



Village of Torquay

**APPLICATION FOR A DEVELOPMENT PERMIT**

FOR MUNICIPAL USE	
Date: _____	Permit Number: _____
Roll No. _____	Permit Expiry: _____

**CONTACT INFORMATION**

Registered Owner:

_____	_____
Name	Phone #
_____	
Address – Mailing/Civic	
_____	
Email	

Contractor:  Same as Registered Owner

_____	_____
Name	Phone #
_____	
Address – Mailing/Civic	
_____	
Email	

Applicant:  Same as Registered Owner  Same as Contractor

_____	_____
Name	Phone #
_____	
Address – Mailing/Civic	
_____	
Email	

**Project Location**

Civic Address \_\_\_\_\_ Legal Address \_\_\_\_\_

Current Zoning:  Residential  Commercial  Industrial



**Project Description**

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

New Home       RTM       Modular Home       Duplex (requires 2 applications)

Alteration / Repair     Addition to Existing Building     Accessory Building     Attached Garage

Fence / Wall      Height of Fence / Wall \_\_\_\_\_

Change of Use to: \_\_\_\_\_

Other: \_\_\_\_\_

Size of building \_\_\_\_\_

Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Description of work being performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Required Documents	Yes	No	N/A
Public Utility lines and Easements			X
Proposed site drainage and finished lot grades			X
Location of off-street loading & parking areas			X
Location of Town Utilities: Water, Sanitary Sewer, Main Service Line			X

Development Application Fee: \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



Declaration of Applicant

I, \_\_\_\_\_ certify that:  
(print name)

- 1. The information contained in this application, attached drawings, attached plans and specifications and other attached documentation is true to the best of my knowledge
- 2. I hereby agree to comply with the Zoning, Official Community Plan, and Building Bylaws of the Municipality and acknowledge that it is my responsibility to endure compliance with bylaws, acts and regulations regardless of any plan review or inspection that may or may not be carried out by council or its authorized representative.
- 3. **I acknowledge that all permits issued expire 6 months from the date of issue if the work does not commence within that period.**
- 4. I agree that as the property owner I am responsible for all Development and Building permit fees; If fees are not paid within 30 days, outstanding amounts will be added to my property tax account as per the Construction Code Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (if different from applicant)

For Municipal Use	
<p>Development Permit:</p> <p>_____</p> <p>Signature of Development Officer</p> <p>_____</p> <p>Date</p>	<p><input type="checkbox"/> Approved as Permitted Use on _____</p> <p><input type="checkbox"/> Approved as Discretionary Use on _____</p> <p><input type="checkbox"/> Not Permitted: the reason as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p>