



DEVELOPMENT PERMIT APPLICATION

(This is not a building permit)

Applicant: _____

Mailing Address: _____ Town/Province: _____ Postal Code: _____

Phone: Bus. _____ Cell _____ Fax _____ Email _____

Registered Land Owner: _____

Mailing Address: _____ Town/Province: _____ Postal Code: _____

Phone: Bus. _____ Cell _____ Fax _____ Email _____

Signature of Registered Land Owner: _____ (Print) _____ Date: _____

Legal Description: Lot (Parcel) _____ Block _____ Registered Plan No. _____

Civic Address of Site: _____

Existing Use of Land/Building: _____

Proposed Development: _____

Setbacks: Sideyard (N/S/E/W) ___ Sideyard (N/S/E/W) ___ Front Yard ___ Rear Yard ___ % of Lot Coverage _____

Estimated Commencement Date: _____ Estimated Completion Date: _____

Construction Cost: _____ Contractor Name: _____

Contractor Address: _____

Contractor Contact #'s _____

Other pertinent Information: (Attach site plan)

For Office Use Only

Permit Number: _____ Receipt Number: _____

Approved by: _____ Date: _____

Refused by: _____ Date: _____

Issue Date: _____

Note: No work or construction shall commence until a Building Permit is issued pursuant to applicable regulations.

MINIMUM REQUIREMENTS

- Application Fee \$50 – Residential
 \$75 – Commercial/Industrial
 \$20 – Public Service
 \$20 – Tenancy Permit (Change of Use)
 \$30 – Home Occupation
 \$25 – Demolition – All Districts

Site Plan (2 copies) drawn to scale to show:

- Legal description, address, property lines
- Building setbacks
- Building area
- All easements (i.e. utility right-of-ways)
- Landscaping being provided including area size and type (berms, soft/hard landscaping, retaining walls, etc.)
- Fencing/gates – type and height
- Garbage enclosure
- Access points – 10 m throat width and 16 m flare at street required
- Roads, sidewalks and pathways abutting property
- Lighting – if any
- Paved parking stalls indicating stall width, length and aisle width
- Graveled areas

Reduced 11" x 17" copy of site plan, elevations and floor plan

Floor Plan drawn to scale showing the layout

Elevation Plans (all sides) including description of the exterior finishing materials and fascia sign details (if any).

Erosion and Sediment Control Plan

Copy of the Certificate of Title (dated no less than 30 days from date of application)

Letter of Authorization from the registered landowner (if applicant is other than owner.)

You may be asked to enter into a Development Agreement and provide securities based on an estimate of site work prior to any site work commencing.

The above list is a generalized list of requirements. The Development Officer may require additional information as per Land Use Bylaw 2006-734.