



I am the **OWNER** or **AUTHORIZED AGENT OF THE OWNER**, named in this application and confirm that the plans and specifications properly describe the work for which a permit is being sought.

Applicant _____ Signature _____
 (printed name)
 Dated _____

Location of Works	Municipal Address: Legal Property Description:
Owner	Name: _____ Phone: _____ Mailing Address: _____ email: _____ (If different from above)
Contractor (required for Pool, Driveway, Excavation)	Name of Firm: _____ Phone: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Applicant (if not Owner)	Name of Firm: _____ Phone: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____

Permit Requirements

- Four (4) copies of a plan/s certified by a Professional Engineer or other qualified persons. One (1) electronic copy.
- Application Fee: cash, cheque, debit or credit card. (as per the current Rates and Fees By-law).
- Cost estimate for all works. (subdivision, site plan and ROW works)
- Two (2) copies of a Stormwater Management Report. One (1) electronic copy. (subdivision and DESP)
- One (1) copy of an Arborist Report. One (1) electronic copy
- Approved, Phase 1 Environmental and Archaeological Reports (subdivision and site plan).
- Insurance Certificate in the amount of 5 million with the Town as additional insured (ROW works)
- All other Permits and Sign-offs required (both Town and external agencies).
- Securities: certified cheque; or for subdivisions and site plans a Letter of Credit. These may be posted prior to issuance of permit or approval.

Works on Private Property (Check all that apply) note: DESP applies to all properties Zoned RLX-0

<input type="checkbox"/> Site Alteration – Residential; additions < 50m ² , pools, landscaping, etc.	<input type="checkbox"/> Site Alteration – Commercial; subdivisions, site plans, condos
<input type="checkbox"/> Pool Enclosure - new and retrofit <input type="checkbox"/> Check if pool is salt water	<input type="checkbox"/> Tree Protection / Removal
<input type="checkbox"/> Development Engineering Site Plan (DESP) – Residential; new, infill & additions > 50m ²	
Further description of Works:	

Works on Town Property, Municipal Right of Way, ROW (Check all that apply)

<input type="checkbox"/> Excavation - utility, private servicing, bore holes, etc.	<input type="checkbox"/> Driveway – Residential; new and modifications	<input type="checkbox"/> TSO – Cranes; fixed/ mobile, tracked equ, hoarding, shoring
<input type="checkbox"/> Tree Protection / Removal	<input type="checkbox"/> Driveway – Multiple Residential & Non-residential; new and modifications	<input type="checkbox"/> TSO - Bins, rubber tire equipment, materials, vehicles
Further description of Works:		

Engineering Permit Conditions are attached to the approved permit based on the works indicated above

Please note; Section 9.1 of the Site Alteration By-Law allows Town inspectors to enter and inspect any land to determine whether the provisions of this by-law have been complied with.

Personal Information on this form is collected and used for the purpose collected under the authority of the Municipal Act, as amended.