

Town of Bishop’s Falls

Development Permit Application Form

FOR OFFICE USE ONLY		
Receipt #:	Permit #:	Date Issued:

PART 1 – APPLICATION INFORMATION

Name	
Mailing Address	
Civic Address	
Telephone Number	
Cell Number	
Email address	
Estimated Project Value	\$
# of independent units in residential structure	

PART 2 – PERMIT SPECIFICATION

Please indicate the permit you are applying for by ticking the appropriate category (or categories) below.

<input type="checkbox"/> New dwelling/structure (go to parts 3A and 3B)	<input type="checkbox"/> Fence construction (go to part 6)
<input type="checkbox"/> Extension to existing dwelling (go to parts 3A and 3B)	<input type="checkbox"/> Advertising (go to part 5)
<input type="checkbox"/> Accessory building (go to parts 3A and 3B)	<input type="checkbox"/> Subdivision (go to part 4)
<input type="checkbox"/> Extension to accessory building (go to parts 3A and 3B)	<input type="checkbox"/> Other land development (go to part 7)

PART 3A – NEW DWELLINGS AND ACCESSORY BUILDINGS (INCLUDING EXTENSIONS)

Please attach the following to the application:

- ☐ Deed and survey showing the applicant has title to the real property. The applicant must demonstrate that he/she is the owner of the real property that will be developed.
- ☐ Drawing/Sketch of the development. **On your survey**, please draw the development and include details such as the building’s dimensions, distance from power lines, distance from adjacent structures, etc). **Measurements must be in meters. The drawing must be legible.**
- ☐ Building drawings and designs.

WATER DRAINAGE PLAN: Please outline your plan to address water drainage on the property. For more information on water drainage plans, please see the guidelines below.

Water Drainage Guidelines

- ☐ The house grade (elevation of front door threshold) must be established to suit the conditions of the lot and house design, ensuring that proper elevation above the yard grade is maintained, surface run-off drains away from the house, that drainage doesn’t impact neighbouring lots and that service laterals are accessed with adequate slopes.
- ☐ Create a plan that defines how your lot will carry surface drainage to the street or to back lane.
- ☐ Consider any potential impact to your neighbour’s lot or existing shared drainage. Consultation with neighbours is recommended.
- ☐ Provide a positive slope of at least 5% away from the foundation walls.
- ☐ Grade any drainage swales at a minimum of 1.5% slope to carry surface drainage to the street without draining onto adjacent private properties. The common lot line is the ideal location to locate a swale; however, this is not always possible with an in-fill lot.

PART 3B – SITE INSPECTION

The Town of Bishop’s Falls will investigate the site before and after development to determine the distance of the structure from adjacent properties, structures, and power lines. To assist with the site inspection, you are required to place pegs on the land before development to mark the location of the structure. Have you placed these pegs in the land?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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NOTE: Your application will not be considered if the pegs are not placed on the land.

PART 4 – SUBDIVISIONS

Applicants requesting a subdivision permit must, in addition to completing this application, submit a proposal addressing the requirements of Part IV of the *Land Use Zoning, Subdivision, and Advertisement Regulations* and the Town’s *Development Regulations*. The Town may, after assessing the applicant’s proposal, require additional information before reaching a decision.

PART 5 – ADVERTISING

Please use the space below to describe the size, location and content of your advertising sign.

PART 6 – FENCE

Please describe the height, location, and appearance of the fence you intend to construct in the space provide below.

PART 7 – OTHER LAND DEVELOPMENT

Please describe the other land development in the space below.

PART 8 – BUILDING CONSTRUCTION REGULATIONS 2014

Please take notice of the following in relation to the *Bishop’s Falls Building Construction Regulations 2014*:

- (1) All buildings must be constructed in accordance with the National Building Code that is published by the National Research Council of Canada and amended from time to time.
- (2) Applicants are solely responsible to ensure compliance with the *Bishop’s Falls Building Construction Regulations 2014* and the National Building Code. The Town does not employ or engage an inspector to ensure compliance with the National Building Code. You are hereby advised to retain your own inspector for the purpose of ensuring compliance with the National Building Code.
- (3) The National Building Code is available at the Town Hall for inspection during regular hours of operations.
- (4) A copy of the *Bishop’s Falls Building Construction Regulations 2014* is available at bishopsfalls.ca.

Please initial to acknowledge you have read and understood this notice. _____

PART 9 – WATER AND SEWER SERVICE CONNECTION REGULATIONS

Please take notice of the following in relation to the *Water and Sewer Service Connection Regulations*:

- (1) You shall not bury a lateral service sewer line or a lateral service water line until it has been inspected by the Supervisor. When you are ready to arrange an inspection, please contact the Town Office at 258 6581. Please note that inspections will only be completed during regular business hours.
- (2) Where lateral service sewer lines and/or lateral service water lines are installed in accordance with the *Regulations*, the Supervisor will issue a *Compliance Certificate*. If you do not receive a *Compliance Certificate*, the Town shall not, as per section 9 (d) of the *Regulations*, be responsible for the maintenance or upkeep of any section or component of the lateral service sewer line or the lateral service water line.

Please initial to acknowledge you have read and understood this notice. _____

PART 10 – DECLARATION OF APPLICANT

I hereby declare that the information contained in this application and the attached schedules, plans, designs, and other documents is true and accurate to the best of my knowledge. I further declare that I will comply with all applicable municipal and provincial regulations, and that I have read and agree to comply with part 8. I further give permission for the Town of Bishop’s Falls to enter my property to conduct an inspection of the development within the parameters of municipal regulations.

Applicant Name

Date

FOR OFFICE USE ONLY (ASSESSMENT)

Assessment Checklist <ul style="list-style-type: none">○ Ownership confirmed○ Permit use (zoning)○ Council approval received (if required)○ NL Power approval received○ Water drainage plan addresses potential issues○ Infrastructure issues addressed (i.e., water, sewer, road, etc).	
Assessment Notes	Application Status <ul style="list-style-type: none">○ Approved○ Rejected
Signature of municipal authority:	Date: