

CITY OF ESTEVAN-DEVELOPMENT INFO-SHEET

*Property Zoning Memorandum

A Property zoning memorandum (*basically a status report for a particular property*) is generally a requirement of many financial institutions and/or legal firms when finalizing real estate transactions. The City of Estevan does not require Property Zoning Memorandums but rather provides them as a service to the public. This sheet describes the content included in Property Zoning Memorandums as well as outlining the submission requirements for obtaining a Property Zoning Memorandum.

A Property zoning memorandum issued by the City of Estevan consists of a letter advising what land use zoning district applies to a certain property, whether the current use on the property (if known) is a permitted, discretionary, or non-conforming use of the zone, and whether the placement of the buildings or structures on the site (as shown on the a Surveyor's Real Property Report) complies with the requirements of the City's zoning bylaw. The City of Estevan is not able to comment on the placement and/or compliance of buildings, improvements, or measurements incorrectly shown, illegible, or not shown on the information submitted. In some cases, a Zoning Memorandum may include other known Planning and/or Development Information (ie. easements) which applies to a property where such information is found on the City's records.

Submission Requirements

Real Property Reports

In order to process a Property Zoning Memorandum, the City of Estevan requires a Saskatchewan Surveyor's Real Property Report for the property. The City may refuse to issue, or limit it's information on a property zoning memorandum if a Real Property Report is not submitted, or is incomplete or illegible. A Real Property Report must be prepared by a Saskatchewan Legal Surveyor, and must contain the professional seal of the Surveyor who prepared the report. Surveyor's Reports and/or Certificates that do not contain the professional seal of the Surveyor may be rejected.

Procedure for making a Request

A Property Zoning Memorandum may be obtained by submitting a letter of request to the City of Estevan Land Development Services Business Division, City Hall, 1102 Fourth Street, Estevan, Saskatchewan. The request letter must include the legal lot(s) description, civic address, and must further be accompanied by a Saskatchewan Surveyor's Real Property Report and the prescribed processing fee. To expedite processing, proponents are also encouraged to identify the present use of the property in addition to submitting a copy of the most recent property title, which they may obtain from the Saskatchewan Information Services Corporation.

Fees

A letter of Request must be accompanied by a fee for processing the Property Zoning Memorandum:
Type I: \$50.00, Type II: \$150.00, Type III: \$300.00

Timing

The City of Estevan does not guarantee delivery of a Property Zoning Memorandum within a given time period, but generally, upon receipt of a request with complete information, the City will process a Property Zoning Memorandum within 5 working days.

For Further Information, please call the Land Development Services Manager at 634-1821