



BUILDING AND DEVELOPMENT APPLICATION

OFFICE USE ONLY
Date Received: _____
Receipt #: _____
Zoning: _____

APPLICANT CONTACT INFORMATION

Name:		
Mailing Address:		Postal Code:
Phone:	Cell:	Home:
Email:		

BUILDER CONTACT INFORMATION (IF APPLICABLE)

Name:		
Mailing Address:		Postal Code:
Phone:	Cell:	Home:
Email:		

TYPE OF DEVELOPMENT

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
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PROPERTY INFORMATION

Property Civic Address #:
Property Owner (if different from applicant):

PROPERTY INFORMATION PURPOSE OF APPLICATION (one application per item)

<input type="checkbox"/> Single Dwelling	<input type="checkbox"/> Demolition/Removal	<input type="checkbox"/> General Repairs	<input type="checkbox"/> Occupancy/Change of Use
<input type="checkbox"/> Single Dwelling with Apartment	<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Double Dwelling	<input type="checkbox"/> Commercial Extension	<input type="checkbox"/> Backfilling/Landscaping	<input type="checkbox"/> Pool
<input type="checkbox"/> Dwelling Extension	<input type="checkbox"/> Industrial Park Building	<input type="checkbox"/> Soil Removal	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Oceana Building	# of loads: _____	

Comments:

MEANS OF SERVICING

<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Septic System
<input type="checkbox"/> Municipal Sewer	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Drilled/Surface Well	

PROPOSED MEANS OF PROPERTY ACCESS

<input type="checkbox"/> New Driveway
<input type="checkbox"/> Existing Driveway (Length of Existing Driveway _____ metres)

Please ensure you allow for sufficient time for processing. Council meeting dates and times can be confirmed by contacting the Town Office.

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BUILDING SIZE				
	TOTAL FLOOR AREA	HEIGHT	LOT FRONTAGE	LOT AREA
Building (including attached garage):	m ²	m	m	m ²
Accessory Building:	m ²	m	m	m ²
Building Extension:	m ²	m	m	m ²
Other:	m ²	m	m	m ²
Estimated Value of Construction: \$				

SUBDIVISION OF LAND	
Number of Lots:	Frontage per Lot:
Area per Lot:	Total Area of Subdivision:

ROAD CONSTRUCTION	
<input type="checkbox"/> New Road	Length of Proposed Road:
<input type="checkbox"/> Extension of Existing Road	Width of Proposed Road:

DECLARATION STATEMENT:

I hereby submit this application and confirm that the information supplied is to the best of my knowledge is correct. I agree to comply with all Town Regulations, agree to develop in accordance with the plans approved by the Town of Holyrood, and not to commence development without applicable written approval and/or a permit from the Town. I understand that the responsibility to meet the National Building Code and Fire Code requirements and/or any other Government requirement is placed with, and is, the responsibility of the original applicant or owner or permit holder or any subsequent purchaser of the subject property. I understand that the Town of Holyrood does not necessarily have fully and up to date information respecting the subject property. No inspection of the subject property has been made as a result of a request for a compliance letter and/or occupancy permit.

_____	_____
Applicants Signature	Date
_____	_____
Property Owner's Signature	Date

NOTE: Where the Applicant and the property are not the same, the signature of the property owner is required before the application can be accepted for processing.

The following documents are required before the application can be accepted for processing:

- Completed application form and Non-refundable processing fee (as per the Schedule of Rates and Fees)
- Legal (stamped and signed) property survey
- Certified Plot Plan showing all measurements and distances required
- Building Plans

DESCRIPTION OF WORK YOU PLAN TO CARRY OUT