



**PROJECT INFORMATION:**

Proposed Development Use:     Residential         Commercial         Other

Additional Description/Purpose: \_\_\_\_\_

Lot Specification: **PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (FT, SQ. FT, M, M<sup>2</sup>)**

Area:	Frontage:	Depth:
_____ (sq. ft)/m <sup>2</sup>	_____ (ft)/m	_____ (ft)/m

What are you applying for variance for?    Dwelling     Accessory Building    Other: \_\_\_\_\_

Proposed Building Specifications: **PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (FT, SQ. FT, M, M<sup>2</sup>)**

Floor Area:	Building Line Setback:	Side yard Width:	Rear yard Depth:	Height:
_____ (sq. ft)/m <sup>2</sup>	_____ (ft)/m	_____ (ft)/m	_____ (ft)/m	_____ (ft)/m

List all requested variances:

Variances 1	Type (height, area, etc.):	Max Allowed (as shown in regs.):	Percent Variance Requested:	New Requested Max:
Variances 2	Type (height, area, etc.):	Max Allowed (as shown in regs.):	Percent Variance Requested:	New Requested Max:

**OFFICE USE ONLY**

<p>Account #: _____</p> <p>Permit Fee Residential: \$ _____</p> <p>Permit Fee Commercial: \$ _____</p> <p>All Other Fees: \$ _____</p> <p style="text-align: center;"><b>PAYMENT STAMP</b></p>	<p>Land Use Zone: _____</p> <p>Permitted Use: Yes / No / NA</p> <p>Variance Required: Yes / No / NA</p> <p>Non-Conforming Use: Yes / No / NA</p> <p>Discretionary Use: Yes / No / NA</p> <p>Septic Design Approved: Yes / No / NA</p> <p>24" Culvert and Rip-Rap: Yes / No / NA</p> <p>Road, Sidewalk, and Curb Cutting Fee: Yes / No / NA</p> <p>Other: _____</p>
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**\*MANDATORY SECTION – PROPOSED DEVELOPMENT\*** Use the space below to provide a sketch/schematic that shows:

- dimensions, location, and shape of the property
- any relevant features such as embankments, rivers, streams, ponds, driveway(s), adjacent properties, removals to be done, easements/right-of-ways, etc.
- dimensions, location, and shape of any existing buildings/dwellings on the property
- the size and location of the proposed dwelling specifically noting the side yard width, rear yard depth, and building line setback.



## PLEASE REVIEW & SIGN

### Collection, Use and Disclosure of Personal Information

Personal information means recorded information about an identifiable individual, including the individual's name, address, or telephone number. The full definition of personal information can be found in Section 2 (u) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA).

We may collect and retain personal information for several reasons, including:

- Permit Applications
- To communicate with you
- Tax collection

Any personal information will be collected in compliance with ATIPPA. Information will only be used for the intended purpose, or another use authorized by ATIPPA.

You should be aware that under these guidelines, personal information you provide may be disclosed in the following documents:

- An Access to Information Request, where the disclosure would not be an unreasonable invasion of privacy.
- As per Section 50 of the *Towns and Local Service Districts Act*, the following documents shall be made available for public inspection during the normal business hours:
  - a) adopted minutes of the council
  - b) assessment rolls
  - c) regulations
  - d) municipal plans
  - e) opened public tenders
  - f) financial statements
  - g) auditor's reports
  - h) adopted budgets
  - i) contracts
  - j) orders
  - k) permits; and
  - l) Rep. by 2000 c16 s2
  - m) all other documents tabled or adopted by council at a public meeting.

If you do not wish to have your personal information disclosed, please indicate this in your correspondence. We cannot guarantee the information will not be disclosed.

## **Application Process**

- Prior to submitting the application, the applicant will be required to mark the area of the proposed accessory building on the property for the purposes of a site visit to be completed by Town staff to ensure the accuracy of the information provided by the applicant as well as compliance with the Town's policies/regulations.
- Markings must reflect the measurements/dimensions of the proposed structure as included on this application. Information collected during the site visit will be included with the application for Council's review and consideration at the regular monthly public meeting.
- The fee for the variance application must be paid upon submitting the application. Once the fee and application are received by the Town, a "Notice of Variance" will be sent to persons affected in the vicinity, posted to the Town's various social media outlets, and in the local publication.
- The public will have minimum of 7 days to express their opinion on the requested variances. Council will take these opinions into consideration when making their decision to approve or deny.

### **If the application is approved:**

- The applicant will be notified of approval and any specific conditions that may be required as part of the development.
- Once the conditions have been met, the applicant can arrange for payment of any applicable fees, deposits and/or outstanding taxes and the permit will be issued.
- Once the permit has been issued, and site work has commenced, the town may perform an inspection to ensure that the conditions attached to the permit and the Town's policies/regulations are being met.
- Failure to comply with the conditions of the permit and/or any town policies or regulations may result in a "Stop Work Order" being issued.

### **If the application is denied:**

- The applicant will be notified that their application has been denied.
- The applicant may choose to submit a new application. The new application must contain new information or a material change to the proposed development.

### **Appeals:**

- Any interested party has a right to appeal a decision of Council to the Appeal Officer, Department of Municipal and Affairs, P.O. Box 8700 St. John's NL A1B 4J6, within 14 days of the date of the decision of Council.

Signing of this document provides acknowledgement that you have read and understand the requirements of the ATIPPA legislation as well as the Town's application and permit process.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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