

Land Planning and Development Application User Guide

April 2025

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Introduction

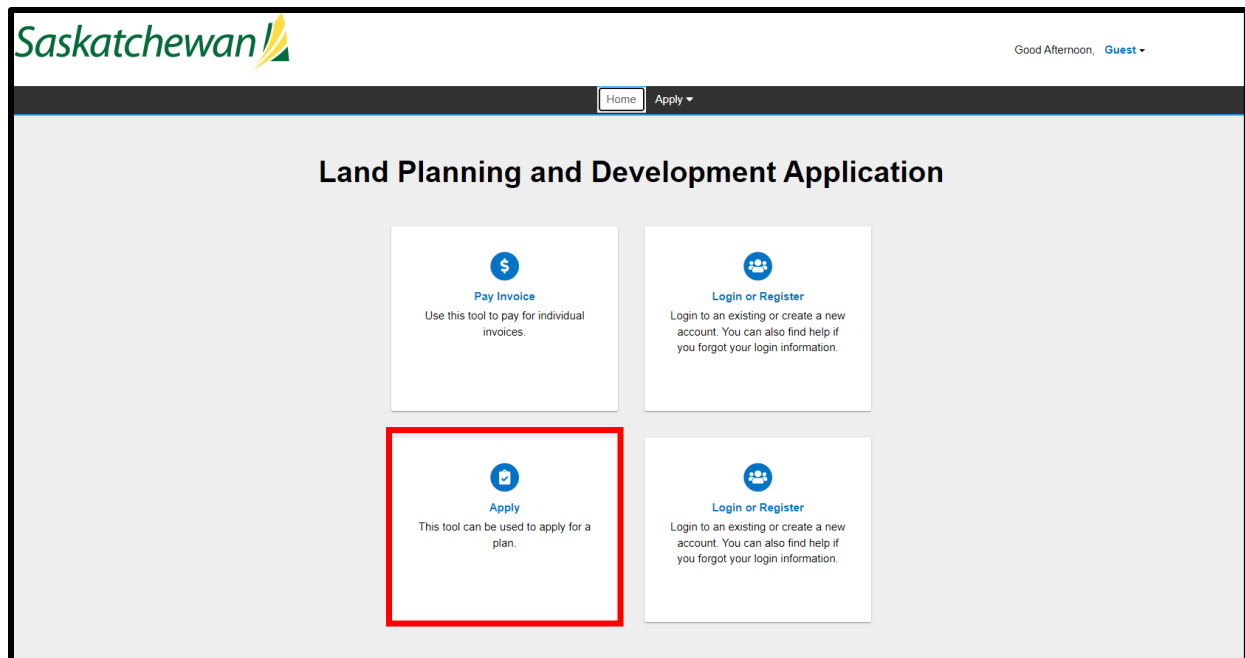
This guide explains how to submit an application or a bylaw through the Land Planning and Development Application website. The guide also includes frequently asked questions related to account setup and application submission. The following items can be submitted through the website:

- Boundary Restructuring – Annexation
- Boundary Restructuring – Hamlet Boundary
- Dedicated Lands Bylaw
- Development Levy Bylaw
- Deviation Review
- District Plan Amendment
- Easement
- Expropriation Bylaw
- Interim Development Control Bylaw
- Lease
- New District Plan
- New Official Community Plan
- New Zoning Bylaw
- Official Community Plan Amendment
- Other Subdivision
- Parcel Tie Removal
- Phasing Plan Review and Decision
- Plan of Proposed Subdivision
- Planning Fees Bylaw
- Public Notice Bylaw
- Re-Issuance
- Rural Zoning Bylaw Amendment
- Subdivision Bylaw
- Urban Zoning Bylaw Amendment

Land Planning and Development Application Submission Process

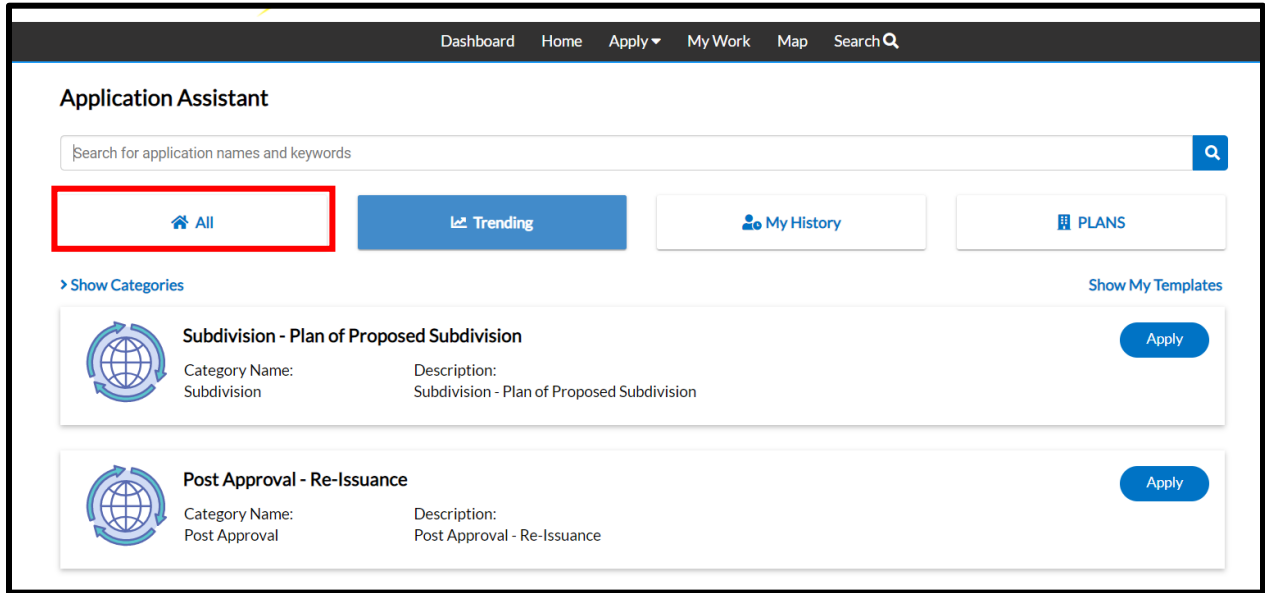
Step 1

Navigate to the Land Planning and Development Application website and sign in to your account (see the [Frequently Asked Questions](#) section of this guide for steps to create an account). Once you are signed in, click the “**Apply**” button, as outlined in red below.



Step 2

The “**Apply**” button will direct you to the Application Assistant Page. Click on the “**All**” button, as outlined below in red.

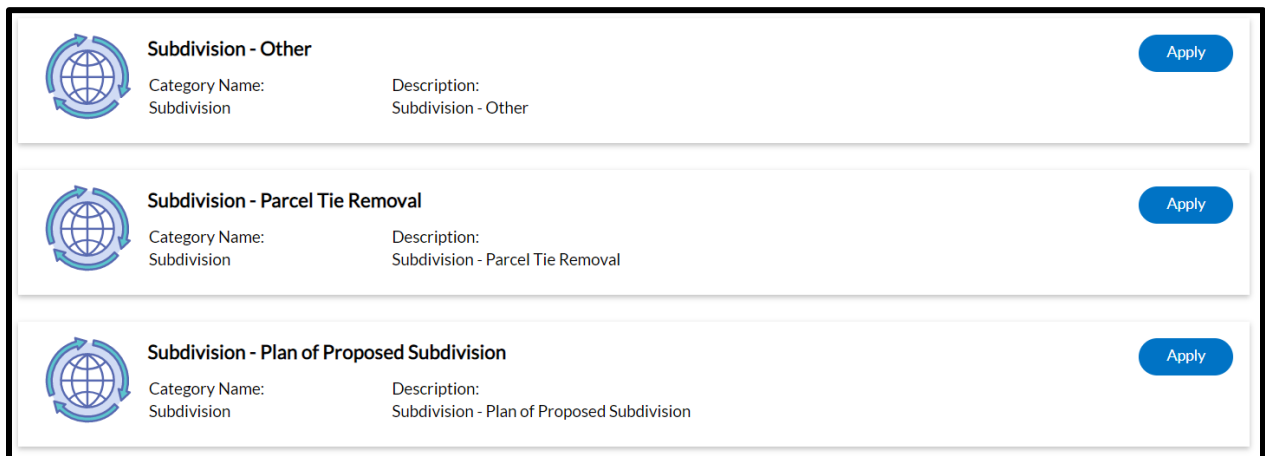


The screenshot shows the 'Application Assistant' interface. At the top is a navigation bar with links: Dashboard, Home, Apply (with a dropdown arrow), My Work, Map, and Search (with a magnifying glass icon). Below the navigation bar is a search input field labeled 'Search for application names and keywords' with a search icon on the right. Underneath the search bar are four buttons: 'All' (highlighted with a red rectangle), 'Trending', 'My History', and 'PLANS'. Below these buttons are two links: '> Show Categories' and 'Show My Templates'. The main content area displays two application categories, each with a globe icon, a title, category and description details, and an 'Apply' button.

Category Name	Description	Action
Subdivision - Plan of Proposed Subdivision	Subdivision - Plan of Proposed Subdivision	Apply
Post Approval - Re-Issuance	Post Approval - Re-Issuance	Apply

Step 3

You will now see a list of all the application types that can be submitted through the Land Planning and Development Application. Scroll down until you find the type of application or bylaw you will be submitting and click on it.

