



**Town of Twillingate**  
P.O. Box 220  
Twillingate, NL  
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## 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 ACCESSSES: \_\_\_\_\_

### DESCRIPTION OF WORK TO BE PERFORMED

ESTIMATED CONSTRUCTION VALUE (MATERIALS AND LABOUR) \$ \_\_\_\_\_

PLOT PLAN: Please fill in distance below.		FOR OFFICE USE ONLY		
<p>Side Lot Line ( )</p> <p>Rear Lot Line ( )</p> <p>Rear Yard ( )</p> <p>Side Yard ( )</p> <p>Side Yard ( )</p> <p>Front Yard ( )</p> <p>Front Lot Line ( )</p>				
STREET (name of street) _____				
		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. _____		

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

**FEE STRUCTURE**

ITEM	DETAILS	FEE
Residential Permit	All building and/or land development and/or change in land use or intensity of use.	\$50.00

Commercial Building Permit	All building and/or land development and/or change in land use or intensity of use.	\$100.00
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