



Town of Twillingate
 P.O. Box 220
 Twillingate, NL
 A0G 4M0
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 townoftwillingate@bellaliant.com

BUILDING PERMIT & DEVELOPMENT APPLICATION FORM

RESERVED FOR OFFICE USE	
PERMIT NO: _____	ZONING: _____
VARIANCE: _____	DISCRETIONARY USE: _____

IS THIS APPLICATION FOR AN 'APPROVAL IN PRINCIPLE' ONLY? YES OR NO

APPLICANT / PROPERTY INFORMATION

NAME: _____ DATE: _____

MAILING ADDRESS _____

CITY: _____ PROVINCE: _____

POSTAL CODE: _____ FAX NUMBER: _____

PHONE NUMBER: _____ EMAIL: _____

CONTRACTOR: _____ CONTRACT NUMBER: _____

PROPERTY LOCATION: _____

PROPERTY OWNER: (If Different from Applicant) _____

PURPOSE OF APPLICATION

ERECT (NEW): EXTEND (NEW): PATIO / DECK:

REPAIR: REPAIR: SUB-DIVIDE LOT (S):

RESIDENTIAL: ACCESSORY BUILDING: OTHER:

TYPE OF DEVELOPMENT

RESIDENTIAL: COMMERCIAL: SUBDIVISION: INDUSTRIAL: OTHER: _____

SUB-DIVIDE LOT (S)

NUMBER OF LOTS: _____ FRONTAGE PER LOT: _____ AREA PER LOT: _____

SIZE OF LAND TO BE DEVELOPED

FRONTAGE: _____ DEPTH: _____ AREA: _____

DESCRIPTION OF DEVELOPMENT (BUILDING, EXTENSION, ALTERATION)

SIZE: _____ HEIGHT: _____ FLOOR AREA: _____

PROPOSED MEANS OF SERVICING

MUNICIPAL WATER: OR ON-SITE WELL:

MUNICIPAL SEWER: OR ON-SITE SEPTIC TANK:

PROPOSED MEANS OF PROPERTY ACCESS

EXISTING DRIVEWAY: NEW ACCESS: (Please specify) _____

NUMBER OF ACCESSES: _____

DESCRIPTION OF WORK TO BE PERFORMED

ESTIMATED CONSTRUCTION VALUE (MATERIALS AND LABOUR) \$ _____

PLOT PLAN: Please fill in distance below.	FOR OFFICE USE ONLY		
	N/A	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt No. _____			
STREET (name of street) _____			

I, _____ of Twillingate, declare that the application is made with full knowledge of the circumstances and that the location and plot plan submitted is correct.

Note: Where the Applicant and the Property Owner are **not the same**, the signature of the Property Owner is required **before** the application can be accepted for processing.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: (If Different from Applicant) _____ Date: _____

SKETCH OF PROPERTY SITE

In the space below, include a sketch showing the proposed development, outline of existing property and buildings within the property boundaries.

PROCESSING PROCEDURE

STEP	ITEM	DETAILS
1	Application	<p>Land Developer is required to fill out an application (Application available at the Town Office) and provide the following information:</p> <p>a) Copy of Land Survey for the proposed property</p> <p>b) Plot Plan showing:</p> <ul style="list-style-type: none"> • Location of proposed development in relation to all boundaries • Length, Width & Height of proposed development <p>c) Building and/or Development Plans/Scheme where applicable.</p>
2	General Processing	For all other types of development, the completed application is forwarded for review by the Public Works Foreman and Town Manager.
3	Committee Processing	<p>The application is reviewed for compliance with the Town's "Municipal Plan and Development Regulations." A site visit is undertaken, if required. The application will either be:</p> <p>a) Approved (applicant notified to pick up their Permit);</p> <p>b) Conditionally Approved - variance and/or discretionary use authorization required (applicant notified of the associated advertising requirements upon completion of which the permit will be issued; or</p> <p>c) Rejected (Application forwarded to Council along with recommendation for rejection).</p>
4	Council Processing	<p>If a variance is requested, Council approval is required. Processing will take place during a regular Meeting of Council. Council meetings are normally the 2nd Monday of each month.</p> <p>The application will be reviewed and a Motion made by Council to either:</p> <p>a) Approve the Application, subject to advertising and/or consulting with adjacent properties (applicant notified to pick up their Permit if no concerns/objections raised.)</p> <p>b) Reject the Application (applicant notified in writing of outcome.)</p>
5	Rejection of Application	<p>Applicant's Proposed Development is turned down by Council</p> <p>Applicants can appeal Council's decision within 14 days, of the rejection notification, from Council</p> <p>The Appeal can be registered with the Central Regional Appeal Board, Newfoundland and Labrador</p> <p>Appeal Application available at the Town Office</p>

FEE STRUCTURE

ITEM	DETAILS	FEE
Residential Permit	All building and/or land development and/or change in land use or intensity of use.	\$35.00

Commercial Building Permit	All building and/or land development and/or change in land use or intensity of use.	\$75.00
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