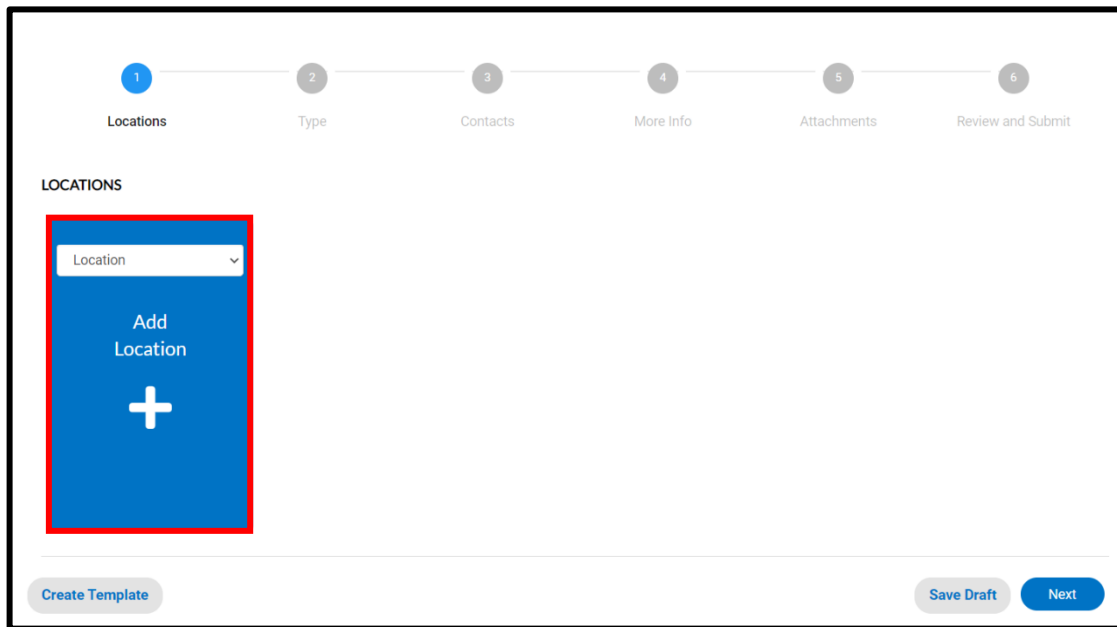


The screenshot shows a list of application types. Each entry includes a globe icon, a title, category and description details, and an 'Apply' button.

Category Name	Description	Action
Subdivision - Other	Subdivision - Other	Apply
Subdivision - Parcel Tie Removal	Subdivision - Parcel Tie Removal	Apply
Subdivision - Plan of Proposed Subdivision	Subdivision - Plan of Proposed Subdivision	Apply

Step 4

Click on the large blue **“Add Location”** button, as outlined below in red. If there is no specific land location being affected by the application or bylaw, click the blue **“Next”** button and skip to Step 8.



Step 5

On this screen, you will add the legal land description for the land subject of the submission. First, ensure **“Address”** is selected and not **“Parcel”** and that **“Search”** is selected and not **“Enter Manually”**. You can input the land location in three different formats.

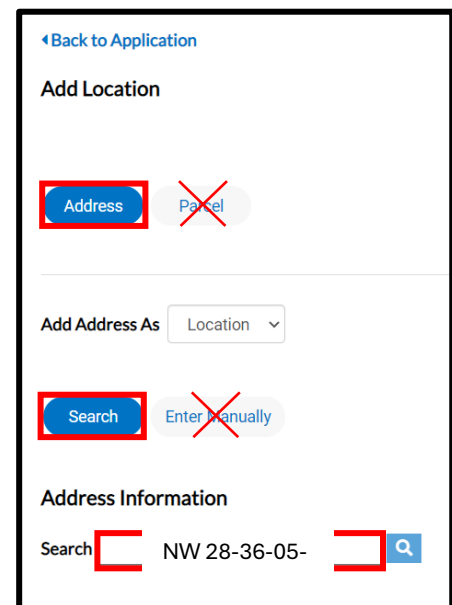
Option 1: Use the search bar to locate a quarter section

Under **“Address Information”**, input the quarter section of the land subject of the submission in the search bar at the bottom, outlined in red on the picture to the right.

Example:

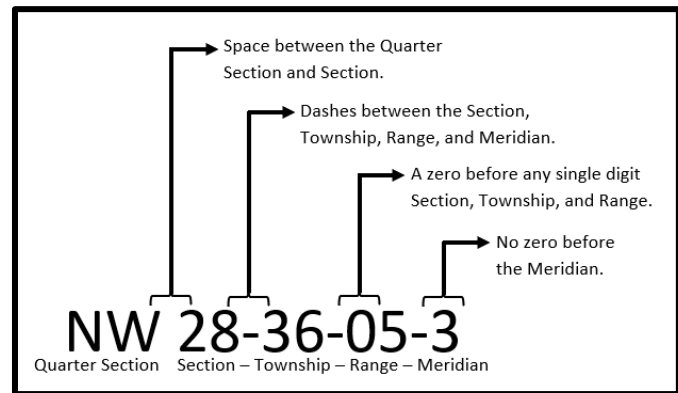
¼ Section: NW
Section: 28
Township: 36
Range: 05
Meridian: 3rd

Enter the above information as **“NW 28-36-05-3”**. The section, township and range must be double digits, so if a single digit is present, add a zero in front (e.g. 05). The meridian must only be a single digit (e.g. 3).



Please ensure there is a space after the quarter section and dashes between the section, township, range and meridian.

Another example of this can be seen in the following image.



Option 2: Use the search bar to locate a plan number

Under “**Address Information**”, input the plan number of the land subject of the submission in the search bar at the bottom, outlined in red on the picture to the right (e.g. for plan number 111655948, enter “111655948” in the search bar).

Option 3: Use the search bar to locate a parcel and plan number

If you know both the parcel identifier and the plan number of the land being affected, you can input both. In the search bar outlined in red in the picture to the right, type in the parcel letter followed by the plan number with a space in between.

Example: “A 111655948”

Once you have entered the land location in any of the formats, click on the “” beside the search bar.

Do not use the “**Parcel**” button at the top to enter a surface parcel number from Information Services Corporation (ISC). This button is not active. Similarly, **do not** use the “**Enter Manually**” button to enter a civic address as the system does not recognize civic addresses for location purposes.

If you do not know the quarter section or parcel and plan number of the land being affected, you can obtain that information by visiting www.isc.ca. It can also be found on the deed or title to the land.

If you are having difficulties locating the affected land via the above methods, you can bypass this step by pressing “**Next**”.

Step 6

If you have entered the land location correctly, options will appear under the search, as outlined in red below. If there are more than 10 parcels in the quarter section or plan, you may have to go through multiple pages to find the location.

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search NW 28-36-05-3

Address	Action
NW 28-36-05-3 Ext 171 Saskatchewan	Add
NW 28-36-05-3 Plan BA2952 Ext 1 Saskatchewan	Add

Results per page 10 1 - 2 of 2

Once you have found the parcel you are looking for, click the blue **“Add”** button to the right of the location.

Step 7

Once you click **“Add”** in the previous step, you will be directed to the Add Location page. The land location you selected will now be displayed in the box, as shown below. If you have multiple land locations to add, repeat steps 4, 5 and 6 by clicking the **“Add Location”** box again.

Once all the relevant land locations have been added, click the blue **“Next”** button.

Dashboard Home Apply My Work Map Search

Apply for Plan - Boundary Restructuring - Annexation *REQUIRED

1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Type: Location
NW 28-36-05-3 Ext 171
Saskatchewan

Main Address ☒

Parcel Number
SFC0A2B8GT

Main Parcel ☒

Remove

Add Location

Create Template Save Draft Next

Step 8

The next page asks for the type of application or bylaw being submitted. Since you have already selected what will be submitted in Step 3, this will already be selected for you.

Click the blue “Next” button.

The screenshot shows a web form titled "Apply for Plan - Subdivision - Plan of Proposed Subdivision" with a "REQUIRED" label. At the top, a progress bar has seven steps: 1. Locations (green checkmark), 2. Type (blue circle), 3. Contacts (grey circle), 4. More Info (grey circle), 5. Attachments (grey circle), 6. Signature (grey circle), and 7. Review and Submit (grey circle). Below the progress bar, the "PLAN DETAILS" section contains a "Plan Type" dropdown menu set to "Subdivision - Plan of Proposed Subd" and a "Description" text area. At the bottom, there are four buttons: "Back", "Create Template", "Save Draft", and "Next".

Step 9

The next page lets you review the contact for the application. The first box should be auto-filled with the name and address from the account information.

Do not use the second blue box to add additional contacts, as shown in the image below. Additional contacts can be added in a later step for certain submissions.

Click the blue “Next” button.

The screenshot shows the "CONTACTS" section of the form. The progress bar at the top shows steps 1 through 6 as completed (green checkmarks) and step 3, "Contacts", as the current step (blue circle). Below the progress bar, the "CONTACTS" section displays an "Applicant" card with a blue person icon, the name "Community Planning (You)", and the address "124 3rd Ave N, Saskatoon, Canada, S7K 2H6". To the right of the applicant card is a blue box with a red 'X' over it. The box contains a "Select Type" dropdown, the text "Add Contact", and a white plus sign icon. At the bottom, there are four buttons: "Back", "Create Template", "Save Draft", and "Next".

