



## TOWN OF EASTPORT

### Development & Building Permit Application

**Mailing Address:** P.O. Box 119, 69 Church St., Eastport, NL, A0G 1Z0

**Phone:** (709) 677-2161 | **Email:** townclerk@eastport.ca | **Website:** eastport.ca

#### IMPORTANT NOTICE TO APPLICANTS

- **Permit Required:** No land clearing, excavation, construction, or alteration may begin without an issued written permit.
- **Compliance:** Applications must fully comply with the [Town of Eastport Municipal Plan and Development Regulations](#).
- **Variances & Discretionary Uses:** Any project deviating from the strict municipal plan standards or requiring a variance must go before the **Town Council** for formal approval prior to permit issuance.
- **Tax Clearances:** No permit will be issued if the applicant or property has outstanding municipal taxes, fees, or levies.
- **Fees:** \$10.00 for general renovations and \$25.00 for new construction.

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#### 1. APPLICANT & PROPERTY OWNER INFORMATION

Check one:  Property Owner  Authorized Agent (*Written authorization must be attached if agent*)

- **Applicant Name:** \_\_\_\_\_
- **Property Owner Name (if different):** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

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#### 2. PROPERTY LOCATION & DETAILS

- **Civic Address of Project:** \_\_\_\_\_
- **Parcel/Lot Number:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_
- **GPS Coordinates:** Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_
- **Current Land Use:**  Vacant  Residential  Commercial  Other: \_\_\_\_\_

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#### 3. TYPE OF DEVELOPMENT REQUESTED

Select all that apply to establish the mandatory submission framework:

- **4.1 Approval in Principle (AIP):** Preliminary land suitability assessment *Only*.
- **4.2 New Residential Build:** Single-family home or cottage construction.
- **4.3 Roadway Extension / Subdivision:** Extending infrastructure to connect with Town roads.
- **4.4 Driveway Installation / Extension:** Creating or updating street access points.
- **4.5 Interior / Exterior Renovation:** Structural alterations or changes within the Heritage Zone.
- **4.6 Fencing / Accessory Structure:** Detached garages, sheds, or boundary fences.

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#### 4. MANDATORY SUBMISSION CHECKLIST

Applicants must attach the specified materials corresponding to the application type checked above.  
Incomplete applications will not be processed.

#### 4. MANDATORY SUBMISSION CHECKLIST (Continued)

- **General (All Projects):** Completed application and applicable fees.
- **Approval in Principle (4.1):** Conceptual site plan with dimensions and adjacent property lines plotted onto a copy of the stamped NLS survey.
- **New Construction (4.2):** Stamped NLS survey, comprehensive building blueprints, and Approved Service NL/GSC Well & Septic Certificate.
- **Subdivisions/Roads (4.3):** P.Eng. stamped design, drainage/grading plans, master layout, and 110% financial security.
- **Driveways (4.4):** Dimensioned Sketch plotted onto a copy of the stamped NLS survey, culvert specs, and contractor who will complete the work.
- **Renovations (4.5):** Structural plans for extensions.
- **Fences/Sheds (4.6):** Copy of the stamped NLS survey with location, materials/height description (max 1.8m), and neighbor consent if applicable.

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#### 5. APPLICANT DECLARATION AND ACKNOWLEDGEMENT

1. I verify all provided information is accurate.
2. I understand Approval in Principle is not authorization to build.
3. I am aware of additional permits required by provincial or federal authorities for environmental impacts (water/fish).
4. Permits are valid for **one (1) year**.
5. The Town may revoke permits for non-compliance, false info, or safety concerns.
6. Working without a permit violates town bylaws and is subject to fines.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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#### FOR TOWN OFFICE USE ONLY

- **Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_
- **Fee Paid:**  Yes  N/A | **Receipt #:** \_\_\_\_\_
- **Tax Status:**  Clear  Arrears
- **Status:**  Approved  Requires Council Review
- **Council Decision (if needed):**  Approved  Refused

**Authorized Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_