



# CITY OF BROOKS 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 permit has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to 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

(please print): \_\_\_\_\_

Phone (primary): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (alternate): \_\_\_\_\_

City/Town: \_\_\_\_\_

Fax: \_\_\_\_\_

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

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

Name of Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant's interest in the property:

City/Town: \_\_\_\_\_

Agent

Contractor

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

Tenant

Other \_\_\_\_\_

## PROPERTY INFORMATION

Municipal Address: \_\_\_\_\_

Legal Description:

Lot(s) \_\_\_\_\_

Block \_\_\_\_\_

Plan \_\_\_\_\_

Land Use District: \_\_\_\_\_

What is the existing use(s)?  
\_\_\_\_\_

## DEVELOPMENT INFORMATION

**This application is to:** (Check all that apply)

Construct a new dwelling  
 The dwelling is a:

Single-unit dwelling  
 2-unit dwelling  
 Multi-unit – please specify the number of dwelling units \_\_\_\_\_  
 Other \_\_\_\_\_

Alter/renovate the existing building  
 The renovation is a(n):

Addition  
 Deck(s)  
 Other \_\_\_\_\_

Construct an accessory building / structure  
 The accessory building is a:

Garage (detached)  
 Shed/workshop  
 Other \_\_\_\_\_

Moved-in dwelling

Manufactured home (move-in or move-out)

Demolish existing building (attach completed **Demolition Form**)

Other

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 <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
Building Size	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> ft <sup>2</sup>	
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

## 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 and north arrow
  - Adjacent roadways and lanes
  - Lot dimensions, lot area, and percentage of lot coverage for all structures
  - Existing residence and/or any other buildings with dimensions of foundation and projections including decks
  - Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
  - The proposed distances from the foundation of the building to the front, side, and rear property lines
  - Location of lot access, existing sidewalk(s) and curbs
  - Location of any registered utility right of ways or easements
  - Location and number of off-street parking spaces
  
- 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 all living 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.