Step 10

The next page asks for more information about the item being submitted and may list the information that will need to be included in the submission. The red boxes, as shown in the image below, are required information.

Apply for Plan - Subdivision - Plan of Proposed Subdivision

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Signature

7

Review and Submit

MORE INFO

General Information

[Next Section](#) | [Top](#) | [Main Menu](#)

*Name of Municipality

Name of Municipality is required.

*Municipality type

☐ Northern

☐ Rural Municipality

☐ Resort Village

☐ Village

☐ Town

☐ City

☐ Municipal District

Municipality type is required.

*Number of Lots

Number of Lots is required.

Hectares (Ha)

Legal access to the subdivision

*The Proposed Subdivision Involves:

☐ Plan of Proposed Subdivision

☐ Parcel Tie Removal

☐ Other Subdividing Instrument (lease, easement)

The Proposed Subdivision Involves: is required.

Physical Nature of the Land to be Subdivided

Certain applications include a section to input additional contacts for the application (e.g. when submitting a Lease or Plan of Proposed Subdivision). Click on the **“Add Row”** button to add contact information.

Facility

Additional Comments

Additional Contact Information [Previous Section | Top | Main Menu](#)

To add additional contacts to this application, please enter their information below. To add more than one contact, click the plus sign again.

Additional Contact Information Details					
+ Add Row	First Name	Last Name	Email Address	Mailing Address	Phone Number

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

A box will appear with fields to enter the contact’s name and information. Once finished, click the **“Update”** button. This step may be repeated as many times as necessary to add additional contacts to the application. Once complete, click the blue **“Next”** button at the bottom of the page.

Apply for Plan - Subdivision - Plan of Proposed Subdivision *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

General Information [Next Section | Top | Main Menu](#)

*Name of Municipality Name of Municipality is required.

*Municipality type ☐ Northern

*Number of Lots Number of Lots is required.

Hectares (Ha)

Legal access to the subdivision

*The Proposed Subdivision Involves: ☐ Plan of Proposed Subdivision

Edit

First Name

Last Name

Email Address

Mailing Address

Phone Number

[Update](#) [Cancel](#)

Step 11

This page allows you to attach documents related to the submission. Certain applications or bylaws will list the items that need to be submitted to meet the minimum submission requirements. To attach a document, click on the large blue box with the corresponding title. You can also drag and drop files from your computer into the boxes. Repeat this step to add all related documents.

Please note: If the item being submitted is a bylaw, two certified true copies of the bylaw must still be mailed to the Community Planning office for approval. All other supporting documents may be attached to your Land Planning and Development Application submission, including a digital copy of the bylaw.

Once all documents are attached, click the blue **“Next”** button.

The screenshot shows a web form titled "Apply for Plan - Boundary Restructuring - Annexation" with a "REQUIRED" indicator. A progress bar at the top shows six steps: "Locations", "Type", "Contacts", "More Info", "Attachments" (current step, marked with a blue circle and the number 5), and "Review and Submit" (marked with a grey circle and the number 6). Below the progress bar, the "Attachments" section features a large blue box with the text "click or drag files", "Add Attachment", a large white plus sign, and a list of supported file formats: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...". At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next".

Step 12 (Not required for all submissions)

Depending on the application, you may be presented with a page asking for the signature of the registered owner or the authorized designate. Please read the entire declaration before signing.

To sign, you must first type your name into the first box, providing consent to sign the application electronically. Next, you must sign by drawing your signature or enabling type signature and typing your name in the box that appears.

Once you have signed, you can click the blue “Next” button.

Apply for Plan - Subdivision - Plan of Proposed Subdivision

REQUIRED

✓

✓

✓

✓

✓

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

SIGNATURE

Declaration by registered owner or authorized designate:

I hereby certify that I am the registered owner of the land proposed for subdivision or I am authorized, in writing, to act as the registered owner per Sections 2(d) and 5(3) of *The Subdivision Regulations, 2014*. By signing below, I certify that all information contained herein is true and correct. I hereby swear that all statements contained with this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Submittal of this application does not entitle the applicant to engage in the work applied for and there shall be no construction, site preparation work undertaken nor entering into any binding agreements for such work or selling the proposed property until such application is approved and a decision is issued. All work must be in compliance with all applicable provincial, federal, and local laws.

* Please type your name as consent to electronically sign this application.

Consent name is required.

Enable Type Signature

Community Planning
September, 29 2022

X Draw Signature Here

Clear

Back

Create Template

Save Draft

Next

Step 13

The Review and Submit page provides an opportunity to review all the information you submitted prior to finalizing the application. If anything is incorrect, you can click the “**Back**” button at the bottom of the page to change the information. If you are not ready to submit the application, you can click the grey “**Save Draft**” button and return later. If you are ready to submit your application, click the blue “**Submit**” button.

Apply for Plan - Subdivision - Plan of Proposed Subdivision

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

✓

Signature

7

Review and Submit

Submit

Locations

Location

NW 28-36-05-3 Ext 171., Saskatchewan.

Parcel Number

SFC0A2B8GT

Basic Info

Type

Subdivision - Plan of Proposed Subdivision

Description

Applied Date

09/29/2022

Contacts

Applicant

Community Planning
123 Canoe Street, Saskatoon, Canada, S7X XXX

More Info

General Information

Name of Municipality

CORMAN PARK

Municipality type

☐ Northern

☒ Rural Municipality

☐ Resort Village

☐ Village

☐ Town

☐ City

☐ Municipal District

Number of Lots

1

Hectares (Ha)

4.05

Next Section | [Top](#) | [Main Menu](#)

Step 14

Once your application has been successfully submitted, you will be directed to a page summarizing your submission. A **plan number** will be assigned, as outlined below in red. This **plan number** is specific to your submission and can be used for tracking and reference purposes.

✓ Your plan application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

Plan Number **SUBD-000159-2022** [Add to Cart](#)

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision Status: Submitted - Online

Applied Date: 09/29/2022 Expiration Date:

District: Assigned To: Completion Date:

Description:

[Summary](#) [Locations](#) **[Fees](#)** [Attachments](#) [Contacts](#) [More Info](#)

Progress

0% Completed

Completed
In Progress
Not Started

Fees

\$450.00

[View Details](#) [Add to Cart](#)

Workflow

- ☐ Minimum Requirements Met
- ☐ Review Sheet
- ☐ Duty to Consult
- ☐ Create Bylaw Plan
- ☐ Draft Notice of Decision
- ☐ Senior Planner Review
- ☐ Directors Review
- ☐ Collect Interest Fees / Take Payment
- ☐ Alter Decision as directed by SMB

Available Actions

Unpaid Fees [Pay Now](#)

\$450.00
09-29-2022

Certain applications will require the payment of associated application fees to complete the submission. To pay these fees, click on the **"Fees"** tab shown above.

Step 15 (Only required for submissions with an associated fee)

The next page shows all the fees associated with the application. Under the **Remaining Fees** section, you will see the outstanding application fees that need to be paid to complete the submission. Select the “Add to Cart” button just above it to pay them.

✓ Your plan application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

Plan Number: SUBD-000159-2022

Add to Cart

Plan Details | Tab Elements | Main Menu

Type: Subdivision - Plan of Proposed Subdivision

Status: Submitted - Online

Applied Date: 09/29/2022

Expiration Date:

District:

Assigned To:

Completion Date:

Description:

Summary

Locations

Fees 1

Attachments

Contacts

More Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Plan Details | Main Menu

Fee Summary

Total Fees: \$450.00

Paid Fees: \$0.00

Unpaid Fees: \$450.00

Add to Cart

Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
Decision Fee	INV-00000043	\$150.00	\$150.00
Examination Fee	INV-00000043	\$300.00	\$300.00

Results per page 10 1 - 2 of 2 << < 1 > >>

Paid Fees

Sort Fee

Fee	Invoice	Computed
-----	---------	----------

No records to display.

15

Once you have selected “**Add to Cart**,” you will be directed to a page that shows the invoice to be paid. Select “**Check Out**” to continue to the payment screen.

Shopping Cart

Back

Total \$450.00

Check Out

Invoice: INV-00000043 Description: SUBD-000159-2022

Due Date: 09/29/2022

Case Number	Project	Case Address	Amount Due
SUBD-000159-2022		SFC0A2B8GT NW 28-36-05-3 Ext 171..	\$450.00

Remove

Top | Main Menu

Total \$450.00

Check Out

On the payment page, enter your credit card information into the boxes provided. Once you have ensured the information is correct, click the “**Pay Now**” button in the bottom right corner.

Paysafe

You are about to make a payment of
C\$450.00 CAD
for
Ministry of Government Relations

Reference: 104

31 Oct 2022

Qty	Description	Unit Cost
1	NONE	C\$450.00
		Total C\$450.00

Merchant details

Ministry of Government Relations

Name

Email Address communityplanning123@gmail.com

Address Line 1

Postcode / ZIP code

Card Number

Security Number

Expiry Date MM YY

PAY NOW

powered by PAYSAFE

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Your application has now been submitted and will be reviewed by the Community Planning Branch. They will contact you to request any additional information needed to complete the application.

