



Town of Twillingate
 P.O. Box 220
 Twillingate, NL
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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	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"> • Location of proposed development in relation to all boundaries • Length, Width & Height of proposed development 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: a) Approved (applicant notified to pick up their Permit); 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 c) Rejected (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 nd Monday of each month. The application will be reviewed and a Motion made by Council to either: 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.) b) Reject the Application (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.	\$75.00
Commercial Building Permit	All building and/or land development and/or change in land use or intensity of use.	\$200.00