



DEVELOPMENT PERMIT APPLICATION

Applicant name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Civic address or location of property: \_\_\_\_\_

Present use of the lot and existing building: \_\_\_\_\_

Describe the new Construction, new use of property and/or new business signs, as applicable. See notes below about plans and sketches.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Non-refundable application fee, payable at the time of application. No permit will be issued until the application fee is paid.

\$30 (basic application fee) or  \$50 (if construction value is over \$1,000)

Payments can be made in person at Town Hall, emailed to [inquiries@townofmahonebay.ca](mailto:inquiries@townofmahonebay.ca) or a cheque can be mailed to: Town of Mahone Bay, PO Box 530, Mahone Bay NS B0J 2E0

Payment  In person  Cheque mailed  Emailed

I hereby certify that I am the owner of the land on which this development is proposed, or, am making this application with the consent of the owner.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please Forward a Plan or Sketch Showing your Proposal, Preferably Drawn to Scale**

**For new construction, including additions, decks and outbuildings:** Sketch the lot, showing its width and length. Show where the new construction is to be located on the lot, including distances from the lot lines. Show existing building (with dimensions), driveways and parking areas. Show the height of the proposed construction. Also, a detailed floor plan and elevation views.

**For new signs:** Sketch the sign and the building. Show where the sign will be attached to the building or where it will be located on the lot, as applicable. Also, please show the dimensions and location of all existing signs on the lot or building.

**Free standing signs:** Please show dimensions and height of sign(s) and proposed location on the lot including distance to the lot lines.

**Signs on buildings:** Please show dimensions of sign(s), location on building, length of building wall to which the sign will be attached, and (for projecting signs) height above grade. For window signs include the length and width of the window.

**A BUILDING PERMIT is required for most construction.**

Please return the completed application to: Town of Mahone Bay PO Box 530, Mahone Bay, NS B0J 2E0. If completing the permit application online, simply click the submit button.