Frequently Asked Questions

Below is a list of frequently asked questions related to creating an account through the Land Planning and Development Application website and the application submission/review process.

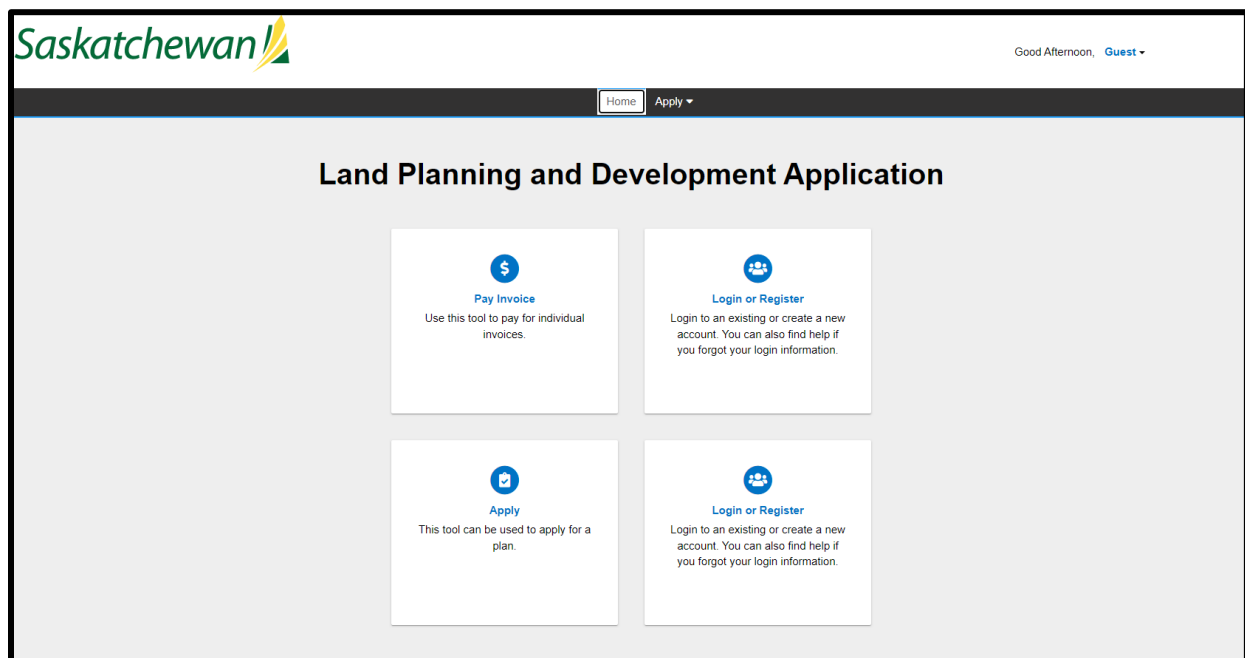
1. [How do I create an account with the Land Planning and Development Application?](#)
2. [How do I view the status of my application?](#)
3. [How do I attach additional documents after I've submitted my application?](#)
4. [How do I locate my subdivision approval online?](#)
5. [How do I find my land location?](#)
6. [Why is there no movement on the status of my application?](#)
7. [How do I pay fees after I've submitted my application?](#)

Please refer to the [Contact Us section of this guide](#) if you experience difficulties that are not addressed in this FAQ.

How do I create an account with the Land Planning and Development Application?

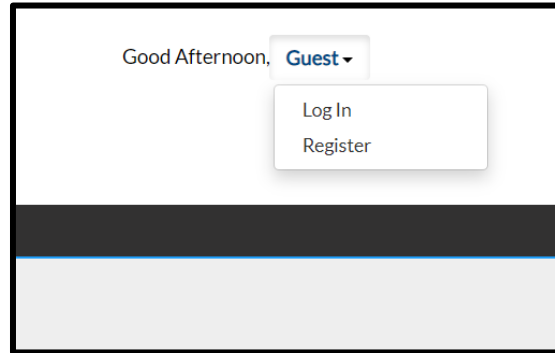
Step 1

Navigate to the Land Planning and Development Application website, which will look like the image below.



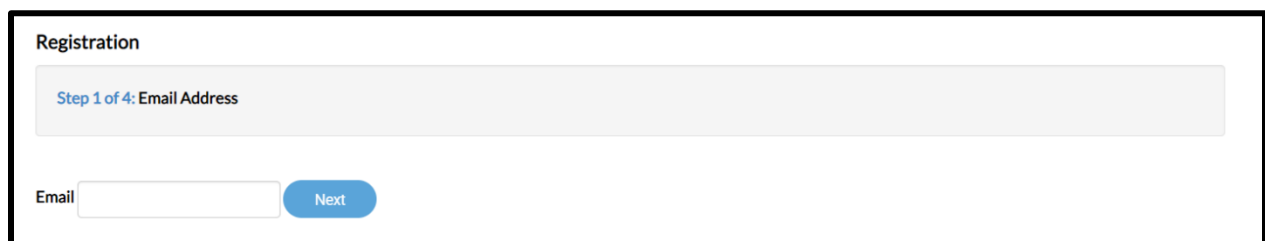
Step 2

Click on the word “**Guest**” in the top right corner of the webpage. A drop-down menu will appear with two options, “Log In” and “Register”. Click on the word “**Register.**”



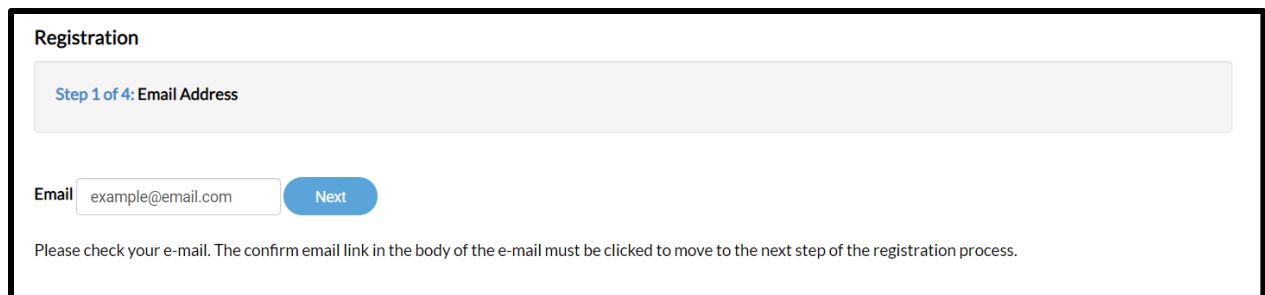
Step 3

Enter your email address into the field given, as shown below. This will be the email address associated with your account once it is created. Once you have entered your email, click the blue “**Next**” button.

A screenshot of a registration form titled "Registration". Below the title is a light gray bar with the text "Step 1 of 4: Email Address". Below this bar is an "Email" label followed by a text input field and a blue "Next" button.

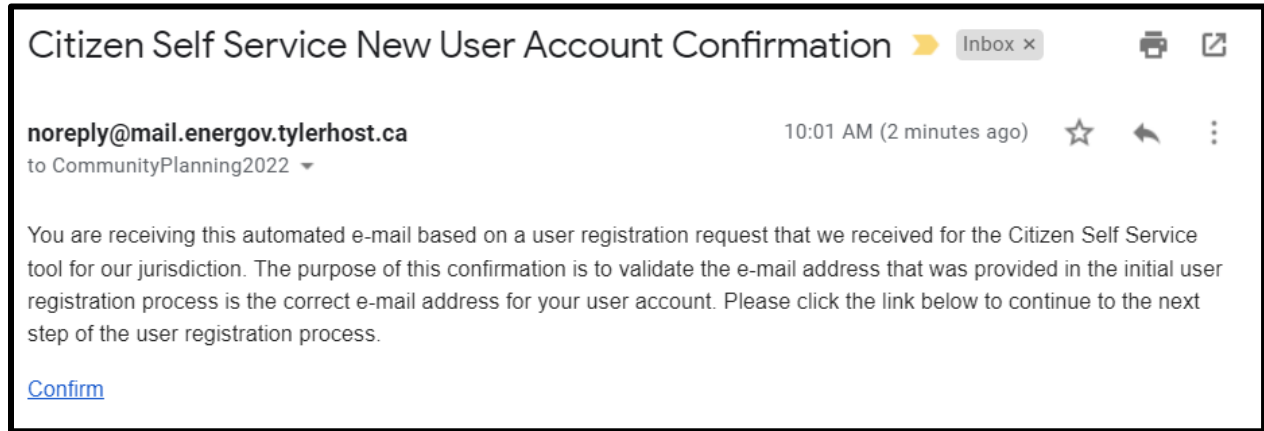
Step 4

Once you have clicked the blue “**Next**” button, you will be prompted with the message below. To continue, go to your personal email inbox that you used in Step 3.

A screenshot of a registration form titled "Registration". Below the title is a light gray bar with the text "Step 1 of 4: Email Address". Below this bar is an "Email" label followed by a text input field containing the example email address "example@email.com" and a blue "Next" button. Below the form, there is a message: "Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process."

Step 5

You will receive an email in your personal email inbox that looks like the image below. If you have not received an email, please check your junk folder. Click on the blue word “**Confirm**” at the bottom of the email to continue.



