



# 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](mailto:info@townofbaybulls.com)

Application Number

Office Use Only

Date Received \_\_\_\_\_

## Subdivision 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 the requirements 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 ALL FEES ARE PAID.**

**PROJECT INFORMATION:**

Proposed Development Use:  Residential  Industrial  Commercial  Other: \_\_\_\_\_

Additional Description: \_\_\_\_\_

Backfilling Required  Yes  No (if YES; a grading plan is required)

Excavation Required  Yes  No (if YES; a grading plan is required)

Is Blasting Required?  Yes  No; If YES, have the applicable permits/approvals been obtained?  Yes  No

\*The Town must be notified **10 days prior** to any blasting activity. \*

**Subdivision Specifications:**

Total Area (m <sup>2</sup> ):	Approximate Dimensions (L x W):	Number of Lots:	Road Grade (%):
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Name and Distance from Nearest Intersection (if closer than 60m): \_\_\_\_\_

Type of Dwellings to be Developed: \_\_\_\_\_

Uses of Adjacent Land: \_\_\_\_\_

Type of Vegetation:  Forest  Shrub  Barren  Cleared  Other \_\_\_\_\_

**Proposed Lot Servicing:**

Water Supply:	Sewage Disposal:	Existing Services (If Applicable):
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Are there any easements/right-of-ways on the lots? (drainage, powerline, etc.)  Yes  No If YES, list all of them below with required information.

Easement/ Right-of-way #1	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #2	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #3	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #4	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):
Easement/ Right-of-way #5	Type (circle applicable): Easement / Right-of-way	Reason for easement or right-of-way?	Distance from closest point to development (m):

**NOTE:** There shall be no construction within any easement or right-of-way. it is the owner's responsibility to ensure compliance.

**Land Use Breakdown:**

Type of Development:	Area (m <sup>2</sup> ):	Percentage of Overall:
Residential Use <input type="checkbox"/>		
Commercial Use <input type="checkbox"/>		
Industrial Use <input type="checkbox"/>		
Public/Institutional Use <input type="checkbox"/>		
Public Open Space <input type="checkbox"/>		
Streets <input type="checkbox"/>		
Conservation <input type="checkbox"/>		
Other: _____	Total: _____	Total: _____

Proposed Means of Access:  Municipal Road  Provincial Road

**NOTE:** Where there is no road access the applicant will be responsible for all costs incurred in completing the road access to Town standards.

**MANDATORY REQUIREMENTS:**

- Proof of ownership **MUST** be included with application.
- Most recent (within 5 years from today's date) survey **MUST** be included with application.
- Formal Subdivision Plan **MUST** be included with application.
- The Town of Bay Bulls Subdivision Design Specifications **MUST** be adhered to.
- All costs associated with design, engineering, subdivision lot fees and any other fees applicable will begin to be billed to the Developer upon approval of the subdivision application.

Prior to formally submitting an application form, it is advisable that the applicant set up an appointment to review the application with staff to ensure that all required information has been supplied and to facilitate application processing.

**OFFICE USE ONLY**

Account #: _____  Permit Fee Residential: \$ _____  Permit Fee Commercial: \$ _____  All Other Fees: \$ _____  PAYMENT STAMP	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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## 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**

As part of the application process a site visit will be conducted to ensure the accuracy of the information provided by the applicant as well as compliance with the Town's policies/regulations.

- Prior to submitting the application, the applicant will be required to mark the area of the proposed development for the purposes of a site visit to be completed by Town staff. Markings must reflect the measurements/dimensions of the proposed development as included on this application.
- Once the application is received by the Town, a site visit/inspection may be conducted at any time prior to the public meeting.
- Information collected during the site visit will be included with the application for Council's review and consideration at the regular monthly public meeting.

### **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 that 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: \_\_\_\_\_