



DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY	
Application No.: DP _ _ - _ _ _	Date Application Received:
Application Received By:	

CONSULTATION WITH THE PLANNING AND DEVELOPMENT DEPARTMENT IS ENCOURAGED PRIOR TO SUBMISSION OF THIS APPLICATION. THIS APPLICATION FORM MUST BE ACCOMPANIED BY THE SUBMISSION REQUIREMENTS (REFER TO SECTION 7) IN ORDER TO BE CONSIDERED A COMPLETE APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS PROVIDED.

1. DEVELOPMENT TYPE

Select all that apply.

☐ New Construction ☐ Addition ☐ Change of Use ☐ Demolition ☐ Moving

2. LOCATION

LOCATION DESCRIPTION		
Municipal Address:		
LEGAL DESCRIPTION		
Lot:	Block:	Plan:

3. CONTACT INFORMATION

Unless otherwise requested, all communications will be sent to Agent.

LOCATION DESCRIPTION	MAILING ADDRESS	CONTACT
Property Owner(s) / Lessee First Name Last Name		Phone:
		Email:
Agent First Name Last Name		Phone:
		Email:
Architect / Designer / Planner First Name Last Name		Phone:
		Email:
Engineer First Name Last Name		Phone:
		Email:

4. PREFERRED LANGUAGE

Indicate one language for official communications (ex: Notice, Permit).

☐ Inuktitut

☐ English

☐ French

5. DESCRIPTION OF PROPERTY

LOCATION DESCRIPTION		
General Plan Designation:		
Zoning Category:		
Lot Frontage (m):		
Lot Area (m ² or ha):		
Water Supply (check one only):	<input type="checkbox"/> Piped System	<input type="checkbox"/> Trucked Services
Sewage Disposal (check one only):	<input type="checkbox"/> Piped System	<input type="checkbox"/> Trucked Services
Existing Use(s) on the Property:		
Year of Construction of Existing Building(s):		
Date of Acquisition or Lease:		

6. DESCRIPTION OF PROPOSAL

DESCRIPTION OF PROPOSAL			
Brief Description of Proposed Development:			
Site Information	Existing	Proposed	TOTAL
Residential Gross Floor Area (m ²)			
Commercial Gross Floor Area (m ²)			
Institutional Gross Floor Area (m ²)			
Industrial Gross Floor Area (m ²)			
Building Height (m)			
Building Height (stories)			
Housing Units (#)			
Parking Spaces (#)			
Proposed Yard Setbacks (m)	Front:	Rear:	Side: Side:
Is the development phased?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes – Number of Phases:	
Values of Construction (including materials and labour):			
Anticipated Date for Start of Construction:			
Anticipated Date for Completion of Construction:			
Will this application result in the loss or addition of housing units? <input type="checkbox"/> Loss <input type="checkbox"/> Addition <input type="checkbox"/> No Change			
Number of Housing Units Lost:		Number of Housing Units Added:	

7. SUBMISSION REQUIREMENTS

Include all required plans and studies – electronic submission preferred.

