

Please ensure that information relevant to your application is included with your submission. For applications submitted digitally, please confirm receipt of submission and payment with the Town of Twillingate. For guidelines specific to each Land Use Zones, refer to the Development Regulations. Should you have any questions regarding submission requirements, please contact the Planning and Development Committee.

**Staff will begin processing your application when all required information has been received and the application complete.**

### Land Title

- Recent certificate of title
- All building schemes, easements or right of ways charged on title

### Site and Building Plans showing:

- All uses, existing and proposed, on the property, including buildings and structures
- Dimensions and floor areas (each floor) of all existing and proposed buildings on the property
- Heights of all existing and proposed buildings on the property
- Setbacks of all existing and proposed buildings and structures on the property, from the property line and from all natural boundaries of the sea, wetlands and watercourses, and from significant topographic features such as cliffs
- If applicable, site grading information (natural and proposed alterations)
- A zoning summary including parcel size, lot coverage, etc.
- Locations of all wetlands, watercourses on the property
- Locations and dimensions of all parking areas on the property, including entrances and exits, parking stalls, and manoeuvring aisles
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property
- Land Use Zone boundaries that intersect with the subject lot

### Landscape Plan (where applicable)

- Showing existing and proposed landscaping. Alternatively, this information can be included on the site plan. May require an estimate of total cost of the proposed landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of security required
- Vegetation removal plan

### Other Requirements (where applicable)

- Elevation drawing(s), noting all proposed alterations to building elevations
- Real property report, site survey, and/or site plan prepared and stamped by Newfoundland Land Surveyor
- Topography and soil conditions of the subject site
- Watercourse delineation study
- Stormwater management plan
- Geotechnical study
- Groundwater supply study
- Location, fixture type and intensity of all proposed lighting
- Existing and proposed signs, including locations, dimensions, proposed buildings materials and colors
- Site grading plan
- Additional Development Approval information may be required at the applicant's expense

I, \_\_\_\_\_ of \_\_\_\_\_, do solemnly declare that I completely understand that:

- **I cannot begin development of land nor erection of building until all permits have been issued and conditions complied with**
- **I realize that there may be a thirty day (30) waiting period before my application is reviewed for approval**
- **All development must be constructed in accordance with the National Building Code of Canada and Town of Twillingate Regulations**
- **The following documentation must be submitted with application**
  - **Proof of Ownership of Land**
  - **Plans/specifications of proposed building**
  - **Sketch indication of approximate location of building on land for NL Power and Municipal inspection**
- **I am completely responsible for the entire cost of water and/or sewer connections from the Town of Twillingate's main line(s)**
- **Installation of water and/or sewer lateral must be undertaken by the permit holder and inspected by municipal personnel**
- **New water connections must be turned on by municipal personnel and the property owner will be billed within 30 days following that date**
- **The property owner is responsible for damage to shutoff vales and must keep shutoff valves accessible at all times**
- **If commencement of the building does not begin within one year from the date of permit approval, the permit will be null and void and a new application must be submitted.**
- **Business Applications are subject to approval of the Government Service prior to a Municipal permit being issued**
- **I agree to notify the Town of Twillingate, Planning and Development, in writing of any changes in the above specifications before construction**
- **Any permit issued does not authorize use of Crown Land or other land without a lease agreement from the Crown or express written permission from the owner**
- **I am responsible for attaining all Government approvals needed and herein undertake to comply with all such regulations**

Date (yyyy-mm-dd) \_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only	
Date Received (yyyy-mm-dd) _____	
Received by _____	Signature _____



# PLANNING/DEVELOPMENT APPLICATION

Town of Twillingate

<b>Internal Use Only</b>		<b>SECTION 1</b>
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Application Number \_\_\_\_\_ LUZ \_\_\_\_\_ Structural Type \_\_\_\_\_  
Staff Signature \_\_\_\_\_ Date Received (yyyy-mm-dd) \_\_\_\_\_

<b>Property Information</b>		<b>SECTION 2</b>
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Civic Address \_\_\_\_\_

<b>Property Owner Contact Information</b>		<b>SECTION 3</b>
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Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

<b>Application Type</b>		<b>SECTION 4</b>
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- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Commerical (or other Development with a parking lot) | <input type="checkbox"/> Single Dwelling – New Lot     | <input type="checkbox"/> Parking                |
| <input type="checkbox"/> Accomodations  | <input type="checkbox"/> Double Dwelling – New Lot     | <input type="checkbox"/> Signs                  |
| <input type="checkbox"/> Vacation Rental                                      | <input type="checkbox"/> Multi-unit Dwelling – New Lot | <input type="checkbox"/> Other (describe below) |
| <input type="checkbox"/> New Dwelling-Existing Lot/Rebuild                    | <input type="checkbox"/> Row Dwelling – New Lot        |   |
|   | <input type="checkbox"/> Secondary Dwelling - New Lot  |   |

**Application for Planning/Development**

**Planning and Development**

Description of Application

SECTION 5

Decription of Application:

Estimated cost of land/site development (\$) \_\_\_\_\_

Estimated cost of work on structure (\$) \_\_\_\_\_

Applicant Infomation

SECTION 6

Applicant is:       Owner                       Authorized Agent

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Contacts (Contractor/Consultant/Lawyer)

SECTION 7

Name: \_\_\_\_\_

Title \_\_\_\_\_ Company Name \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email: \_\_\_\_\_

**Application for Development/Planning**

**Planning and Development**

Applicant Signature of Agreement

SECTION 8

I hereby submit this application and confirm that the information supplied is, to the best of my knowledge, correct. I agree to comply with all Town of Twillingate Regulations, agree to develop in accordance with the plans approved by the Town of Twillingate and not to commence development without applicable written approval and permits from the Town of Twillingate. In addition, I acknowledge that I have reviewed this application and agree to provide any additional information requested and to pay all applicable fees as noted on the Town's fee schedule. To view these fees, please visit the Town of Twillingate website.

Applicant Signature \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_