



# DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY	
<b>Application No.:</b> DP _ _ - _ _ _	<b>Date Application Received:</b>
<b>Application Received By:</b>	

**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.*

☐ Shed / Garage / Sea Can
 ☐ Deck / Unenclosed Porch
 ☐ Staircase / Ramp
 ☐ Sign
 ☐ Other

## 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
<b>Property Owner(s) / Lessee</b> _____ First Name Last Name		Phone:
		Email:
<b>Agent</b> _____ First Name Last Name		Phone:
		Email:
<b>Architect / Designer / Planner / Engineer</b> _____ 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
Lot Frontage (m):
Lot Area (m <sup>2</sup> or ha):
Existing Use(s) on the Property:
Date of Acquisition or Lease:

## 6. DESCRIPTION OF PROPOSAL

DESCRIPTION OF PROPOSAL	
Brief Description of Proposed Development:	
Size & Dimensions	Proposed
Gross Floor Area (m <sup>2</sup> ) <i>For sheds, garages, or sea cans</i>	
Dimensions (m) <i>For decks, unenclosed porches, staircases, ramps, or signs</i>	Width:                      Length:
Building Height (m) <i>For sheds, garages, or sea cans</i>	
Building Height (stories) <i>For sheds, garages, or sea cans</i>	
Proposed Yard Setbacks (m)      Front:                      Rear:                      Side:                      Side:	
Anticipated Date for Start of Construction:	
Anticipated Date for Completion of Construction:	

## 7. SUBMISSION REQUIREMENTS *Include all required plans and studies – electronic submission preferred.*

REQUIRED PLANS Sheds, Garages, Sea Cans, Unenclosed Porches, Decks, Staircases, Ramps
<b>Site Plan</b> <i>Scale: 1:500 or Greater Preferred, But Does Not Need to Be to Scale</i> <i>Format: Electronic (PDF) or Hard Copy Accepted</i> <i>Hand Drawn Plans Accepted</i> <ul style="list-style-type: none"> <li>• Legal description of the property</li> <li>• North arrow</li> <li>• Municipal Road</li> <li>• Footprints for all existing and proposed buildings, fences, and other structures</li> <li>• Lot dimensions</li> <li>• Setback distances for all buildings or structures to property lines</li> <li>• Parking spaces and driveways</li> <li>• Existing and proposed drainage ditches and culverts</li> <li>• Oil tanks and garbage enclosures</li> </ul>

### Elevation Plans

Scale of 1:100 or Greater Preferred, But Does Not Need to Be to Scale

Format: Electronic (PDF) or Hard Copy Accepted

Hand Drawn Plans Accepted

- Sheds, Garages, and Sea Cans:
  - Elevation Plans for the proposed building(s)
- Unenclosed Porches, Decks, Staircases, and Ramps:
  - Elevation Plans for the façade(s) of the existing building that include the proposed development
- Elevation Plans should include:
  - Dimensions of each building façade
  - Wind gap beneath the building (*if applicable*)
  - Positions and sizes of window and door openings
  - Roof lines and projections

### REQUIRED PLANS

#### Signs

- **Freestanding Signs:**
  - Site Plan illustrating location of the sign on the site (refer to Site Plan details required above)
- **Signs on Buildings:**
  - Elevation Plan illustrating location of the sign on the building façade (refer to Elevation Plan details required above).
- **All Sign Types:**
  - Drawing identifying sign dimensions (in metres) and type of illumination (if applicable).

## 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