



## Village of Rosemary

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### Development Permit Application Form

FEES: \$60 / \$125 / \$200 (circle one)

File # \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Interest of Applicant if not Owner of Property: \_\_\_\_\_

Registered Owner of Property: \_\_\_\_\_ Letter of Consent: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Tax Roll # \_\_\_\_\_

Existing use of Land or Building: \_\_\_\_\_

Proposed Development: \_\_\_\_\_

Estimated Value of Development: \$ \_\_\_\_\_

**Proposed Setbacks (m):** Front Yard: \_\_\_\_\_ RH Side: \_\_\_\_\_ LH Side: \_\_\_\_\_ Rear Yard: \_\_\_\_\_

Estimated Commencement Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Other Supporting Material Attached: \_\_\_\_\_

#### **Application Signature:**

I, \_\_\_\_\_ hereby certify that I am the Registered Owner or am the  
Print Name

applicant and authorized to act on behalf of the Registered Owner.

\_\_\_\_\_  
Owner / Applicant

\_\_\_\_\_  
Date

**Right of Entry Signature**

In accordance with the Municipal Government Act, I hereby authorize the Village of Rosemary to enter my land for the purpose of conducting a site inspection in connection with my application for development approval.

I am the Registered Owner or am the applicant and authorized to act on the behalf of the Registered Owner.

\_\_\_\_\_  
Owner's Signature

**Freedom of Information**

I understand that this application and accompanying information is public record that is accessible by the public. This application will be made available for viewing on request in the Village office. This personal information is being collected under the authority of the Municipal Government Act and will be used only for the purposes for which it is being collected.

\_\_\_\_\_  
Applicant Signature

**Upon receipt of this completed application and any required background or accompanying material, the Village has up to 40 days to process the application, during which time the Development Officer may exercise his/her discretion to approve/refuse or refer the application to the Village Council for their approval/refusal.**

**Note: This is not a building permit: applicable building, gas, electrical, and plumbing permits must be obtained prior to taking occupancy or commencing construction from Superior Safety Codes.**

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**For Office Use Only**

**DECISION**

Development must commence within \_\_\_\_\_ months of the date of approval of the application and must be completed within \_\_\_\_\_ years, or the approval will be deemed to be expired.

(Note: All applicable conditions as set out in the approval must be met prior to the issuances of a Development Permit)

Date of Decision \_\_\_\_\_ Notice of Posting Date \_\_\_\_\_

Approved without condition(s) \_\_\_\_\_ Approved subject to attached condition(s) \_\_\_\_\_

Refused for the attached reasons \_\_\_\_\_

Date of Issuance of Development Permit \_\_\_\_\_

Designated Officer \_\_\_\_\_

## REQUIREMENTS TO ACCOMPANY DEVELOPMENT PERMIT APPLICATIONS

### 1. Application Form

Be as detailed as possible when completing the application form.

The following must be included:

- a) Size of proposed and/or existing building(s) and proposed and/or existing use(s)
- b) Copy of house plan (including floor plans and elevations), if applicable
- c) Provisions for fencing and/or screening
- d) Any other pertinent information specific to your application

### 2. Site Plan

Must be neatly drawn and preferably to scale on letter size paper if possible

Must include the following:

- a) Indicate “north” with an arrow
- b) Legal description
- c) Property boundaries and parcel dimensions
- d) The front, rear, and side yards
- e) Access points
- f) Location of easements & rights-of-way
- g) Off-street loading and vehicle parking
- h) Landscaping

### 3. Authorization

A letter or signature of the registered landowner is required on the Development Permit application to allow the application for development.

### 4. Copy of the Certificate of Title

A current copy of the Certificate of Title (deed), dated **not more than 30 days prior** to the date on which the application is made. Please contact the Development Officer before ordering the Certificate, as the Village may have a current copy on file.

### 5. Application Fee

A non-refundable fee, payable to the Village of Rosemary must be paid at the time the application is made. Permitted development fees are \$60 for decks, pools, garages, and accessory buildings; \$125 for homes & additions; \$200 for non-residential developments.