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## ACCESSORY DEVELOPMENT PERMIT APPLICATION

Date of Application: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Estimated Value  
of Construction: \_\_\_\_\_

For Office Use	
Development Permit Application #:	
Date Application Deemed Complete:	
Development Application Fee:	
Date Fee Paid:	

**IMPORTANT NOTICE:** This application **does not** permit you to commence construction until such time as a permit has been issued by the Development Authority. If approval has not been received within 40 days from the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.  
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

### APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ ☐ Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? ☐ Yes ☐ No If "NO" please complete the information below ↓

Owner's Name: _____	Applicant's Interest in the property:
Mailing Address: _____	<input type="checkbox"/> Agent
Owner Signature: _____	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Tenant
	<input type="checkbox"/> Other _____

### CONTRACTOR INFORMATION

Contracting Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROPERTY INFORMATION

**Municipal Address:** \_\_\_\_\_

**Legal Description:** Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

**Lot Size:** Width \_\_\_\_\_ m ft Length \_\_\_\_\_ m ft Area \_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup>

**Land Use District:** \_\_\_\_\_ **Existing Use:** \_\_\_\_\_

**Describe the Proposed Development:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DEVELOPMENT INFORMATION

**The purpose of this application is to:** (check all that apply)

- ☐ Construct a new ☐ Accessory Structure (i.e. shed, detached garage, greenhouse)

- ☐ Solar Collectors  
☐ Secondary Suite  
☐ Other \_\_\_\_\_

- ☐ Alter/Renovate the existing development

The renovation is:

- ☐ Interior Renovation (change of use)  
☐ Addition  
☐ Deck  
☐ Other: \_\_\_\_\_

- ☐ Other \_\_\_\_\_

## BUILDING REQUIREMENTS

	Principal Building	Accessory Building / Addition / Deck	Renovation/Basement Development	Office Use
Square Footage	m <sup>2</sup> ft <sup>2</sup>	m <sup>2</sup> ft <sup>2</sup>	m <sup>2</sup> ft <sup>2</sup>	
Height	m ft	m ft		
<b>Proposed Setbacks from Property Lines</b>				
Front	m ft	m ft		
Secondary Front	m ft	m ft		
Rear	m ft	m ft		
Side – Left	m ft	m ft		
Side – Right	m ft	m ft		
Parcel Type:	<input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot			

Total Square Meter/Feet of Principal Structure: \_\_\_\_\_

Total Square Meter/Feet of Accessory Structures: \_\_\_\_\_ (all accessory structures combined)

Total % of lot occupied by Principal Structure: \_\_\_\_\_ %  
(Principal Structure Area / Lot Area)

Total % of lot occupied by Accessory Structures (combined): \_\_\_\_\_ %  
(Combined Accessory Area / Lot Area)

### Exterior Finish, Fencing & Landscaping

- ☐ Not applicable to this development.
- ☐ Applicable – Describe generally the types, colours, and materials, as applicable, of:
- Exterior Finishes of the proposed building(s): \_\_\_\_\_
  - Proposed fencing and height: \_\_\_\_\_
  - Proposed landscaping: \_\_\_\_\_

Moved-in dwelling: Describe any proposed improvements to the exterior of the dwelling \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Waivers

Is a waiver (variance) to one or more standards in the Land Use Bylaw being requested? ☐ Yes ☐ No

If yes, please specify: \_\_\_\_\_

*I hereby certify that the information contained in this application, including any further information contained in attached materials, is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I further certify that the owner of the land described above is aware of this application and that I will not commence this development until a valid development permit is issued.*

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

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

Signature of Registered Owner: \_\_\_\_\_  
(if different than the applicant)

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