Step 6

After clicking confirm in the previous step, you will be directed to the webpage shown below. Check the box beside the words “**I’m not a robot**” and follow the instructions in the popup box that follows.

Fill in the box beside **Username** with the name you would like for your account. Then fill in the boxes beside **Password** and **Confirm Password** with the password you want to use for your account. The password must be at least eight characters with at least one uppercase letter. Click the “**Next**” button to continue.

Make sure you record this information for future use.

A screenshot of a web registration form titled "Registration". Below the title is a grey bar with the text "Step 2 of 4: Login information". The form includes a reCAPTCHA "I'm not a robot" checkbox. Below this are three required fields: "Username", "Password", and "Confirm Password", each with a red asterisk and a red error message ("Username is required.", "Password is required.", and "Confirm Password is required." respectively). The "Email" field is pre-filled with "CommunityPlanning2022@gmail.com". At the bottom is a blue "Next" button.

Step 7

After clicking “**Next**” in the previous step, you will be directed to the page shown below. Fill in your personal information in the boxes beside the words with the red asterisk (*) beside them. The boxes without a red asterisks are optional. The email address box will already be filled with the email address provided in the previous steps.

In the **Contact Preference** drop-down box, if you select a phone or a fax option, you will be prompted with a box to add your phone number. If possible, it is recommended that **email** be selected as the preferred contact method. Once the required boxes are filled in, click the “**Next**” button.

Registration

Step 3 of 4: Personal Info

* First Name

First Name is required.

Middle Name

* Last Name

Last Name is required.

Company

* Contact Preference

--Select Contact Preference--

* Email Address

CommunityPlanning2022@gmail.com

Additional Contact Information

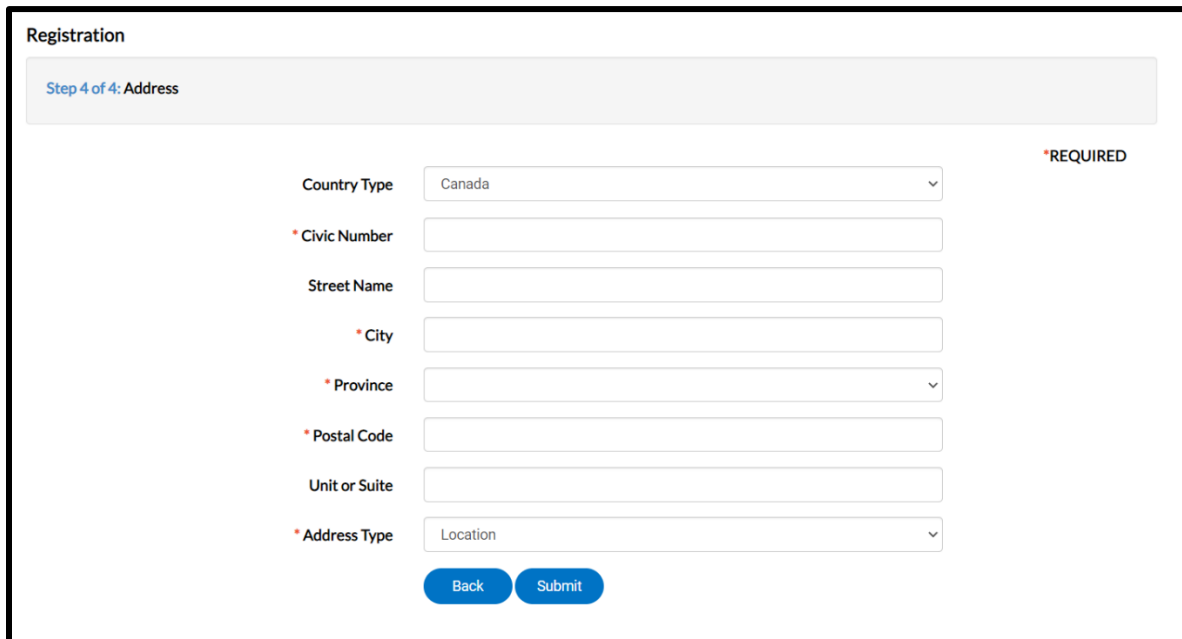
Back

Next

Step 8

After clicking “**Next**” in the previous step, you will be directed to the page shown below. Fill in your mailing address information in the boxes beside the words with the red asterisk (*). The ones without a red asterisk are optional. For **Address Type**, ensure “**Location**” is selected.

Once you have filled in the required boxes, click on the “**Submit**” button.

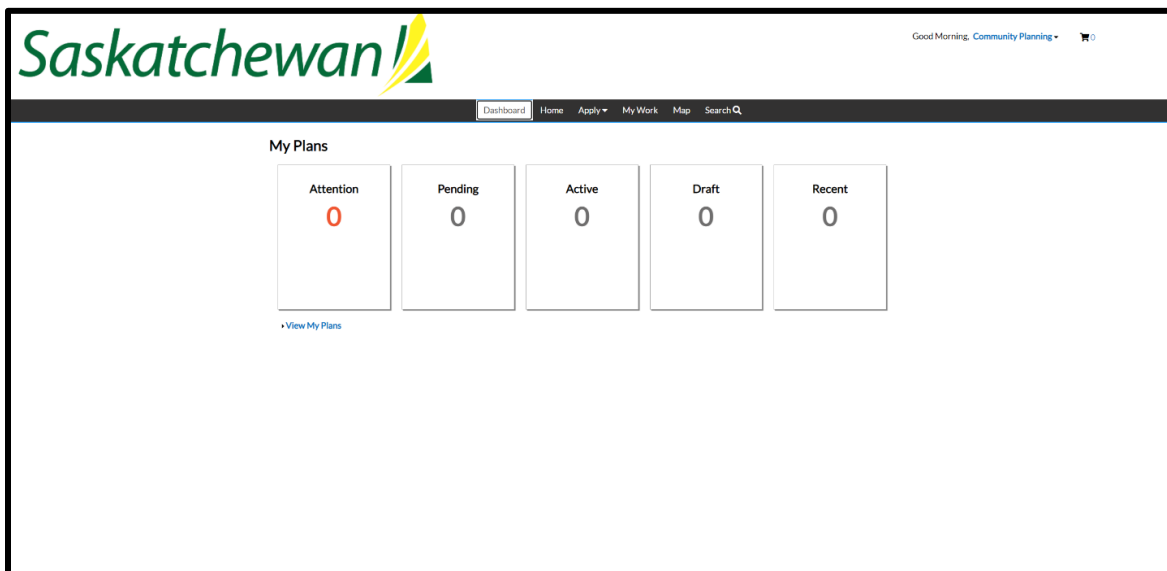


The image shows a registration form titled "Registration" with a sub-header "Step 4 of 4: Address". The form contains several input fields with labels and a "REQUIRED" indicator. The fields are: "Country Type" (dropdown menu with "Canada" selected), "Civic Number" (text input), "Street Name" (text input), "City" (text input), "Province" (dropdown menu), "Postal Code" (text input), "Unit or Suite" (text input), and "Address Type" (dropdown menu with "Location" selected). At the bottom of the form are two buttons: "Back" and "Submit".

Field Label	Value	Required
Country Type	Canada	Yes
Civic Number		Yes
Street Name		No
City		Yes
Province		Yes
Postal Code		Yes
Unit or Suite		No
Address Type	Location	Yes

Step 9

After clicking “**Submit**”, you will be directed to a dashboard on the home page, as shown below. You have now created your account for the Land Planning and Development Application.

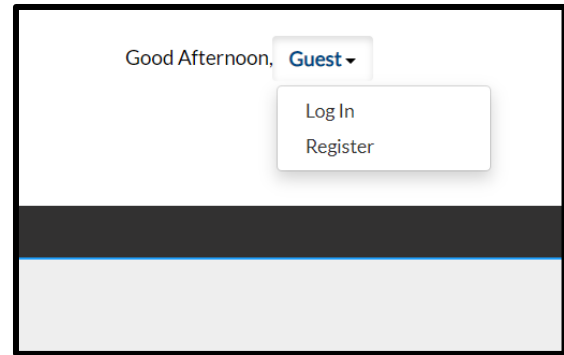


The image shows a dashboard for the Saskatchewan Land Planning and Development Application. The header features the Saskatchewan logo and the text "Good Morning, Community Planning". Below the header is a navigation bar with links: "Dashboard", "Home", "Apply", "My Work", "Map", and "Search". The main content area is titled "My Plans" and displays five cards representing different stages of the application process: "Attention" (0), "Pending" (0), "Active" (0), "Draft" (0), and "Recent" (0). A link "View My Plans" is located below the cards.

