



The Town of Bay Bulls

P.O. Box 70, 2 Southside Side Rd, Bay Bulls, NL A0A 1C0

Telephone: (709) 334-3454 | Fax: (709) 334-3477

Email: info@townofbaybulls.com

Application Number

Office Use Only

Date Received _____

Variance Application

Applicant(s): _____
FIRST NAME LAST NAME

Civic Address: _____
STREET NAME AND NUMBER

Applicants **must** have their civic number visible on their property for the purposes of a site visit to be conducted by the Town's Public Works department. Please see additional requirements outlined on the final page of the application.

Applicant Mailing Address (if different from above):

PO BOX / CIVIC # STREET TOWN PROVINCE/STATE POSTAL/ZIP CODE

Contact Information:

Home Phone: _____ Cell: _____ Email Address: _____

I, _____ of _____ in the Province of Newfoundland and Labrador, solemnly declare that the plans, specifications, and statements herein conform to therequirements of the Town of Bay Bulls and are made with full knowledge of the circumstances connected with same. I declare that all regulations will be complied with now in force or which may hereafter come into force in the Town of Bay Bulls, whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

_____ Date

_____ Applicant Signature

_____ Date

_____ Property Owner Signature (If property is not owned by Applicant)

PLEASE NOTE: APPLICATIONS WILL NOT BE CONSIDERED UNLESS ALL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION ARE PROVIDED, AND APPLICATION FEE IS PAID.

PROJECT INFORMATION:

Proposed Development Use: Residential Industrial Commercial Other: _____

Additional Description/Purpose: _____

Lot Specifications: PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (SQ. FT, FT, M, M²)

Area: _____ (sq. ft)/m ²	Frontage: _____ (ft)/m	Depth: _____ (ft)/m
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What are you applying for variance for? Dwelling Accessory Building Other: _____

Proposed Building Specifications: PLEASE CIRCLE THE UNIT OF MEASUREMENT USED (SQ. FT, FT, M, M²)

Floor Area: _____ (sq. ft)/m ²	Building Line Setback: _____ (ft)/m:	Side yard Width: _____ (ft)/m:	Rear yard Depth: _____ (ft)/m	Height: _____ (ft)/m:
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List all requested variances:

Variance 1	Type (height, area, etc.):	Max Allowed (as shown in regs.):	Percent Variance Requested:	New Requested Max:
Variance 2	Type (height, area, etc.):	Max Allowed (as shown in regs.):	Percent Variance:	New Requested Max:

Total: _____%

OFFICE USE ONLY

Account #: _____ Permit Fee Residential: \$ _____ Permit Fee Commercial: \$ _____ All Other Fees: \$ _____ <p style="text-align: center;">PAYMENT STAMP</p>	Land Use Zone: _____ Permitted Use: Yes / No / NA Variance Required: Yes / No / NA Non-Conforming Use: Yes / No / NA Discretionary Use: Yes / No / NA Septic Design Approved: Yes / No / NA 24" Culvert and Rip-Rap: Yes / No / NA Road, Sidewalk, and Curb Cutting Fee: Yes / No / NA Other: _____	APPROVAL: CLERK'S SIGNATURE Date: _____
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MANDATORY SECTION – PROPOSED DEVELOPMENT Use the space provided below to provide a sketch/schematic that shows:

- dimensions, location, and shape of the property
- any relevant features such as embankments, rivers, streams, ponds, driveway(s), adjacent properties, removals to be done, etc.
- dimensions and location of the proposed dwelling/building specifically noting the sideyard width, rearyard depth, and distance from dwelling/building.
- dimensions, location, and shape of any existing buildings/dwellings on the property

A large, empty rectangular box with a double-line border, intended for a sketch or schematic. The box is currently blank.

PLEASE REVIEW & SIGN

Collection, Use and Disclosure of Personal Information

Personal information means *recorded* information about an *identifiable* individual, including the individual's name, address or telephone number. The full definition of personal information can be found in Section 2 (u) of *ATIPPA*.

We may collect and retain personal information for a number of reasons.

Examples include:

- Permit Applications
- To communicate with you about our services
- To collect taxes
- To communicate any changes or disruptions in services

Any personal information will be collected in compliance with *ATIPPA*. Information will only be used for the intended purpose, a related purpose, or another use authorized by *ATIPPA*.

You should be aware that under these guidelines, personal information you provide may be disclosed in the following documents:

- An Access to Information Request, where the disclosure would not be an unreasonable invasion of privacy
- Correspondence tabled at a public meeting; or
- Public documents
 - Adopted Minutes
 - The Assessment Roll
 - Regulations
 - The Municipal Plan
 - Open Public Tenders
 - Financial Statements
 - Auditor's Reports
 - Adopted Budgets
 - Contracts
 - Orders
 - Permit
 - Any documents tabled at a public meeting

If you do not wish to have your personal information disclosed in a public document or tabled at a public meeting, please indicate this in your correspondence. We will take your concerns into account but cannot guarantee the information will not be disclosed. By signing you are giving permission for your personal information to be tabled with this application at a public meeting.

Application Process

- Prior to submitting the application, the applicant will be required to mark the area of the proposed accessory building on the property for the purposes of a site visit to be completed by Town staff to ensure the accuracy of the information provided by the applicant as well as compliance with the Town's policies/regulations.
- Markings must reflect the measurements/dimensions of the proposed structure as included on this application. Information collected during the site visit will be included with the application for Council's review and consideration at the regular monthly public meeting.
- The fee for the variance application must be paid upon submitting the application. Once the fee and application are received by the Town, a "Notice of Variance" will be sent to persons affected in the vicinity, posted to the Town's various social media outlets, and in the local publication.
- The public will have minimum of 7 days to express their opinion on the requested variances. Council will take these opinions into consideration when making their decision to approve or deny.

If the application is approved:

- The applicant will be notified of approval and any specific conditions that may be required as part of the development.
- Once the conditions have been met, the applicant can arrange for payment of any applicable fees, deposits and/or outstanding taxes and the permit will be issued.
- Once the permit has been issued, and site work has commenced, the town may perform an inspection to ensure the conditions attached to the permit and the towns policies/regulations are being met.
- Failure to comply with the conditions of the permit and/or any town policies or regulations may result in a "Stop Work Order" being issued.

If the application is denied:

- The applicant will be notified that their application has been denied.
- The applicant will have the option to file an appeal with the Eastern Regional Appeal Board.
- The applicant may choose to submit a new application. The new application must contain new information, or a material change to the proposed development.

Appeals:

- Any interested party has a right to appeal a decision of Council to the Eastern Regional Appeal Board Department of Climate Change, Environment and Municipalities, P.O. Box 8700, St. John's NL A1B 4J6, within 14 days of the date of the decision.

Signing of this document provides acknowledgement that you have read and understand the requirements of the ATIPPA legislation as well as the Town's application and permit process.

Print Name: _____

Signature: _____

Date: _____