



Office Use Only / Application Number

Date \_\_\_\_\_

Application Fee Paid

PO Box 130, Witless Bay, NL A0A 4K0 Tel: 709-334-3407 office@townofwitlessbay.ca

## Subdivision Development Application

Applicant:

\_\_\_\_\_

FIRST NAME

LAST NAME

(OR NAME OF CORPORATION)

If applicant is a business entity corporate, please provide the name of the corporate representative/contact:

\_\_\_\_\_

FIRST NAME

LAST NAME

Applicant's Civic Address:

\_\_\_\_\_

STREET NAME AND NUMBER

Applicant Mailing Address (if different from above):

\_\_\_\_\_

PO BOX / CIVIC #

STREET

TOWN

PROVINCE/STATE

POSTAL/ZIP CODE

Contact Information:

Primary Phone:

\_\_\_\_\_

Cell:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

\_\_\_\_\_

DATE

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

DATE

\_\_\_\_\_

Property Owner Signature (If property is not owned by Applicant)

APPLICATION FEE: \$100.00 PER LOT

PERMIT FEE: \$500.00 PER LOT

PLEASE NOTE: APPLICATION WILL NOT BE CONSIDERED UNLESS ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION ARE PROVIDED, AND THE APPLICATION FEE IS PAID.

**PROJECT INFORMATION:**

Additional Description:

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Is Blasting Required?  Yes  No (If YES, have the applicable permits/approvals been obtained?)  Yes  No

\*The Town must be notified 48 hours prior to any blasting activity. \*

Subdivision Specifications:

Total Area (M <sup>2</sup> ):	Approximate Dimensions (L x W):	Number of Lots:	Road Grade (%):
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Name and Distance from Nearest Intersection (if closer than 60m): \_\_\_\_\_

Type of Dwellings to be Developed: \_\_\_\_\_

Uses of Adjacent Land: \_\_\_\_\_

Type of Vegetation:  Forest  Shrub  Barren  Cleared  Other \_\_\_\_\_

Proposed Lot Servicing:

Water Supply:	Sewage Disposal:	Existing Services (If Applicable):
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Are there any easements/right-of-ways on the lots? (drainage, powerline, etc.)  Yes  No If YES, list all of them below with required information.

Easement/ Right-of-way #	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #1	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #2	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #3	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #4	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #5	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):

*NOTE: There shall be no construction within any easement or right-of-way. It is the owner's responsibility to ensure compliance.*

Land Use Breakdown:

Type of Development:	Area (m2):	Percentage of Overall:
Residential Use <input type="checkbox"/>		
Commercial Use <input type="checkbox"/>		
Industrial Use <input type="checkbox"/>		
Public/Institutional Use <input type="checkbox"/>		
Public Open Space <input type="checkbox"/>		
Streets <input type="checkbox"/>		
Conservation <input type="checkbox"/>		
Other: _____	Total: _____	Total: _____

Proposed Means of Access:  Municipal Road  Provincial Road

NOTE: Where there is no road access the applicant will be responsible for all costs incurred in completing the road access to Town standards.

MANDATORY REQUIREMENTS:

- Proof of ownership MUST be included with application.
- Subdivision Concept Plan MUST be included with application.

OFFICE USE ONLY	
<p>Account #: _____</p> <p>Application Fee (\$100 per Lot): \$ _____</p> <p>Permit Fee (\$500 per Lot):</p> <p>All Other Fees: \$ _____</p> <p>Date: _____</p> <p style="text-align: center; color: #cccccc;">PAYMENT STAMP</p>	<p>Land Use Zone: _____</p> <p>Permitted Use: Yes / No / NA</p> <p>Other: _____</p>

## 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.

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: \_\_\_\_\_

### **Subdivision of Land Approvals and Agreements Interpretation**

**1.0** The subdivision of land in the Town of Witless Bay into 2 or more lots requires an application form, application fees in accordance with the Town's Tax and Fee Structure, and legal land surveys of all parcels that will be created in the process.

