

Development Permit Application

Fences, Decks, Residential Accessory Buildings

All materials must be clear, legible, and precise. Only applications that are complete will be accepted. This application is for a development permit only, if a building permit is required, you must apply for it separately.



Address	Lot	Block	Plan
Applicant Same as Property Owner	Property Owner		
Name _____	Name _____		
Address _____	Address _____		
Town/City _____	Postal Code _____	Town/City _____	Postal Code _____
Phone _____	Phone _____		
E-mail _____	E-mail _____		
Signature _____	Signature _____		

Providing an email means you consent to receiving documents or communications related to this application, including, but not limited to development permit decisions, acknowledgments confirming an application is complete, any notices identifying or requesting outstanding documents and information, by email.

I, the applicant, acknowledge that:

1. This application does not exempt the applicant, owner, or owner's agents from full compliance with any easement, covenant, building scheme, or other agreements affecting the property, nor from any applicable laws, bylaws, or regulations.
2. The Town and its agents have the right to enter the property to inspect for and enforce compliance with issued permits, and any relevant bylaws, regulations, and legislation.
3. I declare that I have reviewed the information from the Energy Resource and Conservation Board (ERCB) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of this application.

Signature _____

Date _____

As the Applicant, I affirm: I am the registered owner of the above property I have entered into a binding agreement to purchase the above property with the registered owner(s) I have permission of the registered owner(s) of the above property to make this application for a Development Permit	Project Info Start - End Date: _____ - _____ Structure Height: _____ Meters _____ Feet Floor Area _____ m ² _____ Sqft Project Value: _____ Current Use: _____ Use Intensity Will: Increase Stay the Same
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Project Description (please include a description of any fence/deck materials)

OFFICE USE ONLY		
Zoning _____	Assigned DP #:	_____
Defined Use _____	Permit Fee: \$ _____	+\$15 (Title Search)
Allowable Use:	Permitted	Discretionary
Receipt Number:	_____	

Development Permit Checklist



Fences, Decks, Residential Accessory Buildings

Applicants must check all necessary boxes, acknowledging that their application package contains all required information. **An incomplete application may result in processing delays and/or a permit refusal.**

Development Permit Application Package Requirements

Completed Site Plan

Elevation Drawings or Photos

Certificate of Title* (<30 days)

*If the applicant is unable to obtain a Certificate of Title, the Town will acquire one for an additional fee of \$15.

Site Plan Components

1. Must be oriented with north at the top of the page and must contain a north arrow.
2. Must include in a text block on the site plan:

Property address

Size of lot in hectares/acres

Gross floor area of all accessory structures (m²/sqft) (residential storage structures only)

of current/proposed accessory structures (residential storage structures only)

3. Must show site layout (and dimensions in metric or standard) which includes:

All property lines & adjacent streets/roads

All existing and proposed structures

All setback and separation distances (decks and residential storage structures only)

Location of proposed fences and height of fence at different locations.

Existing above ground utility structures on site

Existing/proposed water bodies/features

Elevation Drawings / Photos (Storage Structures Only)

1. Must be included for all proposed structures and show:

All heights, faces, roof slopes, and grade lines

Face finish, materials, and colours

For already existing structures, photos may be accepted in place of elevation drawings.

Processing Information

As per the Municipal Government Act, the Town of High Level has up to 20 days from the receipt of a permit application to determine whether the application is complete, and up to another 40 days to issue a decision on the application.

The Town strives to issue decisions on applications sooner than the timelines outlined under the Municipal Government Act; however, this is only possible if permit applications are complete and have all the information required by the Town to make an informed decision.



Site Plan

Address:

Lot Size:

Hectares

Acres

of Accessory Structures

Gross Floor Area:

m²

sqft

Other Info:
