

## DEVELOPMENT PERMIT APPLICATION

**NOTE: THIS IS NOT A BUILDING PERMIT**

### TO BE COMPLETED BY PERMIT APPLICANT

Application Date:		Town File #:
<b>Applicant:</b>		
Phone:	(Alternate):	Fax #:
Email:		
Mailing Address:		Postal Code:
Registered Owner of Land: (if applicant is other than owner)		
Mailing Address:	Same: ____	Other:

### PROJECT INFORMATION

Address of Property (Municipal Address):		
<b>Legal Description:</b>	Lot ____ Block ____ Reg. Plan No. ____ All or part of the ____ ¼ Sec. ____ Township ____ Range ____	
Tax Roll #:	Land Use District:	
Existing use of land or building:		
Estimated date of commencement:		
Estimated date of completion:		
Applicable Area Structure Plan/Area Redevelopment Plan:		

## TYPE OF PROJECT:

- ☐ Construction/addition/renovation (*see section below*)
- ☐ New business in existing building or change of use (*see section below*)
- ☐ Bylaw Relaxation/Variance
- ☐ Fence Permit
- ☐ Shed/garage permit. Size of garage shed: \_\_\_\_\_
- ☐ Sign permit

## DESCRIPTION OF THE PROPOSED BUSINESS OPERATIONS/WORK

(Describe in as much detail as possible what the proposed business operations are including, any construction or altered with the site, storage, parking etc.):

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CONSTRUCTION / ADDITION / RENOVATION	NEW BUSINESS IN EXISTING BUSINESS (CHANGE OF USE)
<i>Proposed Setbacks:</i> Front: _____ Left Side: _____ Right Side: _____ Rear: _____	No. of employees: _____
Area of site: _____ Area of Building: _____	No. of parking spaces provided: _____
% of site coverage for Principal Building: _____	Hours of operation: _____
Height of Building: _____	Days of operation: _____
No. of Parking _____	Garbage container on site: Yes/No
Stalls provided (off street): _____	Hazardous material on site: Yes/No (if yes please describe): _____ _____ _____
No. of loading stalls: _____	
Garbage container on site: yes/no	
Color Scheme: _____ _____	

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I/We hereby make application under the provisions of the Land Use Bylaw section 4.1 for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Signature of Applicant: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

### IMPORTANT NOTICES

- More information on the development permit process can be found in the **Development Permit FAQ** on the Town's Website.
- This application **does not** permit the commencement of construction on the site until a decision has been made and a permit has been released regarding the proposed development by the Development Officer or Municipal Planning Committee.
- A **Building Permit** may also be required for any development on the site.

**PLEASE REMEMBER TO ATTACH YOUR APPLICATION CHECKLIST, APPLICATION FEE, SITE PLAN AND OTHER SUPPORTING MATERIAL TO YOUR APPLICATION.**

**INCOMPLETE APPLICATIONS WILL NO BE PROCESSED**

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### \*\*\*FOR OFFICE USE ONLY\*\*\*

Application No.: \_\_\_\_\_

**Statement of Decision:**

**Approved by:** ☐ MPC / ☐ DO / ☐ SDAB (with conditions attached on separate cover)

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

**Refused by:** ☐ MPC / ☐ DO / ☐ SDAB (with conditions attached on separate cover)

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

**Tabled by:** ☐ MPC / ☐ DO / ☐ SDAB (with conditions attached on separate cover)

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

**Date of Permit Decision:** \_\_\_\_\_

**Date of Permit Release:** \_\_\_\_\_

DEVELOPMENT OFFICER/ASSISTANT DEVELOPMENT OFFICER: \_\_\_\_\_