaining inspections and should contact Planning & Development Services 24 hours prior to requiring an inspection 306-953-4370.

### BUSINESS LICENSE

All businesses are required to obtain a business license before they are able to operate in Prince Albert. It is the purchasers responsibility to obtain proof of a business license from a hired contractor.

