



# Development Permit Application Form

## Applicant Information

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_
- Province: \_\_\_\_\_
- Postal Code: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

## Owner Information (if different than above)

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_
- Province: \_\_\_\_\_
- Postal Code: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

## Property Information

- Property Address: \_\_\_\_\_
- Legal Description: \_\_\_\_\_
- Current Zoning: \_\_\_\_\_
- Lot Size: \_\_\_\_\_
- Existing Use:
  - Residential with existing Principal Dwelling
  - Residential with existing Accessory Buildings only
  - Empty Lot

## Proposed Development

Lot Size	M2/FT2	(Required) _____ sq ft
Existing Use		
Permitted Use	<input type="checkbox"/> Yes <input type="checkbox"/> No (see Discretionary Use PG 3 & 4)	



Discretionary Use	___Yes	___Not Applicable
Renovation to Existing Building or Structure	___Yes	___Not Applicable
Estimated Start Date	_____	
Estimated Completion Date	_____	
Existing Building or Structures on Lot:		
Building: _____	Size _____	M2 / FT2
Building: _____	Size _____	M2 / FT2
Building: _____	Size _____	M2 / FT2
Cost of Construction		
Intended Use of Building or Structure		

Use	Check All That Apply	Proposed Size	Building Height	
Accessory Bldg				
New Build				
Renovations of Existing				
Addition				

## Permitted Uses

Features	CHECK ALL THAT APPLY (Required)
Attached Garage	
Detached Garage	
Basement	
Walkout	
1 Storey	
2 Storey	
3 Storey *May have height restrictions	
Driveway	
Shed	
Fence	
Retaining Wall(s)	
Carport	
Driveway	
Deck	



**NOTE: RENOVATIONS TO AN EXISTING PRINCIPAL STRUCTURE REQUIRE PBI RESIDENTIAL RENOVATION SPECIFICATION FORM WITH APPLICATION**

## ADDITIONAL INFORMATION - *REQUIRED*

Site Plan Additional Information	Details
Off-Street Parking	
Property Access/Driveway	
Excavation	
Fill	
Drainage	
Levelling	
Grading	
Land Clearing	
Landscaping	
Holding Tank (Septic)	

## Discretionary Use – *Complete all that apply*

Structure	Size (sq ft)	Front Setback (ft)	Rear Setback (ft)	Side Setback (ft)
Rooming Unit				
Swimming Pool				
Bed Breakfast/Vacation Rental				
Garden/Garage Suite				
Secondary Suite				
Home Based Business				

## Supporting Documentation

Please attach the following supporting documentation to your application:

- Site Plan



- Elevations and Floor Plans
- Landscaping Plan
- Geo Technical Analysis (must be within 5 years)

## Discretionary Use Information (if applicable):

**Discretionary uses must be approved by Council.**

Submit for Council consideration:

What is being requested? \_\_\_\_\_

Why is this required? \_\_\_\_\_

What is the intended use of this proposed development? \_\_\_\_\_

Please submit any additional documentation with the application (ex: pictures, diagrams etc).

## Applicant Declaration

I hereby certify that the information provided in this application is true and correct to the best of my knowledge and belief. I understand that any false information may result in the denial or revocation of the development permit.

- Applicant’s Name: \_\_\_\_\_
- Applicant’s Address: \_\_\_\_\_
- Signature of Applicant: \_\_\_\_\_
- Date: \_\_\_\_\_

## Consent of Property Owner

I, the undersigned, hereby certify that I am the registered owner of the property described in this application and that I consent to the submission of this application for development approval. I understand that any development carried out on the property must comply with all applicable laws, ordinances, and regulations.

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_



Municipal Use Only

- Application Received By: \_\_\_\_\_
- Application/Permit Number: \_\_\_\_\_
- Date Received: \_\_\_\_\_
- Fee Paid: \_\_\_\_\_
- Decision: [ ] Approved [ ] Denied
  
- Conditions (if any): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- Signature of Municipal Official: \_\_\_\_\_  
 Chief Administrative Officer or  
 Development Officer
  
- Date: \_\_\_\_\_