



Office Use Only / Application Number

Date _____

Application Fee Paid ☐

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

Application to Subdivide Land

Applicant(s): _____
FIRST NAME LAST NAME COMPANY NAME

Civic Address of Proposed Development: _____
STREET NAME AND NUMBER

Applicants must have their civic number visible on their property for the purposes of a site visit to be conducted by the Town's Public Works department. Please see additional requirements outlined on the final page of the application.

Applicant Mailing Address (if different from above):

PO BOX / CIVIC # STREET TOWN PROVINCE/STATE POSTAL/ZIP CODE

Contact Information:

Phone: _____ Email: _____

I, _____ of _____ in the Province of Newfoundland and Labrador, solemnly declare that the plans, specifications, and statements herein conform to the requirements of the Town of Witless Bay and are made with full knowledge of the circumstances connected with same. I declare that all regulations will be complied with now in force or which may hereafter come into force in the Town of Witless Bay, whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DATE

Applicant Signature

DATE

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

APPLICATION FEE: \$100.00 PER LOT

PLEASE NOTE: APPLICATION WILL NOT BE CONSIDERED UNLESS ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION ARE PROVIDED, AND THE APPLICATION FEE IS PAID. APPLICATION FEES ARE LISTED IN THE TOWN'S TAX AND FEE STRUCTURE.

PROJECT INFORMATION:

Additional Description:

Subdivision Specifications:

Area: (m ²)	Approximate Dimensions (L x W):	Number of Lots:	Road Grade (%):

Name and Distance from Nearest Intersection (if closer than 60m): _____

Uses of Adjacent Land: _____

Type of Vegetation: ☐ Forest ☐ Shrub ☐ Barren ☐ Cleared ☐ Other _____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 #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):

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.
- A sketch of the subdivision of land **MUST** be included with application.

Using your survey, provide a sketch that shows the following:

- 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 subdivision of land.

OFFICE USE ONLY	
PAR ID #: _____	Land Use Zone: _____
Application Fee (\$100 per Lot): \$ _____	Permitted Use: Yes / No / NA
All Other Fees: \$ _____	Other: _____
PAYMENT STAMP	

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.

DATE

Applicant Signature

DATE

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

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 The Town of Witless Bay will not approve the subdivision 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.

3.0 A subdivision development shall be governed under the terms of a Subdivision Development Agreement between the Town and the developer.

Standard Approval Statements

An approval in principle 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 Appeal Office, c/o Department of Municipal and Provincial Affairs, P.O. Box 8700, St. John's, NL A1B 4J6, within 14 days of the date 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 ²)	_____
LOT 2	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 3	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 4	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 5	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 6	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 7	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 8	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 9	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 10	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 11	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 12	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 13	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 14	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 15	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 16	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 17	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 18	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 19	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 20	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 21	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 22	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 23	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 24	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 25	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 26	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 27	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 28	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 29	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____
LOT 30	CIVIC #	_____	Frontage (m)	_____	Depth (m)	_____	Parcel Area (m ²)	_____

LEGAL/ENGINEERING FEE COMMITMENT

In addition to the required application fee, it is understood that legal and engineering costs may be incurred through the Town's solicitors and engineers in the negotiation and review of your Subdivision Development Application and subsequent Agreement. The applicant is responsible for reimbursing any such fees payable upon proof of invoice being presented to the applicant from the Town.

APPLICANT: _____ DATE: _____
PROPERTY OWNER: _____ DATE: _____

UNDERSTANDING OF ADDITIONAL COMMITMENTS

It is understood that additional fees, securities, and commitments will be required in the terms of a Subdivision Development Agreement, for which the applicant will be responsible.

APPLICANT: _____ DATE: _____
PROPERTY OWNER: _____ 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