



Office Use Only / Application Number

Date _____

Application Fee Paid ☐

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

Accessory Building Application

Applicant(s):

FIRST NAME

LAST NAME

Civic Address:

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:

Home Phone:

Cell:

Email Address:

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)

PLEASE NOTE: APPLICATION WILL NOT BE CONSIDERED UNLESS ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION ARE PROVIDED, AND THE APPLICATION FEE OF \$50.00 IS PAID.

PROJECT INFORMATION:

Proposed Development
Use:

☐ Residential

☐ Commercial

Additional Description/Purpose: _____

Estimated Cost: \$ _____

Backfilling Required ☐ Yes ☐ No (if yes; a grading plan is required) Page # _____

Excavation Required ☐ Yes ☐ No (if yes; a grading plan is required) Page # _____

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

*The Town must be notified 10 days prior to any blasting activity. *

Distance from the nearest waterbody, stream, or river _____ ft. (If Applicable)

Lot Specification: **PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (FT, SQ. FT, M, M²)**

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

Main Dwelling Specifications: **PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (FT, SQ. FT, M, M²)**

FLOOR AREA:	BUILDING LINE SETBACK:	SIDE YARD WIDTH:	REAR YARD DEPTH:	HEIGHT:
_____ (sq. ft)/m ²	_____ (ft)/m	_____ (ft)/m	_____ (ft)/m	_____ (ft)/m

Proposed Accessory Building Specifications: **PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (FT, SQ. FT, M, M²)**

FLOOR AREA:	DISTANCE FROM DWELLING:	SIDE YARD WIDTH:	REAR YARD DEPTH:	HEIGHT:
_____ (sq. ft)/m ²	_____ (ft)/m	_____ (ft)/m	_____ (ft)/m	_____ (ft)/m

List all existing structures on the property:

Building #1	Use/Type:	Size (sq. ft):	Circle if Applicable: To Be: Removed / Built / Moved
Building #2	Use/Type:	Size (sq. ft):	Circle if Applicable: To Be: Removed / Built / Moved
Building #3	Use/Type:	Size (sq. ft):	Circle if Applicable: To Be: Removed / Built / Moved

Are there any easements/right-of-ways on the property? (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):
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):