Stage	Count
Attention	0
Pending	0
Active	0
Draft	0
Recent	0

Step 10

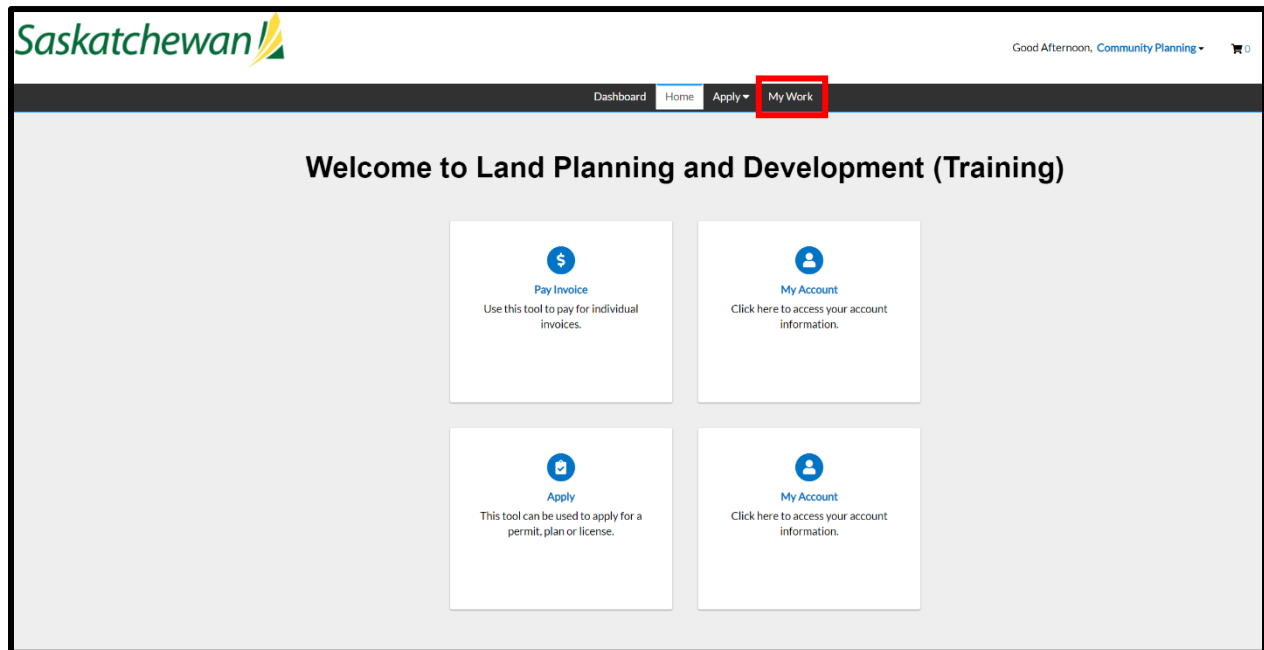
When you return to the website, you can now click on “**Log In**” in the drop-down menu under the blue word **Guest** in the top right corner of the website. Enter the username and password you created in Step 6 and you will be directed back to the homepage seen in Step 1. You are now able to submit an application.



How do I view the status of my application?

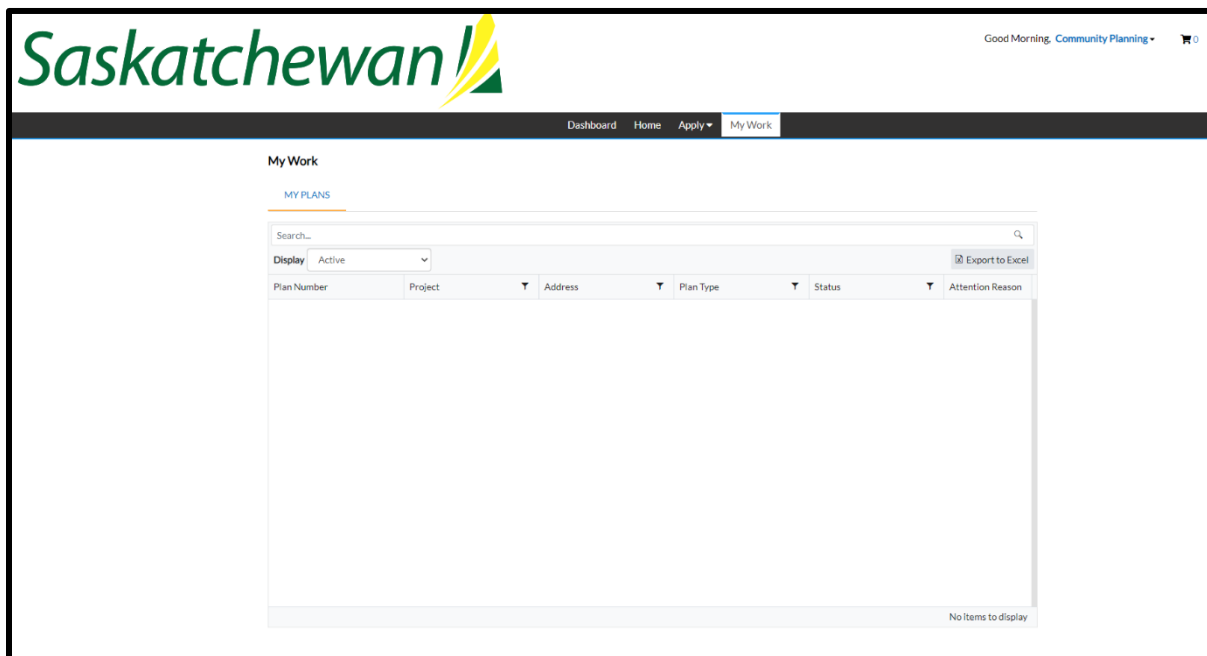
Step 1

Navigate to the Land Planning and Development Application website and sign in to your account (see [account creation guide](#) for steps to register an account). To see your application, click on the **“My Work”** button in the black bar at the top, as seen outlined in red below.



Step 2

Once you click on the **“My Work”** button, you will be directed to the screen shown in the image below.



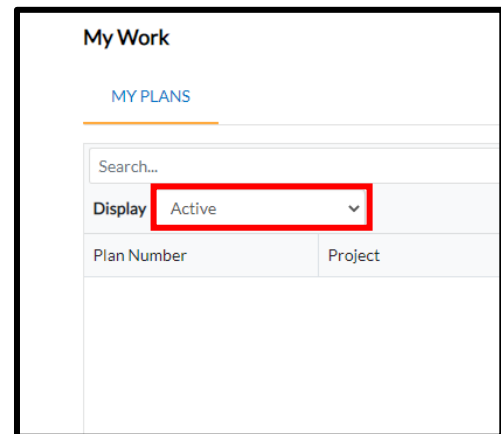
Step 3

If you see your application listed on this page, proceed to Step 4.

If you are not able to see your application, click on the box beside **Display**, as seen in the image to the right. This will direct you to a drop-down menu with all the options you can choose from.

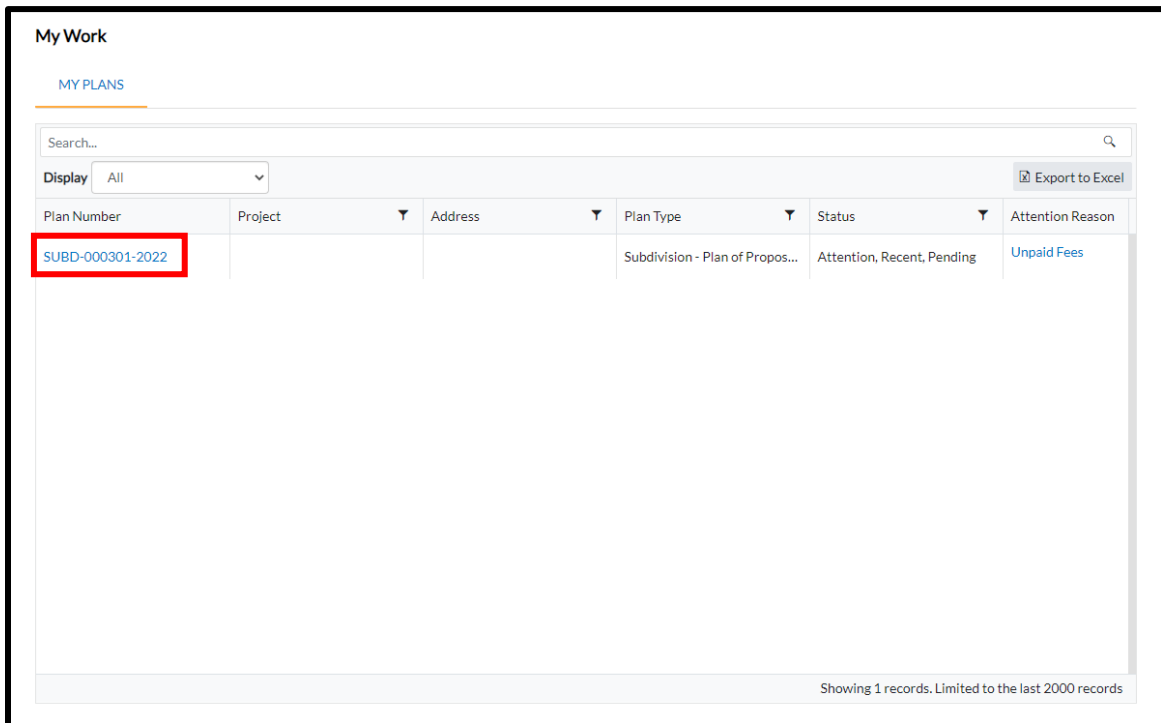
The display option will be automatically set to **Active**. You can change this to the last to see all applications in each category.

To see all the applications under every category, select **"All."**



Step 4

Once you see the application, click on the file number to open it up, as seen outlined in red in the image below.



Step 5

Once you have selected the application, you will be directed to the summary screen. The image below provides more details regarding this screen.

