



SIPEKNE'KATIK BUILDING LOT REQUEST PROCESS

Request for Building Lot Procedure:

All requests for building lots must be:

- a) Made in writing;
- b) Submitted to the Manager of Lands and By-laws with a copy provided to the Director of Operations;
- c) Identify the location of the specific building lot (if known) being requested;
- d) Identify the purpose of the building lot (i.e., housing, business, rentals);
- e) Provide a copy of the building plan for the structure(s) to be constructed on the building lot; and
- f) Identify the services being requested, if any, from the Band

Steps to be followed for all building lot reviews:

1. **The Lands and By-law Manager** will then begin the process of reviewing the request for the building lot by sending a letter acknowledging receipt of the request;
2. **The Lands and By-law Manager** will review determine if the building lot requested in on common band land with no encumbrances (ie no certificate of possession, DVA, permits, leases, designations or band council resolutions restricting the use of the land in question.

3. **The Lands and By-law Manager** will provide a letter of the findings of the building lot review. If the building lot requested has no encumbrances a letter will be issued stating the building lot is available, but this is not a commitment to grant any permission to begin any work on the building lot;
4. **The Housing Manager** will review the building plans and provide comments on the project. All construction must meet, as a minimum, the National Building Code. If the project meets building codes, a letter will be provided by the Housing Manager confirming the proposed build meets the requirements for construction. This letter is not approval to build and no construction is to be undertaken;
5. **The Operations and Maintenance Manager** will review the site to determine water, sewer and access are available. The Manager will also indicate, in writing, any obligations the applicant must undertake to make the building lot suitable for construction. Such obligations may include costs for widened driveways (if requested), non-standard water and sewer hook-ups and such. In the case of the applicant having obligations the cost will be calculated and provided to the applicant to pay to the Band should the building lot request be approved by Council. This letter does not provide approval of services – it is to outline the services for Council’s consideration;
6. In the event of the Managers of Lands and By-laws, Housing and Operations and Maintenance, all providing their recommendations and reports on the building lot request in question, the Manager of Lands and By-law will prepare a submission to Council for their review and decision.
7. Upon Council rendering a decision on the building lot request, the Manager of Lands and By-laws will provide the applicant a letter outlining the decision. In the case of approval, the applicant will sign an undertaking outlining the purposes of the building lot, acknowledging their acceptance of any conditions and that the building and conditions will all be completed in one year. Failure to complete, in one year from the date of the approval, the build or adhere to the conditions associated with the building lot approval of Council, can void the building lot approval. If the application is not approved the applicant can file a letter of appeal to the Council providing any additional information they may wish to have reviewed. The Council decision on the appeal is final.

8. All contractors must provide proof of insurance and professional certification for the work they are undertaking on any project. Proof of insurance and certification must be satisfactory to the Band.

An applicant **must** complete construction and adhere to any conditions, as approved by Council, within **1 year** of the date of approval. If no construction or the conditions have not been adhered to within the one year on the building lot requested, the building lot will return to common band land. Additionally, no other building, construction or alteration can be undertaken without the express decision of Council. Additional requests for construction or alteration on any building lot must follow the process as outlined above.

In the event the approval lapses, as per the paragraph above, the applicant **must** reapply for this or another building lot.

In addition to the requirements set out in this process, please note that all Sipekne'katik Policies, By-laws, and Laws apply, as may be amended from time to time. It is the responsibility of the applicant to make themselves aware of these and comply with them as required. In relation to building lots and construction we would draw particular attention to the Sipekne'katik Housing Policy and the Sipekne'katik Matrimonial Law. By-laws, policies, and laws can be reviewed at the band office by appointment, as may be required, or by reviewing them on the Sipekne'katik website.

APPLICATION REQUEST FORM FOR A BUILDING LOT – SIPEKNE’KATIK

Please note:

- A) Building lots will not exceed 90’x 100’
- B) All information gathered and received and put into a package will by the Lands Manager for the Director of Administration/Operations to take the request to a next duly convened meeting.
- C) Chief and Council will consider your building lot request and land usage during a duly convened meeting and decide, by motion, on your request. The Manager of Lands and By-laws will be advised of the decision and will inform the applicant in writing.

Name _____

Band# _____

Address _____

Email: _____

Phone Number: _____

Description of usage and location:

Date received by Lands Manager: _____

Results of request: Approved Approved with Conditions Denied

Manager, Lands and By-law