



# 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: \_\_\_\_\_

**By submitting this application, I hereby allow right of entry onto/into property for inspection purposes**

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

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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.