



BUILDING & DEVELOPMENT
APPLICATION

FOR OFFICE USE ONLY

NOTICE TO APPLICANT:

➤ A copy of the Legal (Stamped & Signed) Property Survey or Real Property Report and a Plot Plan showing all measurements and distances required is to be submitted with this application when required by the Town. The required processing fee (see Town's Schedule of Fees) must accompany this application form. This fee is non-refundable.

(1) APPLICANT CONTACT INFORMATION:					
Name:					
Mailing Address:				Postal Code:	
Home #:		Work #:		Cell #	
Fax #:		E-mail:			

(2) PROPERTY INFORMATION:	
Property Civic Address #:	
Property Owner (if different from applicant):	

(3) PURPOSE OF APPLICATION (PLEASE SELECT ALL THAT APPLY):							
<input type="checkbox"/>	Single Dwelling	<input type="checkbox"/>	Accessory Building	<input type="checkbox"/>	Demolition/Removal	<input type="checkbox"/>	Subdivide/Consolidate Land
<input type="checkbox"/>	Single Dwelling with Apartment	<input type="checkbox"/>	Accessory Building Extension	<input type="checkbox"/>	Backfilling/Landscaping	<input type="checkbox"/>	Residential Subdivision
<input type="checkbox"/>	Double Dwelling	<input type="checkbox"/>	Deck/Patio	<input type="checkbox"/>	Driveway Access	<input type="checkbox"/>	Rezone Land
<input type="checkbox"/>	Dwelling Extension	<input type="checkbox"/>	Building Repairs/Maintenance	<input type="checkbox"/> Municipal Water &/or Sewer Service Connection			
<input type="checkbox"/>	Finish Basement	<input type="checkbox"/>	Commercial Building	<input type="checkbox"/> Other:			

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

PURPOSE OF DEVELOPMENT:		PROPOSED MEANS OF PROPERTY ACCESS:		PROJECT INCLUDES:	
<input type="checkbox"/>	Residential	<input type="checkbox"/>	Existing Driveway	<input type="checkbox"/>	Electrical Work
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	New Driveway	<input type="checkbox"/>	Plumbing Work
<input type="checkbox"/>	Other:				

(4) DIMENSIONS OF STRUCTURE:			
	EXTERNAL DIMENSIONS	HEIGHT	TOTAL FLOOR AREA
Building (Incl. Attached Garage):			
Accessory Building:			
Building Extension:			
Other:			

(5) SUBDIVISION OF LAND:		ROAD CONSTRUCTION:	
Number of Lots:		<input type="checkbox"/>	New Road
Total Area of Subdivision:		<input type="checkbox"/>	Extension of Existing Road

(6) COMMENTS:	

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.

Applicants Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Note: The signature of the property owner is required before the application can be accepted for processing.