Tabs: These tabs can be clicked to see more detailed information on the application.

Plan Summary: This box shows a general overview of your application.

Available Actions: This box shows the actions available to the applicant.

Plan Number: SUBD-000301-2022

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision

Status: Submitted - Online

Applied Date: 05/11/2022

Expiration Date:

District:

Assigned To:

Completion Date:

Description:

[Summary](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [More Info](#)

Progress

0% Completed

● Completed
● In Progress
● Not Started

Fees

\$450.00

[View Details](#)

Workflow

- ☐ Review Sheet
- ☐ Duty to Consult
- ☐ Create Bylaw Plan
- ☐ Draft Notice of Decision
- ☐ Senior Planner Review
- ☐ Directors Review
- ☐ Collect Interest Fees / Take Payment
- ☐ Alter Decision as directed by SMB
- ☐ Issue and Email Notice of Decision

Available Actions

▲ **Unpaid Fees**

\$450.00

05-11-2022

Progress: This box shows the current progress of the application.

Fees: This box shows the fees applied to this application.

Workflow: This box shows the steps that need to be completed before the application is finished.

How do I attach additional documents after I've submitted my application?

To attach additional documents once you have submitted an application in Land Planning and Development Application, begin by navigating to the application status page. If you are unsure how to access the status of your application, follow the steps in the FAQ [“How do I view the status of my application?”](#)

Once you have reached the application status page, click on the tab that says “**Attachments**,” as shown below:

Plan Number: SUBD-000112-2022 Add to Cart

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision **Status:** Submitted - Online

Applied Date: 07/28/2022 **Expiration Date:**

District: **Assigned To:** **Completion Date:**

Description:

Summary | [Locations](#) | [Fees](#) | **Attachments** | [Contacts](#) | [Holds](#) | [More Info](#)

Progress

10% Completed

● Completed
● In Progress
● Not Started

Fees

\$55.00

[View Details](#) [Add to Cart](#)

Workflow

- ✓ Minimum Requirements Met - Passed: 09/21/2022
- Review Sheet - Started
- ☐ Duty to Consult
- ☐ Create Bylaw Plan
- ☐ Draft Notice of Decision
- ☐ Senior Planner Review
- ☐ Directors Review
- ☐ Collect Interest Fees / Take Payment
- ☐ Alter Decision as directed by SMB

Available Actions

▲ Unpaid Fees \$55.00 [Pay Now](#)

09-15-2022

Once you have selected the “**Attachments**” tab, you will be able to view all the attachments currently part of your application. To add additional attachments, click on the drop-down menu in the “**Add Attachment**” box and select the type of document that you would like to attach. Once selected, click the plus sign in the “**Add Attachment**” box.

Plan Number: SUBD-000112-2022
Add to Cart

Plan Details | Tab Elements | Main Menu

Type: Subdivision - Plan of Proposed Subdivision
Status: Submitted - Online

Applied Date: 07/28/2022
Expiration Date:

District:
Assigned To:
Completion Date:

Description:

Summary
Locations
Fees
Attachments
Contacts
Holds
More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments
Sort Needs Action

Attachment
Signature_GOS_Test_7/28/2022.jpg
Uploaded: 07/28/2022
Notes: Uploaded via CSS

Other Documents
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Submit

Select the file from your computer that you would like to upload to the application. Then click the blue **“Submit”** button in the bottom right corner. You will receive a message once your document has been uploaded successfully.

How do I locate my subdivision approval online?

To download a copy of your subdivision approval in the Land Planning and Development Application, begin by navigating to the application status page. If you are unsure how to access the status of your application, follow the steps in the FAQ [“How do I view the status of my application?”](#)

Once you have reached the application status page, click on the tab that says **“Attachments,”** as shown below:

Plan Number: SUBD-000112-2022 Add to Cart

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision Status: Submitted - Online

Applied Date: 07/28/2022 Expiration Date:

District: Assigned To: Completion Date:

Description:

[Summary](#) [Locations](#) [Fees 1](#) [Attachments](#) [Contacts](#) [Holds](#) [More Info](#)

Progress

10% Completed

● Completed
● In Progress
● Not Started

Fees

\$55.00

[View Details](#) [Add to Cart](#)

Workflow

- ✓ Minimum Requirements Met - Passed: 09/21/2022
- Review Sheet - Started
- ☐ Duty to Consult
- ☐ Create Bylaw Plan
- ☐ Draft Notice of Decision
- ☐ Senior Planner Review
- ☐ Directors Review
- ☐ Collect Interest Fees / Take Payment
- ☐ Alter Decision as directed by SMB

Available Actions

⚠ Unpaid Fees Pay Now

\$55.00

09-15-2022

If your application has been approved, a new attachment labelled Notice of Decision will be available under the attachments tab. To download a copy of this attachment, click on the blue text within the attachment box.

Plan Number: SUBD-000112-2022

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision

Status: Submitted - Online

Applied Date: 07/28/2022

Expiration Date:

District:

Assigned To:

Completion Date:

Description:

Summary

Locations

Fees

Attachments

Contacts

Holds

More Info

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments

Sort Needs Action



Attachment

[Signature_GOS_Test_7/28/2022.jpg](#)

Uploaded: 07/28/2022

Notes: Uploaded via CSS



Attachment

[SaskPLUS User Guide - Account Creation.docx](#)

Uploaded: 09/22/2022

Notes: Other Documents



Attachment

[Notice of Decision.pdf](#)

Uploaded: 09/23/2022

Select Type

Add Attachment



Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

Submit

29

How do I find my land location?

While entering your location, you may encounter the result seen below:

Address	Action
No records to display.	

If you receive the message “No records to display” as your result when searching your land location, make sure you have entered the land location correctly. The following is a more in-depth description of how to enter the land location:

First, ensure “**Address**” is selected and not “**Parcel**” and that “**Search**” is selected and not “**Enter Manually**.” You can input the land location in three different formats.

Option 1: Use the search bar to locate a Quarter Section

Under “**Address Information**,” input the quarter section of the land in the search bar at the bottom, outlined in red on the picture to the right.

Example:

¼ Section: NW
Section: 28
Township: 36
Range: 05
Meridian: 3rd

Enter the above information as “NW 28-36-05-3.” The section, township and range must be double digits, so if a single digit is present, add a zero in front (e.g. 05). The meridian can only be a single digit (e.g. 3).

Please ensure there is a space after the quarter section and dashes between the section, township, range and meridian.

Another example of this can be seen in the image to the right.

Back to Application

Add Location

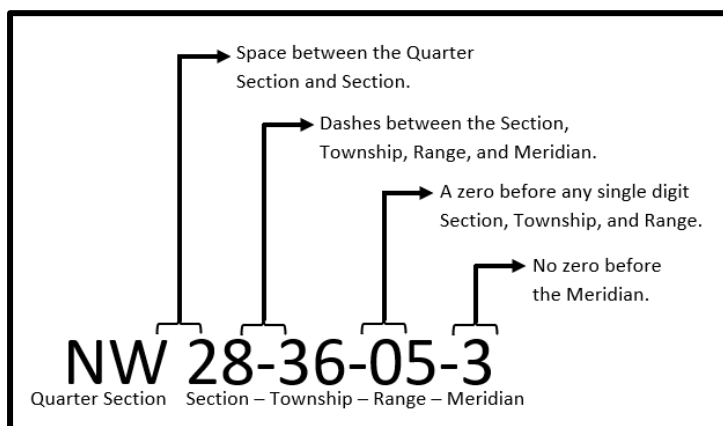
Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search NW 28-36-05-



Option 2: Use the search bar to locate a plan number

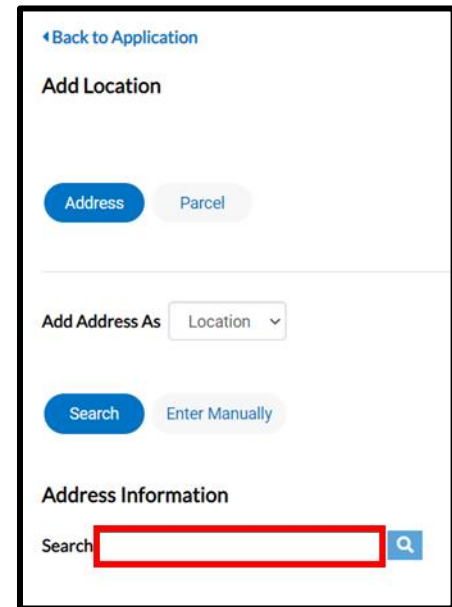
Under “**Address Information**,” input the plan number of the land in the search bar at the bottom, outlined in red on the picture to the right.

Example: For plan number 111655948, enter “111655948” in the search bar.

Option 3: Use the search bar to locate a parcel and plan number

If you know both the parcel identifier and the plan number of the land being affected, you can input both. In the search bar, outlined in red in the picture to the right, type in your parcel letter followed by the plan number with a space in between.

