



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 5) in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

TO BE COMPLETED BY APPLICANT

1. DEVELOPMENT PERMIT TYPE *Select all that apply...*

- New Construction or Addition
 Change of Use
 Demolition
 Moving a Building/Structure

2. LOCATION

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

3. CONTACT INFORMATION *Unless otherwise requested, all communications will be sent to the Owner's or Lessee's Authorized Agent, if any.*

NAME/TITLE	MAILING ADDRESS	PHONE NO. E-MAIL ADDRESS
Property Owner(s) / Lessee		<i>Phone:</i>
_____ first name last name		<i>Email:</i>
Agent		<i>Phone:</i>
_____ first name last name		<i>Email:</i>
Architect / Designer / Planner		<i>Phone:</i>
_____ first name last name		<i>Email:</i>
Engineer		<i>Phone:</i>
_____ first name last name		<i>Email:</i>

4. DESCRIPTION OF PROPERTY

DESCRIPTION OF PROPERTY	
Planning Information	General Plan Designation:
	Zoning Category:
Description	Lot Frontage (m):
	Lot Area (m ² or ha):
Type of Servicing	Water Supply (check one) <input type="checkbox"/> Piped system <u>OR</u> <input type="checkbox"/> Trucked services
	Sewage Disposal (check one) <input type="checkbox"/> Piped system <u>OR</u> <input type="checkbox"/> Trucked services
Existing Use(s) on the Property:	
Year of Construction of Existing Buildings:	
Date of Acquisition/Lease:	

5. DESCRIPTION OF PROPSAL

DESCRIPTION OF PROPOSAL			
Type of development proposed: <input type="checkbox"/> New Building <input type="checkbox"/> Change of Use <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Moving			
Briefly describe the proposed development:			
Provide site information...	Existing	Proposed	TOTAL
Gross Floor Area (Residential) in m ²			
Gross Floor Area (Commercial) in m ²			
Gross Floor Area (Institutional) in m ²			
Gross Floor Area (Industrial) in m ²			
Building Height (m)			
Building Height (storeys)			
Housing Units (#)			
Parking Spaces (#)			
Proposed Yard Setbacks:			
Front:	Rear:	Side:	Side:
Is development to be phased? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES , Number of phases:	
Value of Construction (including materials and labour):			
Anticipated date for start of construction:			
Estimated date for completion of construction:			
Loss or Addition of Housing Units:			
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			
Please indicate the number of housing units that will be lost or added: _____			

6. SUBMISSION REQUIREMENTS

✓ **IS YOUR APPLICATION COMPLETE?** Make sure you have included all of the required plans and studies listed below. Electronic submission of plans and studies is preferred.

APPLICATION FEE

- Application Fee (refer to Section 7)

REQUIRED PLANS

Site Plan – Scale of 1:500 or greater (PDF 11 x 17 format)

- 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 to property lines
- Vehicle access (e.g. driveways), parking and loading facilities
- Existing and proposed drainage ditches, culverts (including length and diameter) and the direction of positive drainage
- Utility installations (e.g. oil tanks, electricity/light poles, access vaults and sewer/water pipes) and garbage enclosures
- Areas of tundra retention vs. gravel fill
- Snow Piling Areas (*only required for developments greater than 500 m²*)
- Landscaping Detail (*only required for developments greater than 6 dwelling units or 1,000 m²*)

Elevation Plans – Scale of 1:100 or greater (PDF 11 x 17 format)

- Dimensions of each building façade, plus height of building measured from average grade
- Wind gap beneath the building (typically 0.5 metres minimum or as recommended in Snow & Wind Study)
- Positions and size of window and door openings
- Roof lines, projections and floor elevations
- Type & colour of exterior materials (only for developments in the Core Area)
- Location of affixed lighting (if applicable)

Floor Plans – Scale of 1:100 or greater (PDF 11 x 17 format) (*not* required for small accessory buildings or porch/deck additions)

- Layout of each level, including the use of each room
- Gross floor area (GFA) for each use (non-residential) and/or each dwelling unit (residential)

3-D Rendering (*only required for developments greater than 1,000 m² in the Core Area*)

- Coloured three-dimensional rendering, photo simulation or model of the project

Grading & Drainage Plan (*at the request of the Development Officer - typically required for developments greater than 1,000 m² or where there are significant slopes on the site*)

- Existing and finished grades
- Retaining wall and heights (if applicable)
- Length and diameter of culverts
- Direction of drainage, diverted to municipal drainage ditch or acceptable natural system

REQUIRED STUDIES

Snow & Wind Study (*may be required for developments greater than 1,000 m² or as directed by the Development Officer*)

- 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>(at the request of the Engineering & Public Works Department)</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 <i>(may be required for developments greater than 3,000 m²)</i>
<ul style="list-style-type: none"> 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 <i>(may be required for developments greater than 2,000 m² and/or where significant traffic impacts are anticipated)</i>
<ul style="list-style-type: none"> 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 as a result of the development
DEMOLITION PERMIT
<ul style="list-style-type: none"> 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 PERMIT
<ul style="list-style-type: none"> 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

7. APPLICATION FEE SCHEDULE *(Fees & Charges By-law, as amended)*

Development Permit Type	Fee Amount
Residential: 1 to 6 dwelling units	\$600.00 for 1 unit + \$350 for each additional unit
Residential: more than 6 dwelling units	\$2,350.00 + \$150 for each additional unit greater than 6 units
Non-residential: less than 500 m ² (GFA)	\$2,000.00
Non-residential: between 500 m ² (GFA) and 1,000 m ² (GFA)	\$3,500.00
Non-residential: greater than 1,000 m ² (GFA) and 2,000 m ² (GFA)	\$3,500.00 + \$10.00 for each m ² in excess of 1,000m ²
Dwelling units in a non-residential building	Applicable "non-residential" fee + \$150 per unit
Residential addition (where no existing Development Permit)	\$300.00
Addition of or enclosure of steps, patio or deck	\$100.00
Accessory structure, including sign, or building less than 40m ² (GFA)	\$100.00
Accessory structure or building that requires Council approval	\$700.00
Change of Use - MINOR - to a home-based business, secondary suite or similar change of use	\$200.00
Change of Use - MAJOR - if deemed major by the Development Officer and no existing Development Permit on file	\$500.00
Amendment to Development Permit - MINOR (Staff Decision & where Development Officer deems minor)	\$500.00 or 50% of new application cost, whichever is less
Amendment to Development Permit - MAJOR (Council Decision & where Development Officer deems major)	\$1,200.00 or 50% of new application cost, whichever is less

Other Permit Type	Fee Amount
Demolition	\$75.00
Moving	\$75.00

8. DEVELOPMENT CHARGE SCHEDULE *(Water & Sewer Development Charges By-law, as amended)*

Development Permit Type	Development Charge Amount*
Residential development	\$929.84 / dwelling unit
Non-residential development	\$7.88 / square metre of gross floor area

* If existing building(s) are demolished, a credit may be applied. Charges for industrial developments may be discounted by 50%.

9. 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

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

If the application is to be signed by an 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 on my behalf.

Date

Signature of lessee/owner