



CITY OF BROOKS NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Estimated Value of Construction: _____

Development Permit Application No.	
Date Application Deemed Complete:	
Development Application Fee:	

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: _____

 City/Town: _____
 Postal Code: _____

Phone: _____
 Phone (alternate): _____
 Fax: _____
 Email: _____

Check this box if you would like to receive documents through email.

Is the applicant the owner of the property? Yes No

↓
IF "NO" please complete box below

<p>Name of Owner: _____</p> <p>Mailing Address: _____</p> <p>_____</p> <p>City/Town: _____</p> <p>Postal Code: _____</p>	<p>Phone: _____</p> <p>Applicant's interest in the property:</p> <p><input type="checkbox"/> Agent</p> <p><input type="checkbox"/> Contractor</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Other _____</p>
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PROPERTY INFORMATION

Municipal Address of Development: _____

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

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- Construct a new building
 The building is for: Commercial Use
 Industrial Use
 Public/Institutional Use
 Other, specify _____
- Alter/renovate the existing building
 Construct an accessory building
 Demolish existing building (attach completed **Demolition Form**)
 Change or intensification of use (e.g. new type of business in existing building)

Describe the proposed use, any changes from existing use, and any work to be done (attach separate sheet if necessary).

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	<input type="checkbox"/> m ² <input type="checkbox"/> ft ²	
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.

 APPLICANT

 Registered Owner (if not the same as applicant)

CITY OF BROOKS
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

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 sketch)
 - Legal description and municipal address of subject property
 - Scale, north arrow and land use district
 - Adjacent roadways and 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
 - Number and location of parking spaces, both on and off-street
 - Location of any registered utility right of ways and easements
 - Landscaping plan
 - Lighting plan
 - Location of fire hydrant, street light, power/telephone/cable pedestal(s) (if located within property frontage)

- 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 City of Brooks.**

TERMS:

1. Subject to the provisions of the Land Use Bylaw of the City of Brooks, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Designated Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any action taken by the applicant before a Development Permit is received, is at his own risk.

3. Plans and drawings, in sufficient detail to enable adequate consideration of the application, must be submitted in duplicate with this application, together with a plan sufficient to identify the land. It is desirable that the plans and drawings should be on a scale appropriate to the development. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared. In accordance with Schedule 3, Section 8, a grade plan may be required for development in all zoning districts.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, or within such longer period as the applicant may approve in writing, the application shall be deemed to be refused and the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period.
5. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the provincial building requirements.
6. Any development carried out prior to the effective date of the appropriate Development Permit is done solely at the risk of the applicant and/or landowner.

ADDITIONAL INFORMATION:

In addition to the above requirements, the Designated Officer may also require:

1. Proof of ownership or right to the land in question and may require a current Real Property Report as proof of location of development on said land.
2. Landscape information and/or plans where landscaping is required by the Land Use Bylaw.
3. Additional plans and information may be required and requested due to the nature and magnitude of a proposed development of use.
4. Development drawings that include foundation and floor plans showing all occupancies and uses, elevations, cross sections, height by metres and the number of storeys.

Please note: Review of a Development proposal may be delayed if the form and/or additional information provided is incomplete.