REQUIRED PLANS	
Site Plan – Scale of 1:500 or Greater – PDF 11 x 17 Format	
<ul style="list-style-type: none"> • Legal description of the property • North arrow • Footprints for all existing and proposed buildings, fences, and other structures • Lot dimensions • Setback distances for all buildings or structures to property lines • Parking, loading facilities, and vehicle access (<i>ex. driveways</i>) • Existing and proposed drainage ditches and culverts (<i>including length and diameter</i>) • Direction of positive drainage • Utility installations (<i>ex. oil tanks, electricity/light poles, access vaults, sewer/water pipes</i>) • Garbage enclosures • Areas of gravel fill and areas of tundra retention • Snow piling areas (<i>only required for developments greater than 500 m²</i>) • Landscaping detail (<i>only required for developments greater than 6 dwelling units or 1,000 m²</i>) 	
Elevation Plans – Scale of 1:100 or Greater – PDF 11 x 17 Format	
<ul style="list-style-type: none"> • Height of building measured from average grade • Dimensions of each building façade • Wind gap beneath the building (<i>typically 0.5 m minimum or as recommended by Snow & Wind Study</i>) • Positions and sizes of window and door openings • Roof lines, projections, and floor elevations • Type and colour of exterior materials (<i>only required for developments in the Core Area</i>) • Location of affixed lighting (<i>if applicable</i>) 	
Floor Plans – Scale of 1:100 or Greater – PDF 11 x 17 Format (<i>not required for small accessory buildings, porches, or decks</i>)	
<ul style="list-style-type: none"> • Layout of each level (<i>including use of each room</i>) • Gross floor area (GFA) for each use (non-residential) or dwelling unit (non-residential) 	
3-D Rendering (<i>only required for developments greater than 1,000 m² in the Core Area</i>)	
<ul style="list-style-type: none"> • Coloured three-dimensional rendering, photo simulation or model of the project 	
Grading & Drainage Plan (<i>by Development Officer request, typically for developments greater than 1,000 m² or sites with significant slopes</i>)	
<ul style="list-style-type: none"> • Existing and finished grades • Retaining wall locations and heights (<i>if applicable</i>) • Length and diameter of culverts • Direction of drainage (<i>diverted to municipal drainage ditch or acceptable natural drainage system</i>) 	
REQUIRED STUDIES	
Snow & Wind Study (<i>by Development Officer request, typically for developments greater than 1,000 m²</i>)	
<ul style="list-style-type: none"> • Assess site, development information and meteorological data • Identify the snow drifting and wind impacts of the proposed development on pedestrians, surrounding properties and the functioning of the site itself • Propose changes to the development and/or mitigation measures to reduce or eliminate negative impacts of snow-drifting 	
Servicing Study – Piped Services (<i>by Department of Public Works or Engineering and Capital Projects request</i>)	
<ul style="list-style-type: none"> • Identify the development's anticipated water demand and sewage outflow. Water demand must include fire protection requirements as per the City's municipal design guidelines • Determine whether the existing water, sewer, and fire protection infrastructure will support the proposed development without further, unplanned upgrades • Conduct fire flow testing in order to validate existing water servicing conditions • Indicate the proposed location for connection to piped services (access vault) • Identify mitigation measures and/or alternative servicing and/or interim servicing solutions as required • Servicing report will be endorsed and stamped by a licensed professional engineer 	

CEPTED – Crime Prevention Through Environmental Design Report (by Development Officer request, typically for developments greater than 3,000 m²)

- Demonstrate how the buildings, structures and site will be designed to achieve natural surveillance, manage access throughout the property and delineate public versus private space

Traffic Study (by Development Officer request, typically for developments greater than 2,000 m² and/or where significant traffic impacts are anticipated)

- Assess site, context and identify an appropriate study area
- Examine existing conditions in the study area including traffic volumes, network capacity, pedestrian facilities, snowmobile trails and existing traffic control devices
- Forecast the volume and dispersion of vehicular and pedestrian traffic generated in the study area by the proposed development
- Identify improved, new, or modified transportation infrastructure required in the study area because of the development

DEMOLITION

- A scaled site plan demonstrating the location of the building(s) proposed to be demolished and all other buildings on the lot
- A mortgage approval letter, if for mortgaging purposes approval is required from any other parties

MOVING

- A scaled site plan demonstrating the location of the building(s) proposed to be moved and all other buildings on the lot
- A mortgage approval letter, if for mortgaging purposes approval is required from any other parties

8. SWORN DECLARATION THAT INFORMATION IS ACCURATE

I, _____, of the City of _____, solemnly declare that all of the above statements contained in the application are true and 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 and by virtue of *The Canada Evidence Act*.

Sworn or Declared Before Me

At the City of Iqaluit

This ____ day of _____, 20____.

Commissioner for Oaths

Signature of Applicant

9. AUTHORIZATION OF LESSEE/OWNER FOR AGENT TO MAKE APPLICATION

If the application is to be signed by agent on behalf of the lessee/owner, the following authorization must be completed, or the lessee/owner must submit a letter of authorization.

I, _____, am the lessee/owner of the land that is subject of this application and I authorize _____ to make this application.

Date

Signature of Lessee/Owner