



ATTENTION:

The following documentation needs to be submitted to the Municipality before a review of your DEVELOPMENT PERMIT Application Package can be performed.

*** This list is ONLY for your DEVELOPMENT PERMIT APPLICATION PACKAGE**

Once the application package has been reviewed by Development Services additional information or revisions to submitted documents may be required.

*** You will need to check with Building Services for the requirements for a Building Permit. This list does not apply to any Building Permit Application*

MISSING INFORMATION

FOR YOUR DEVELOPMENT PERMIT APPLICATION TO BE REVIEWED

Note: An X or √ means the information is missing and the property owner or their representative is responsible for arranging the submission of the missing or revised information. Applications are not reviewed until all documentation has been submitted.

Document	MISSING	Comments
Completed Application Form		
Fees		
Site Sketch/Plot Plan		
Floor Plans, Existing and Proposed		
Elevation Drawings		
Dimensions of the proposed (Length, Width) structure		
Depth of the eaves or overhangs		
Pitch of Rooves		
Architectural Details		
Signage Details		

**Make two copies of completed form:
 1 for Applicant, 1 for the File**

Staff Initials:
 Date:



Documentation Checklist for DEVELOPMENT PERMIT APPLICATION

Needed to complete your Development Permit Application Package.

What are these documents?

<p>Completed Application Form</p>	<p>All relevant sections filled out, location, address or PID of property, proposed use listed, existing use listed, contact information for property owner(s) and applicant, dated, signed and name printed clearly, description of project</p>
<p>Fees</p>	<p>Cost of permit, paid directly to the Town Office</p>
<p>Site Sketch/Plot Plan</p>	<p>Plot plan drawings prepared for a development permit application shall be drawn to an appropriate scale and showing information as required by the Development Officer, such as, but not limited to the following:</p> <ul style="list-style-type: none"> • All measurements must be in metric • The true shape and dimensions of all lots for which developments is proposed • Location and dimensions of every building or structure already erected on or partly erected on the lot and their uses • Location and dimensions of proposed structure or addition (including any decks, steps, etc.) for which the permit is applied • Setback distance of the proposed structure to all property lines • Setback distance of the proposed structure to all watercourses and water bodies • Distance between the proposed structure to the closest existing structure on the property • The location and dimensions of existing and/or proposed parking spaces, loading spaces, driveways, and landscaping areas • Identification of all abutting streets and private roads • Identification of rights-of-way and easements within the subject property • A north arrow, scale, date of drawing, and identity of the drawing author • Other such information as may be necessary to determine whether or not the proposal conforms with the requirements of the Land Use Bylaw <p><i>*NOTE setbacks are measured from the furthest projection of a structure, including decks, steps, eaves, etc.</i></p>
<p>Tree Identification and Replacement Plan</p>	<p>In any residential or unserviced zone, where a development with a total lot coverage of greater than 20% is proposed (including all existing and proposed structures), the applicant shall submit a tree identification and replacement plan, completed by a qualified professional, at the applicant's expense. Please refer to Section 5.50 of the Town of Mahone Bay Land Use Bylaw.</p>
<p>Coastal Flood Risk Area</p>	<p>Any development within the Coastal Flood Risk Area, identified on Schedule D, shall be required to meet additional requirements, including but not limited to a letter or plan stamped by a Nova Scotia Land Surveyor confirming the development complies with the standards established in Section 5.12 of the Land Use Bylaw and a signed indemnification agreement with the Town (available at the Town Office). Please refer to Schedule D and Section 5.12 of the Town of Mahone Bay Land Use Bylaw.</p> <p>Please note that the Bylaw requires that in the Coastal Flood Risk Area all new central mechanical systems, including, but not limited to electrical panels, central water and HVAC systems and the storage of hazardous materials and/or potential</p>



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	water pollutants must be located at an elevation above 3.5 metres Canadian Geodetic Vertical Datum
Floor Plans, Existing and Proposed	For all levels of the structure, each room is to be labelled with their use for both the existing layout and the proposed layout. Also include all exterior steps, porches and decks and their dimensions
Elevation Drawings	<p>Drawings showing the views from all sides of the structure including windows, doors, height to peak from grade, cladding and/or exterior finish type and style. <i>*NOTE</i> Additional details as required for those properties within the Architectural Control Area. Please refer to Schedule B and Section 5.6 of the Town of Mahone Bay Land Use Bylaw.</p> <p>Please note that properties affected by the Architectural Overlay on Schedule B to the Town of Mahone Bay Land Use Bylaw are not permitted to use vinyl siding as exterior cladding for any new structure.</p>
Dimensions of the proposed (Length, Width) structure	Length and Width of the proposed or existing structure and proposed additions. Include dimensions of decks, balconies, patios, exterior stairs, etc.
Depth of the eaves or overhangs	The depth of all eaves or overhangs
Pitch of Rooves	Pitch of all rooves, including dormers
Architectural Details	Type, direction, material and width of cladding, type of roofing material
New buildings connecting to municipal sewer	New plumbed buildings are required to be connected to public sewer systems. The applicant is required to contact the Town and get approval for connecting the building to the sewer system prior to submitting the development permit application. Please refer to Section 5.15 of the Town of Mahone Bay Land Use Bylaw.
Short-term rental accommodation (e.g., Airbnb, VRBO, etc.)	<u>A proposal for a short-term rental use requires approval from the Town before the use starts. In a residential zone a statutory declaration (available at the Town Office) is required to be submitted with the development permit application as the occupier's proof of primary residency in the proposed dwelling unit.</u> Please refer to Section 5.45 of the Town of Mahone Bay Land Use Bylaw
Solar Collector Systems	An interconnection agreement (available at the Town Office) is required to be entered into between the Town and property owner before the solar collector system is installed. The property owner is required to contact the Town about the interconnection agreement prior to submitting a development permit application. Please refer to Section 5.49 of the Town of Mahone Bay Land Use Bylaw
Signage Details	<p>All Signs:</p> <ul style="list-style-type: none"> • Type of signs • Number of signs • Dimensions of signs (length, width, and height) • Location of signs and their distance to property lines • Whether signs are illuminated or not, and if signs are illuminated include details of the illumination <p>Wall Signs:</p> <ul style="list-style-type: none"> • Location on the building, length of wall the sign is being installed on <p>Window Signs:</p> <ul style="list-style-type: none"> • Dimensions of window <p>Ground Signs:</p>



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- Total height of sign structure from grade to top of the sign structure

Projecting Signs:

- Location, height from bottom to grade, type of anti-swing measures to be used
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