



Land Development Services
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CITY OF ESTEVAN



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REGULATORY POLICY GOVERNING THE RELOCATION OF PRE- ASSEMBLED RESIDENTIAL DWELLINGS



REFERENCE: SECTION 10.2 CITY OF ESTEVAN BUILDING BYLAW #2004-1662

Regulatory Policy governing the relocation of Pre-Assembled Residential Dwellings to and/or within the City of Estevan

GENERAL

1. The regulations herein contained shall apply to all pre-assembled residential dwellings proposed for relocation to residentially zoned sites, excepting those sites located in districts zoned exclusively for mobile home parks and subdivision.
2. Pre-Assembled residential dwellings shall be defined as follows:

“Any Residential Building which has been constructed, manufactured, assembled or pre-fabricated off the site it is intended to be placed, including but not limited to RTM’s, Sectional/Modular Homes.”
3. **Applicants are strongly advised that they should not proceed to finalize purchase of any residential dwelling or property proposed for a residential dwelling relocation until such time the application has been approved by the City. The City does not guarantee approval for any application.**
4. For whatever reason (including application denial), the City will at no time reimburse any costs which the Applicant has incurred in making application which includes, but is not limited to, any costs associated with application fees, building inspection/travel, plan preparation fees, site survey fees.

APPLICATION PROCEDURES

5. Application for approval to relocate a pre-assembled residential dwelling to or within the City of Estevan must be made to the City’s Land Development Services Division (Manager), and such applications must be accompanied by the following information/submissions;
 - a) Completed application form signed by the applicant.
 - b) Details of the existing building construction including exterior wall framing, roof construction, insulation values, etc.
 - c) A written description or plans which detail any work, additions or upgrades that are proposed for the building or site.
 - d) An accurate plot plan which identifies:

-Proposed building orientation on the site including building dimensions, lot dimensions and building setbacks from legal property lines.

-Site Survey plan (prepared by a legal surveyor) which shows existing site grades and which includes existing grade elevations of fronting street, rear lane, and abutting lots/dwellings (This plan is required before the issuance of permits)

- e) Digital photographs of the front, rear and sides of the building.
- f) Description/plan of any proposed landscape work to be carried out at the site.
- g) Submission of engineered/pre-approved foundation plans, and construction plans (if applicable).
- h) A \$250.00 non-refundable application fee.
- i) Where available, sanitary sewer invert elevation on serviced lots.

***Land Development Services reserves the right to reject any relocation application which does not contain the above noted information requirements.**

MINIMUM STANDARDS/REQUIREMENTS

6. Any Dwelling proposed for relocation shall meet the following:

- a) **In all areas of the City, any residential dwelling proposed for relocation must be no older than the average age (*with an allowable 10% variance*) of all residential dwellings located within a 100 meter radius of the site that it is intended to be relocated, and**
- b) **In all areas of the City, any residential dwelling proposed for relocation must have a gross floor area which is not less (*with an allowable 10% variance*), than the average gross floor area of all residential dwellings located within a 100 meter radius of the site that it is intended to be relocated, (gross floor area does not include the floor area of the basement or attached garage), and;**
- c) **Any subdivision or phase of subdivision which was developed less than 5 years prior, shall require all dwellings proposed for relocation to be new (never lived in), and all dwellings must be either new RTM bungalows, split levels, or 2 storey dwellings. Sectional or Modular homes whether new or previously lived in, are strictly prohibited.**
- d) **In addition to b) above, any residential dwellings proposed for relocation into any new City subdivisions including Phase 6 and Phase 7 of the Trojan Subdivision shall maintain a minimum gross floor area (excluding garage and basement floor area) of 1100 sqft.**

7. Dwellings, including the proposed site of a relocation shall meet the following minimum standards;

a) **Size;**

- As per policy provision 6b)
- No dwelling shall have an overall exterior dimension which is less than 16 feet.

b) **Foundation**

- All dwellings must be placed on new permanent (concrete or PWF wood) foundations as per applicable requirements of the National Building Code. PWF foundations must be designed by a Professional Engineer registered in the Province of Saskatchewan.

c) **Roof**

- Must maintain a minimum pitch of 50mm vertical rise for each 300 mm horizontal run (2:12).
- Must maintain a minimum 305 mm roof overhang on each of the buildings perimeter walls, such that the overhang is architecturally and structurally integrated into the building's design;
- Roof surfacing must consist of wood shakes, asphalt shingles, wood shingles, metal cladding, or other roofing materials permitted in the building bylaw and/or National Building Code for single-detached residential dwellings. **All surfacing materials must be in good to excellent condition as determined by the City.**
- Must have eavestrough and downspouts **in good to excellent condition as determined by the City.**

d) **Soffit/Facia**

- Exterior soffit/facia (*including finish on exposed portion of foundation*) will be of material consisting of either wood, masonry, vinyl, metal, stucco, masonite or other siding material permitted in the building bylaw and National Building Code for single-detached residential dwellings. **All soffit/facia materials must be in good to excellent condition as determined by the City.**
- All exterior windows and doors must be **in good to excellent condition as determined by the City.**

e) **Site Grading/Leveling/Landscaping**

- Sites must be satisfactorily graded and leveled to the City's standards, and landscaping will be required to be compatible with surrounding developed properties.

f) Water and Sanitary Sewer

- All sites must be serviced by municipal water and sewer services in accordance with all applicable bylaws of the City.
- g) Proposals shall comply with all zoning, building, and other applicable bylaws and standards of the City.
- h) All other utility service connections (power, gas, telephone/co-ax) are the responsibility of the applicant.

