



Before submitting the Application, use this CHECKLIST to ensure the application is complete. Submitting an incomplete application will slow down the review and approval process

The following information is REQUIRED on the Application for a Development Permit:

- Land Information – Legal land description (include Lot, Block, Plan)
- Applicant Information and Property Owner information (if different from applicant)
- Lot Area (size of lot/property)
- Proposed Use of Land/Building (residence, garage, etc.)
- Type of Development Proposed
- Type of roadway(s) the land is adjacent to
- Square footage of building and building height
- Estimated Commencement and Completion dates of the development
- Estimated Value of Development
- Date of Application
- Signature of Applicant(s)
- Signature of all Registered Landowners

A “Site Plan” sketch is to include the following:

- Location of Existing Buildings on the property
- Location of Proposed Buildings
- Location, age, and type of existing Private Sewage Disposal System
- Location of Public Roads and Highways
- Location of Access to Road
- Location of Driveway
- Distances from the Property lines to existing and proposed structures
- Protection of vegetation and trees
- Areas to be cleared
- Distances to nearby lakes, bush areas, creeks, ravines, etc.
- Pipelines

If the application is for a home occupation, ensure that the Home Occupation Information form is filled out completely.

A “completed” application includes the forms filled out, including signatures of the registered owner(s), the complete site plan, fees and any other information the development authority deems necessary to make an informed decision.