

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.

## CHECKLIST FOR YOUR DEVELOPMENT PERMIT APPLICATION

### APPLICATION FORM FIELDS (PLEASE COMPLETE ONE APPLICATION FORM FOR EACH STRUCTURE)

- ◇ Location of property (civic address or Property Identification Number (PID))
- ◇ Contact information for applicant and property owner(s)
- ◇ Current and proposed use
- ◇ Description of project
- ◇ Select appropriate box in fees section (\$30 basic application or \$50 if construction value is over \$1000)
- ◇ Sign, date, and print name at the bottom of the form

### SITE SKETCH

- ◇ A site sketch clearly showing the proposed structure, the property boundaries, existing buildings, and any waterbodies or watercourses. Please label the distance from the proposed structure to all the property boundaries, and any other buildings, and to any waterbody or watercourse. Please note, setbacks are measured from the farthest extension of a structure, including eaves, steps, and decks. Please include the driveway access and parking area with dimensions labeled. Please include a north arrow and the neighbouring roads for reference. The site sketch may be hand drawn but must be legible.

### CONSTRUCTION PLANS FOR NEW STRUCTURES, BUILDINGS (OR ADDITIONS TO EXISTING BUILDINGS)

- ◇ Floor plans with room uses labeled and dimensions labeled. The floor plans may be hand drawn but must be legible.
- ◇ Elevation views with dimensions labeled, including the total overall width and depth, the height to roof peak, and eave depths. Please include building elevation plans for all sides of the proposed structure. Please include all exterior decks, porches and steps with dimensions labeled. Please include the exterior finish on the elevation plans. The elevation views may be hand drawn but must be legible.

## CONSTRUCTION FOR NEW STRUCTURES, SIGNS (OR CHANGES TO EXISTING SIGNS)

### For wall signs

◇ A sketch showing the location of the proposed new fixed wall sign on the building. Please clearly label the dimensions of the building walls and the dimensions of the proposed new sign. Please include the sign details, including how the sign will be affixed to the wall and illumination if applicable.

### For ground signs

◇ A site sketch to show the location of the proposed new ground sign on property. Please label the distances from the proposed ground sign to all property lines. Please clearly label the dimensions of the proposed new sign. Please include the sign details, including dimensions of the proposed new sign and illumination if applicable.

## CONSTRUCTION PLANS FOR NEW STRUCTURES, WALLS, OR FENCES (OR CHANGES TO EXISTING WALLS OR FENCES)

◇ Dimensions and construction material of proposed fence or wall.

## PLANS FOR A CHANGE OF USE ONLY

◇ Floor plans with existing room use labeled and dimensions labeled. Plus, the floor plans for the proposed new use. The floor plans may be hand drawn but must be legible.

## DO I NEED ANOTHER PERMIT?

◇ For new construction on an undeveloped lot you will require a Building Permit and may require a Street Excavation Permit for a driveway entrance, water connection or sewer connection. These may be found on our website [www.townofmahonebay.ca](http://www.townofmahonebay.ca) or by calling (902) 624-8327 and ask that a permit application be sent to you via email.



**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><b>Completed Application Form</b></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><b>Fees</b></p>	<p>Cost of permit, paid directly to the Town Office</p>
<p><b>Site Sketch/Plot Plan</b></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"> <li>● <b>All measurements must be in metric</b></li> <li>● The true shape and dimensions of all lots for which developments is proposed</li> <li>● Location and dimensions of every building or structure already erected on or partly erected on the lot and their uses</li> <li>● Location and dimensions of proposed structure or addition (including any decks, steps, etc.) for which the permit is applied</li> <li>● Setback distance of the proposed structure to all property lines</li> <li>● Setback distance of the proposed structure to all watercourses and water bodies</li> <li>● Distance between the proposed structure to the closest existing structure on the property</li> <li>● The location and dimensions of existing and/or proposed parking spaces, loading spaces, driveways, and landscaping areas</li> <li>● Identification of all abutting streets and private roads</li> <li>● Identification of rights-of-way and easements within the subject property</li> <li>● A north arrow, scale, date of drawing, and identity of the drawing author</li> <li>● Other such information as may be necessary to determine whether or not the proposal conforms with the requirements of the Land Use Bylaw</li> </ul> <p><i>*NOTE setbacks are measured from the furthest projection of a structure, including decks, steps, eaves, etc.</i></p>
<p><b>Tree Identification and Replacement Plan</b></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><b>Coastal Flood Risk Area</b></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><b>Please note</b> 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>



## Documentation Checklist for DEVELOPMENT PERMIT APPLICATION

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	water pollutants must be located at an elevation above 3.5 metres Canadian Geodetic Vertical Datum
<b>Floor Plans, Existing and Proposed</b>	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
<b>Elevation Drawings</b>	<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><b>Please note</b> that properties affected by the Architectural Overlay on Schedule B to the Town of Mahone Bay Land Use Bylaw <b>are not permitted to use vinyl siding as exterior cladding for any new structure.</b></p>
<b>Dimensions of the proposed (Length, Width) structure</b>	Length and Width of the proposed or existing structure and proposed additions. Include dimensions of decks, balconies, patios, exterior stairs, etc.
<b>Depth of the eaves or overhangs</b>	The depth of all eaves or overhangs
<b>Pitch of Rooves</b>	Pitch of all rooves, including dormers
<b>Architectural Details</b>	Type, direction, material and width of cladding, type of roofing material
<b>New buildings connecting to municipal sewer</b>	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.
<b>Short-term rental accommodation (e.g., Airbnb, VRBO, etc.)</b>	<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
<b>Solar Collector Systems</b>	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
<b>Signage Details</b>	<p><b>All Signs:</b></p> <ul style="list-style-type: none"> <li>• Type of signs</li> <li>• Number of signs</li> <li>• Dimensions of signs (length, width, and height)</li> <li>• Location of signs and their distance to property lines</li> <li>• Whether signs are illuminated or not, and if signs are illuminated include details of the illumination</li> </ul> <p><b>Wall Signs:</b></p> <ul style="list-style-type: none"> <li>• Location on the building, length of wall the sign is being installed on</li> </ul> <p><b>Window Signs:</b></p> <ul style="list-style-type: none"> <li>• Dimensions of window</li> </ul> <p><b>Ground Signs:</b></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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