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

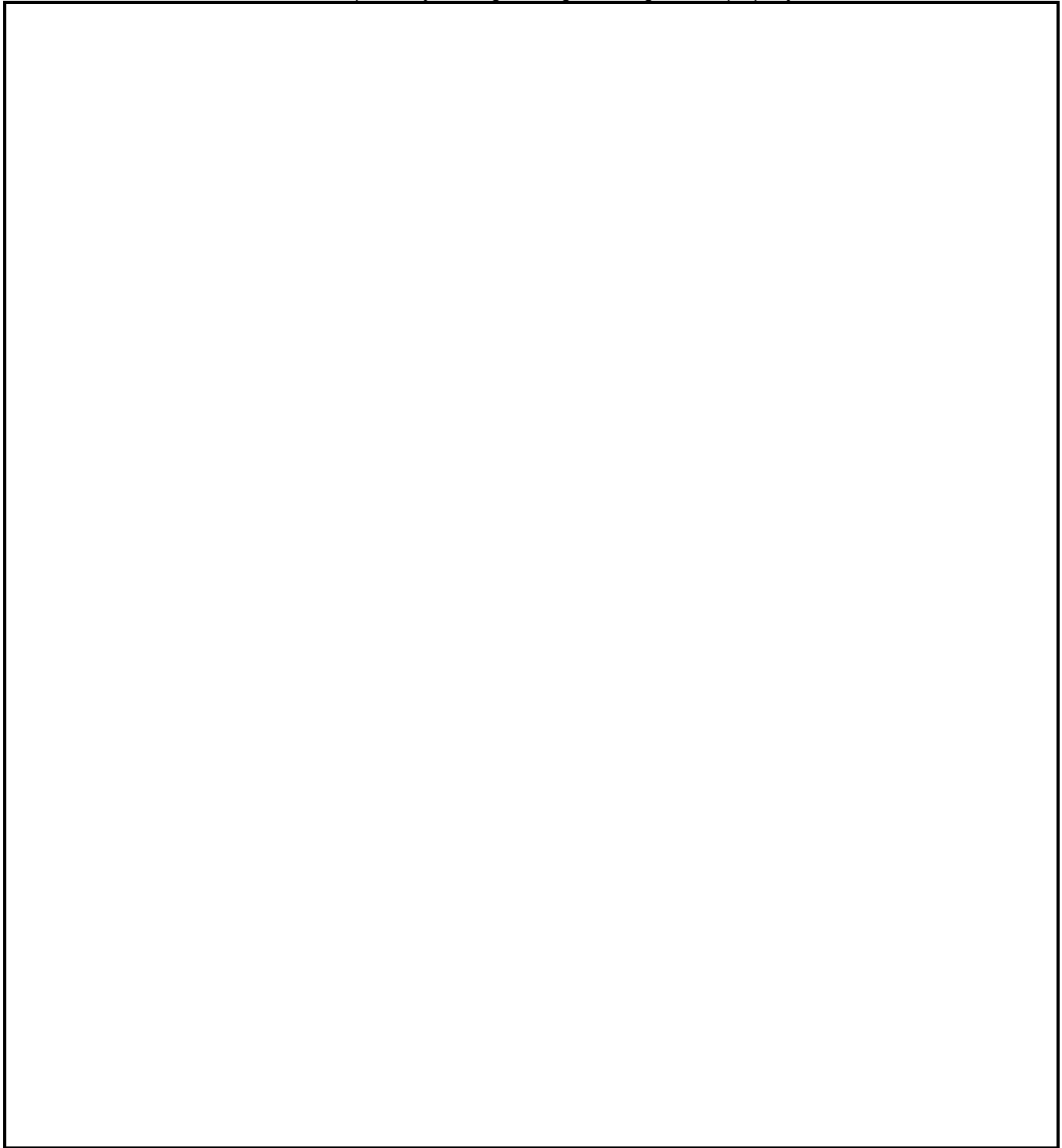
Is there any demolition to take place? ☐ Yes ☐ No (if YES, a "Demolition Permit" is required)

NOTE: *If the applicant already has a demolition permit, a copy must be attached to this application. If the applicant does not have a demolition permit, it must be submitted along with this application.*

OFFICE USE ONLY	
PAR ID # : _____	Land Use Zone: _____
Where no PAR ID # exists use Account #: _____	Permitted Use: Yes / No / NA
Application Fee: \$ _____	Variance Required: Yes / No / NA
Permit Fee: \$ _____	Non-Conforming Use: Yes / No / NA
Date: _____	Discretionary Use: Yes / No / NA
	Septic Design Approved: Yes / No / NA
	Driveway/Culvert/Rip-Rap Deposit: Yes / No / NA
	Road, Sidewalk, and Curb Cutting Deposit: Yes / No / NA
	Backfill/Excavation Road Damage Deposit: Yes / No / NA
PAYMENT STAMP	

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, well location/type, septic location, etc.
- dimensions and location of the proposed accessory building specifically noting the side yard width, rear yard depth, and distance from dwelling.
- dimensions, location, and shape of any existing buildings/dwellings on the property

A large, empty rectangular box with a black border, intended for a sketch or schematic of the property and proposed development.

MANDATORY SECTION – GRADING PLAN* Use the space provided (or attach your own drawing) to sketch:

- the size and location of the land along with any bounding properties
- proposed grading of the land (include approximate elevations and/or slopes)
- the proposed location and extent of groundwater mitigation measures (culverts, French drains, curb/gutter, swales, etc.)
- the location of any existing buildings, dwellings, and features such as embankments, rivers, streams, ponds, driveway(s), etc.

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

As part of the application process a site visit will be conducted to ensure the accuracy of the information provided by the applicant as well as compliance with the Town's policies/regulations.

- Prior to submitting the application, the applicant will be required to mark the area of the proposed extension on the property for the purposes of a site visit to be completed by Town staff. Markings must reflect the measurements/dimensions of the proposed structure as included on this application.
- Once the application is received by the Town, a site visit/inspection may be conducted at any time prior to the public meeting.
- Information collected during the site visit will be included with the application for Council's review and consideration at the regular monthly public meeting.

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: _____