

**BUILDING & DEVELOPMENT**  
**APPLICATION**

<b>FOR OFFICE USE ONLY</b>

The following is required before the application can be accepted for processing.

- Complete application form;
- Non-refundable processing fee (as per the Town's Schedule of Fees);
- Legal (stamped and signed) property survey or real property report, and;\*
- Plot plan showing all measurements and distances required.\*

\*This requirement may be exempted depending on the type of proposed development.

<b>(1) APPLICANT CONTACT INFORMATION:</b>			
Name:			
Mailing Address:		Postal Code:	
Phone #:		E-mail:	

<b>(2) BUILDER CONTACT INFORMATION (IF APPLICABLE):</b>			
Name:			
Mailing Address:		Postal Code:	
Phone #:		E-mail:	

<b>(3) PROPERTY INFORMATION:</b>	
Civic Address of Property Being Developed:	
Property Owner (if different from applicant):	

<b>(4) TYPE OF DEVELOPMENT:</b>		
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Agricultural

<b>(5) PROPOSED DEVELOPMENT (PLEASE SELECT ALL THAT APPLY):</b>			
<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Single Dwelling with Apartment	<input type="checkbox"/> Demolition/Removal	<input type="checkbox"/> Deck/Patio
<input type="checkbox"/> Accessory Building/Greenhouse	<input type="checkbox"/> Finish Basement	<input type="checkbox"/> Driveway Access	<input type="checkbox"/> Amendment/Rezoning
<input type="checkbox"/> Building Repairs/Maintenance	<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Building Extension	<input type="checkbox"/> Backfilling/Landscaping
<input type="checkbox"/> Subdivide &/or Consolidate Land	<input type="checkbox"/> Dwelling Renovations (Structural)	<input type="checkbox"/> Municipal Water &/or Sewer Service Connection	
Other: _____			

<b>(6) VALUE OF WORK:</b>	
Material Value of Work:	

<b>(7) MEANS OF SERVICING:</b>							
MUNICIPAL SERVICING:				ON-SITE SERVICING:			
Municipal Water	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Transfer	Drilled/Surface Well	<input type="checkbox"/> New	<input type="checkbox"/> Existing	
Municipal Sanitary Sewer	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Transfer	On-Site Sewage	<input type="checkbox"/> New	<input type="checkbox"/> Existing	
Municipal Storm Sewer	<input type="checkbox"/> New	<input type="checkbox"/> Existing	<input type="checkbox"/> Transfer				

In accordance with Development Regulation 81 (1), no permit shall be issued for the development of subdivided land unless provisions satisfactory to Council have been made in the application for connection to municipal services, or for verification of a safe supply of drinking water of sufficient quantity, a properly designed sewage disposal system as approved by Services NL, and a properly designed storm drainage system.

<b>(8) PROPOSED MEANS OF PROPERTY ACCESS:</b>			<b>PROJECT INCLUDES:</b>		
<input type="checkbox"/> Existing Driveway	<input type="checkbox"/> New Driveway		<input type="checkbox"/> Electrical Work	<input type="checkbox"/> Plumbing Work	

<b>(9) DISCRETIONARY USE ADVERTISEMENT (IF APPLICABLE):</b>	
<input type="checkbox"/> The Telegram (Cost Recovery)	<input type="checkbox"/> Northeast Avalon Times (Cost Recovery)

<b>(10) VARIANCE (IF APPLICABLE):</b>	
Percentage of Variance Requested (max. 10%):	Development Standard Requiring Variance:

<b>(11) COMMENTS:</b>	

**DECLARATION STATEMENT**

In the province of Newfoundland and Labrador, do solemnly declare that the statements herein contained in this application are true and made with a full knowledge of the circumstance connected with same that the location survey and plot plan submitted correctly sets out the location of the development described in the said application. I agree to comply with all Town Regulations, agree to develop in accordance with the plans approved by the Town, and not to commence development without applicable written approval and/or a permit from the Town.

I also hereby submit this application and confirm that I have read the "DECLARATION" herein and that I clearly understand that any "Compliance Letter" and/or "Occupancy Permit" issued by the Town of Portugal Cove-St. Philip's for the subject property above noted will be issued with the understanding that no building inspections will be carried out by or for Council at the time of development construction or any time thereafter. Furthermore, I understand that the responsibility to meet the National Building Code and Fire Code requirement and/or any other Governmental requirement is placed with, and is the responsibility of the original applicant or owner or permit holder or any subsequent purchaser of the subject property and that I also fully understand that the Town of Portugal Cove-St. Philip's does not necessarily have fully and up to date information respecting the subject property and no inspection of the subject property has been made as a result of a request for a compliance letter and/or occupancy permit.

I make this solemn declaration, conscientiously believing it to be true and knowing that is of the same force and effect as if made under oath.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If different from Applicant)