REVIEW PROCEDURES

8. Application review will be carried out by Land Development Services in accordance with the following;
- a) Proposals will be reviewed to ensure compliance with the relocation policy (minimum standards/requirements) in addition to any applicable zoning, building, and other City bylaw requirements.
 - b) Residential dwellings proposed for relocation will be subject to an inspection by the City's Building Official or other certified building official/structural engineer (at the applicant's cost) to ensure the building is structurally sound and to identify what, if any requirements are needed pursuant to current building codes, fire code and other City requirements. The City may conduct the inspection at its sole discretion based on the availability of the City's Building Official and travel distance. For inspections carried out by the City, the City shall in addition to the application fee, charge \$75.00 per hour, plus mileage (minimum charge of \$100.00).
 - c) Land development services shall further make a determination as to the condition and suitability of exterior aesthetics (*including roofing materials, exterior doors/windows, soffit/facia materials*) and is authorized to direct what aesthetic improvements are required.
 - d) The proposed relocation intent shall be advertised in the City page for two consecutive weeks. In addition to public notification, all property owners within a 100 meter radius of the site shall also be notified by mail of the relocation intent. Any member of the public and/or any property owner may submit written comments and/or request to appear before Council to speak on the relocation proposal. Where written submissions are received expressing concerns or opposing a relocation proposal, the application shall be forwarded for the consideration of Council.

- e) Proposed landscaping works will be reviewed to ensure consistency with developed landscaping in the area.

APPROVAL PROCEDURES

- 9. Provided there are no written submission(s) in opposition to a proposed residential dwelling relocation, or any public/property owner request to address City Council on the proposal, the Land Development Services Manager will, in accordance with the policy make the determination/decision as to whether to approve, approve conditionally or refuse the relocation proposal. The Land Development Services Manager's decision to conditionally approve or refuse a relocation proposal may only be appealed to Council.

- 10. Any applicant wishing to appeal the decision of the Land Development Services Manager shall, within 15 days after the date of the written notice from Land Development Services Manager, file a written notice of appeal to the Council of the City of Estevan with the City Clerk. The City Clerk shall schedule the appeal at the next available Regular Council Meeting with both the Appellant and Land Development Services Manager being asked to appear.***

- 11. Council shall review the written information from the Land Development Services Manager and the appellant as well as any additional verbal information and may:***
 - a) Confirm, modify or repeal the written decision; or***
 - b) Substitute its own order or decision for the decision being appealed***

- 12. Where approval or conditional approval of a relocation proposal is granted, the Applicant, shall provide the following;
 - Sign a prepared letter of undertaking agreeing to satisfactorily complete all required works within one year of the date of the issuance of the moving/building permit failing which the full deposit amount shall be forfeited to the City, and the City or its authorized agent, may undertake whatever actions are necessary to ensure all outstanding works are completed.

 - Submit a certified cheque, performance bond, or letter of credit (from a recognized financial institution) equal to the value of the proposed upgrading works as estimated by the Building official, the amount of which shall not be less than \$1,500.00. The full deposit amount will be refunded/released upon satisfactory completion of the project as determined by the City's Building Official. Deposit refund is contingent upon all works being completed including site grading leveling and landscaping.

 - For new RTM's and prior to the issuance of the moving permit, applicants/builders shall provide an inspection report prepared by a certified building official or engineer which verifies that the dwelling has been constructed in accordance with all requirements of the National Building Code.

13. The applicant shall assume full responsibility and related costs associated with any damage to public property and/or services resulting from the relocation. The Applicant is responsible for ensuring the mover is certified and insured against liability that may arise out of the dwellings relocation or placement upon the site. Prior to issuance of the moving permit the City may request a copy of the mover's insurance policy and withhold issuance of the permit until such time a copy of the policy is produced.

Upon the City approving a relocation proposal the applicant or representative may apply for respective building and moving permits.

In accordance with *Section 10.2* of the City of Estevan *Building Bylaw #2004-1662*, this amended policy was adopted by City Council on the _____ day of _____, 2006, pursuant to City Council *Resolution #*_____

Associated costs with moving a pre-assembled dwelling into the City of Estevan

1. Initial (City) Inspection Service: \$65.00 per hour plus mileage (\$0.4125/km). If inspection is carried out by Muni-code, proponent is responsible for full cost.
2. Relocation Application: \$250.00
3. Surveyor Fees: Includes Basement Staking & Real Property Report (\$700.00-2007). A topographical plan for infill lots is also required and the proponent is responsible for the associated costs.
4. Building Permit: \$5.00 per \$1,000.00 of building value
5. Moving Permit: \$20.00
6. Building upgrading costs-where applicable
7. Water and Sanitary sewer services including street restoration.
8. Performance Deposit: Based on estimated value of upgrading works. Minimum Deposit \$1500.00 (the deposit is refundable pending satisfactory completion of all upgrading work.
9. Insurance policy (if not covered by the Mover)
10. Gas, Power, Tel/Co-ax costs are the responsibility of the applicant

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Land Development Services