**2.0** Based on the nature of the subdivision of land it may be in the best interest to have a preliminary land survey proposal prepared by a land surveyor for the purpose of considering a subdivision of land application. In such cases the Town of Witless Bay may make a determination based on a preliminary land survey proposal; however, an approval will not be issued until the complete legal land surveys are submitted to the Town Office.

**3.0** The Town of Witless Bay will not approve the subdivision or recombining of lands if the result would lead to substandard parcels that have inadequate access to infrastructure to be developed as building lots independently of the development of adjoining lands.

**4.0** A subdivision of land that also coincides with the development of infrastructure to service that land shall be governed under the terms of a Subdivision Agreement with additional fees and obligations as outlined in the Town of Witless Bay Tax and Fee Structure and 2014-2024 Development Regulations.

### **Standard Approval Statements**

An approval or permit resulting from an application does not relieve the applicant from obtaining the necessary permits or approvals under any other regulation or statute prior to commencing the development. Failure to comply with any conditions of a permit or approval may result in its revocation and/or a STOP WORK ORDER to ongoing construction activity.

You have the right to appeal a decision resulting from an application or any conditions thereto. The appeal and a fee of \$200 plus HST (\$230.00 total) must be submitted to the Secretary of the Appeal Board at the Department of Municipal and Provincial Affairs (4th floor, Confederation Building – West Block, P.O. Box 8700, St. John's, NL A1C 4J6) within 14 days of the day that you receive such a decision. If the appeal and fee is not submitted within this time limit, your right to appeal is considered to be forfeited.

If you have any questions, comments or concerns, please contact the town office. All fees are based on the current year's tax structure and, should there be a discrepancy, those listed in the tax structure shall govern.

**Proposed Lot Layouts (Subdivision Agreement Only – Please Attach Layout Diagram)**

LOT 1	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 2	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 3	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 4	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 5	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 6	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 7	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 8	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 8	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 9	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT10	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 11	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 12	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 13	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 14	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 15	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 16	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 17	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 18	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 19	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 20	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 21	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 22	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 23	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 24	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 25	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 26	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 27	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 28	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 29	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____
LOT 30	CIVIC # _____	Frontage (m) _____	Depth (m) _____	Parcel Area (m <sup>2</sup> ) _____

**APPLICANT SIGNATURE OF AGREEMENT**

I hereby submit this application and confirm that the information supplied is to the best of my knowledge correct. I agree to comply with all municipal regulations, the National Building Code, and agree to develop in accordance with the plans approved by the municipality, and not to commence development without applicable written approval and permits from the municipality.

Note: When the applicant and the property owner are not the same person, the signature of the property owner is required before the application can be accepted for processing.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEGAL/ENGINEERING FEE COMMITMENT**

In addition to the required application fee, it is understood that the legal and engineering costs may be incurred through the Town’s solicitors and engineers in the negotiation and review of your Subdivision Agreement. The applicant is responsible for reimbursing any such fees payable upon proof of invoice being presented to the applicant from the Town. The applicant’s responsibility for such fees is dependent on whether the Town or applicant proceed to execute the Subdivision Agreement.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNDERSTANDING OF ADDITIONAL COMMITMENTS**

It is understood that additional fees, securities, and commitments will be required in the terms of a Subdivision for which the applicant will be responsible upon approval of the agreement as per the terms of the agreement.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICATION REQUIREMENT CHECKLIST**

- Application Form Signed
- Application Fee (\$100/Lot Non-Refundable)
- Legal/Engineering Fee Commitment Signed
- Understanding of Additional Commitment Signed
- Proposed Lot Layout (Subdivision Agreement Only)
- Collection, Use and Disclosure of Personal Information Signed
- Proof of Ownership (Deed, Purchase and Sale Agreement, Builder’s Agreement, etc.)
- Legal Land Survey of Whole Parcel
- Preliminary Infrastructure Concept Plan