

Town of Vauxhall
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

Development Permit Application No.	
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Application deemed complete: _____

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____

Phone: _____

Phone (alternate): _____

City: _____

Fax: _____

Postal Code: _____

Is the applicant the owner of the property? Yes No
↓ IF "NO"

Name of Owner: _____

Mailing Address: _____

Phone: _____

Phone (alternate): _____

City: _____

Fax: _____

Postal Code: _____

Applicant's interest in the property: Agent
 Contractor
 Tenant
 Other _____

PROPERTY INFORMATION

Municipal Address of Development: _____

Legal Description: Lot(s) _____ Block _____ Plan _____

Land Use District: _____

What is the existing use? _____

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Proposed Setbacks From Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Parcel Type:	<input type="checkbox"/> Interior Lot <input type="checkbox"/> Corner Lot		

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

 APPLICANT

 Registered Owner (if not the same as applicant)

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DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information:
(May be provided on a survey plan or a sketch on the following page)
 - Legal Description and Municipal Address of Subject Property
 - Scale, North Arrow & Land Use District
 - Adjacent roadways & lanes
 - Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
 - Any buildings with dimensions of foundation and projections
 - The proposed distance from the front, side, and rear property lines
 - Location of Lot Access, Existing Sidewalk(s) and Curbs
 - Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
 - Location of any Registered Utility Right of Ways and easements
 - Landscaping plan
 - Lighting plan
 - Number and location of parking spaces, both on and off-street

- Copy of Building Plans.** Plans shall be to scale and contain the following information:
 - Scale and Dimensions of Exterior Walls and Interior Rooms
 - Floor Plan of the space proposed to be developed
 - Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch

- If applicant is not the registered owner,** a written statement (or this application) signed by the registered owner consenting to this application.

- Application Fee Payable to the Town of Vauxhall.**

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SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.