Example: “A 111655948”

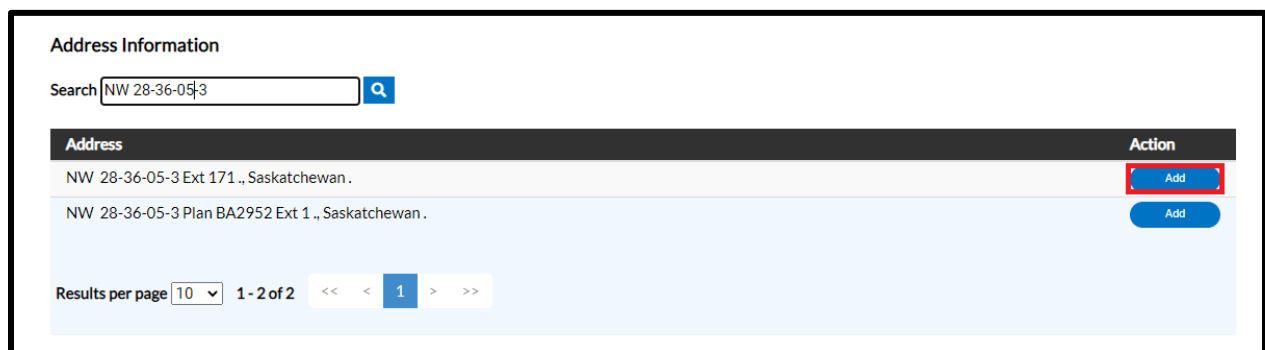


Once you have entered your land location in any of the formats, click on the “” beside the search bar.

Do not use the “**Parcel**” button at the top to enter a surface parcel number from ISC. This button is not active. Similarly, **do not** use the “**Enter Manually**” button to enter a civic address, as the system does not recognize civic addresses for location purposes.

If you do not know the quarter section or parcel and plan number of the land being affected, you can obtain that information by visiting <http://www.isc.ca>. It can also be found on the deed or title of the land.

Once you have entered your land location using one of the three options, click the blue magnifying glass or press Enter on your keyboard to search. If you have correctly entered the location, options will appear under your search. If there are more than 10 parcels in the quarter section or plan, you may have to go through multiple pages to find the location. Once you have found the location you are looking for, press the blue “**Add**” button to the right of the location.



Address	Action
NW 28-36-05-3 Ext 171 ., Saskatchewan .	Add
NW 28-36-05-3 Plan BA2952 Ext 1 ., Saskatchewan .	Add

Results per page 10 1 - 2 of 2 << < 1 > >>

Why is there no movement on the status of my application?

While checking the status of your application, you may notice that progress has not yet started or that it may be progressing slowly. This may be due to several reasons.

1. The application is under review; however, the workflow process may not have been updated in the program.
2. Each workflow contains many smaller tasks that occur in the background. Depending on the complexity of the application and the responses from our referral agencies, some workflow processes may take longer than others to complete.
3. The application may be on hold pending unpaid fees. In the Available Actions box, check if any new fees have been assigned to the application. This may include review fees for additional lots or interest registration fees.

How do I pay fees after I've submitted my application?

If your application requires payment of additional fees, begin by navigating to the application status page. If you are unsure how to access the status of your application, follow the steps in the FAQ "[How do I view the status of my application?](#)"

Once you have reached the application status page, there are two ways to locate the additional fees.

Option 1: Fees Tab

On the application summary page, you will notice a red exclamation mark on the tab labeled Fees. This exclamation mark indicates that fees associated with the application are outstanding. Click on the Fees tab to view them.

The screenshot displays the application status page for Plan Number: SUBD-000112-2022. The page includes a navigation bar with tabs: Summary, Locations, Fees (highlighted with a red box and a red exclamation mark), Attachments, Contacts, Holds, and More Info. The main content area is divided into three sections: Progress, Workflow, and Available Actions. The Progress section shows a donut chart indicating 10% completion. The Workflow section lists various steps, with 'Minimum Requirements Met' marked as completed. The Available Actions section shows 'Unpaid Fees' for \$55.00, with a 'Pay Now' button. The Fees section at the bottom shows a total of \$55.00 and an 'Add to Cart' button.

Plan Number: SUBD-000112-2022 [Add to Cart](#)

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision Status: Submitted - Online

Applied Date: 07/28/2022 Expiration Date:

District: Assigned To: Completion Date:

Description:

[Summary](#) [Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [Holds](#) [More Info](#)

Progress

10% Completed

Completed
In Progress
Not Started

Workflow

Minimum Requirements Met - Passed : 09/21/2022

Review Sheet - Started

Duty to Consult

Create Bylaw Plan

Draft Notice of Decision

Senior Planner Review

Directors Review

Collect Interest Fees / Take Payment

Alter Decision as directed by SMB

Available Actions

Unpaid Fees
\$55.00
09-15-2022 [Pay Now](#)

Fees

\$55.00

[View Details](#) [Add to Cart](#)

The next page shows all of the fees associated with the application. Under the Remaining Fees section, you will see the new fees that have been added to the application. Select the "**Add to Cart**" button just above it to pay them.

Plan Number: SUBD-000112-2022
Add to Cart

Plan Details | Tab Elements | Main Menu

Type: Subdivision - Plan of Proposed Subdivision
Status: Submitted - Online

Applied Date: 07/28/2022
Expiration Date:

District:
Assigned To:
Completion Date:

Description:

Summary Locations Fees Attachments Contacts Holds More Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Plan Details | Main Menu

Fee Summary

Total Fees: \$5,005.00
Paid Fees: \$4,950.00
Unpaid Fees: \$55.00
Add to Cart

Remaining Fees
Sort Fee

Fee	Invoice	Computed	Amount Due
Interest Fee	INV-00000034	\$55.00	\$55.00

Results per page 10 1 - 1 of 1 << < 1 > >>

Paid Fees
Sort Fee

Fee	Invoice	Computed
Decision Fee	INV-00000021	\$150.00
Examination Fee	INV-00000021	\$4,800.00

Once you have selected “Add to Cart” you will be directed to a page which shows the invoice that you would like to pay. Select “Check Out” to continue to the payment screen.

[Back](#)

Shopping Cart

Total \$55.00
[Check Out](#)

Invoice: INV-00000034
 Due Date: 09/15/2022

Description: SUBD-000112-2022

Case Number	Project	Case Address	Amount Due
SUBD-000112-2022		SFC0A2B8GT NW 28-36-05-3 Ext 171..	\$55.00

\$55.00
[Remove](#)

[Top | Main Menu](#)

Total \$55.00
[Check Out](#)

On the payment page, enter the credit card information into the boxes provided. Once you have ensured that the information is correct, click the “**Pay Now**” button in the bottom right corner.

Paysafe:

You are about to make a payment of

C\$55.00 CAD

for

Ministry of Government Relations

Reference: **105**

31 Oct 2022

Qty	Description	Unit Cost
1	NONE	C\$55.00
		Total C\$55.00

Merchant details

Ministry of Government Relations

Name ?

Email Address

Address Line 1 ?

Postcode / ZIP code ?

Card Number

Security Number ?

Expiry Date

MM

▼

YY

▼

[PAY NOW](#)

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Option 2: Available Actions

In the Available Actions box, you will notice that Unpaid Fees have been added as an outstanding action. Click on the “**Pay Now**” option as shown below.

Plan Number: SUBD-000112-2022Add to Cart

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Subdivision - Plan of Proposed Subdivision

Status: Submitted - Online

Applied Date: 07/28/2022

Expiration Date:

District:

Assigned To:

Completion Date:

Description:

Summary

Locations

Fees 1

Attachments

Contacts

Holds

More Info

Progress

10%
Completed

Completed
In Progress
Not Started

Fees

\$55.00

[View Details](#) [Add to Cart](#)

Workflow

☒ Minimum Requirements Met - Passed : 09/21/2022

☒ Review Sheet - Started

☐ Duty to Consult

☐ Create Bylaw Plan

☐ Draft Notice of Decision

☐ Senior Planner Review

☐ Directors Review

☐ Collect Interest Fees / Take Payment

☐ Alter Decision as directed by SMB

Available Actions

▲ **Unpaid Fees**
\$55.00
09-15-2022

[Pay Now](#)

The next page will contain a summary of the new fees that need to be paid. Select the blue “Pay Now” button in the top right corner to proceed to the payment screen.

◀ Back

Invoice Number: INV-00000034 [Pay Now](#) 

Invoice Total: \$55.00

Status: Due Invoice Date: 09/15/2022 Due Date: 09/15/2022

Description: NONE

Primary Fees Misc Fees Payments Attachments Contacts

Primary Fees Sort Fee Name ▼

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Interest Fee	\$55.00	\$55.00	SUBD-000112-2022	Plan	Interest Fee

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

On the payment page, enter the credit card information into the boxes provided. Once you have ensured that the information is correct, click the “Pay Now” button in the bottom right corner.

Paysafe:

You are about to make a payment of

C\$55.00 CAD

for

Ministry of Government Relations

Reference: **105**

31 Oct 2022

Qty	Description	Unit Cost
1	NONE	C\$55.00
Total		C\$55.00

Merchant details

Ministry of Government Relations






Name

Email Address

Address Line 1

Postcode / ZIP code

Card Number

Security Number

Expiry Date

[PAY NOW](#)

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Contact Us

If you experience difficulties that are not addressed in this guide or have any other questions on the Land Planning and Development Application website, please contact the Community Planning Branch via email at communityplanning@gov.sk.ca, or:

Ministry of
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420 – 1855 Victoria Ave.
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S4P 3T2
306-787-2725

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S7K 2H6
306-933-6937