Town of Cornwall
so much to offer...

Permit #: _____
Permit Fee: _____

TOWN OF CORNWALL
P.O. BOX 430
CORNWALL, PEI
C0A 1H0 (902)566-2354

Date Received: _____
Application Fee Paid: ☐ **Yes** ☐ **No**
Receipt #: _____
Building Plan: ☐ **Yes** ☐ **No**
Site Plan: ☐ **Yes** ☐ **No**
W&S Inspection Form: ☐ **Yes** ☐ **No**

DEVELOPMENT PERMIT APPLICATION

Required fields are shown with an asterisk (*).

1. Name and address of applicant:

Applicant*..... Telephone No.*……
Street Address*..... Email Address*.....
Mailing Address*……
Property Owner*..... Phone*……
Contractor (if applicable)*……Phone*……
Architect/Engineer (if applicable)*……..…….. Phone*…..……

2. Location and size of property on which the proposed development will occur:

Subdivision ……..…..... Subdivision Lot No……..... Property Tax No.*….....
Project Location: (Street No.)*…….....…..... (Street name)*.....
Cornwall Development Zone* Choose a zone.... Area of property*..... (sq. ft. / sq. m.)
Are there any existing structures on the property?* ☐ No ☐ Yes, describe:……

3. Category of Proposed Development*: Check (☐) type of development and complete the appropriate section*:

☐ Dwelling (see #4) ☐ Detached Garage (see #5) ☐ Accessory Building (see #5) ☐ Fence (see #6)
☐ Deck (see #7) ☐ Pool (see #8) ☐ Other (please describe …….)

Type of Development*:

☐ new construction ☐ repair or re-modeling ☐ moved to site ☐ demolition ☐ change of use

NOTE: Any development that requires a new access to a street must first apply for a Driveway Permit from the Department of Transportation & Infrastructure and Energy.

4. Description of Proposed Dwelling Development (Please attach site plan & see #9, #10 & #11):

☐ Single Family Dwelling ☐ Duplex ☐ Semi-detached ☐ Multi-Family Dwelling ☐ Commercial/Industrial ☐ Addition
Road frontage of property ……..... (ft /m) Property depth .....(ft /m)
Number of stories..... Total height to peak of roof ..... (ft/m)
Ground floor: Maximum length ..... (ft/m) Maximum width ..... (ft/m) Ground floor area ……. (ft^2/m^2)
Total dwelling floor area ..... (ft^2/m^2) Number of bedrooms …… Number of bathrooms ……
Total number of units…….. Total number of parking spaces ……
Attached garage? ☐ Yes ☐ No If Yes: Floor area ……..(ft^2/m^2)
Deck/ Patio? ☐ Yes ☐ No If Yes: No. of Decks/Patio …… Length ..... (ft/m) Width ..... (ft/m)

5. Description of Proposed Accessory Building Development (Please attach site plan & see #9 & #10):

Number of stories..... Total height to peak of roof…….. (ft/m)
Dimensions: Length ..... (ft/m) Width ..... (ft/m) Total area .....(ft^2/m^2)

6. Description of Proposed Fence Development (Please attach site plan & see #9 & #10):

Height of Fence ..... (ft/m)

7. **Description of Proposed Deck Development (Please attach site plan & see #9 & #10):**
Length ..... (ft/m) Width ..... (ft/m) Total Area …… (ft^2/m^2) Height Above Grade ..... (ft/m)

8. **Description of Proposed Pool Development (Please attach site plan & see #9 & #10):**
☐ Permanent ☐ Seasonal
Dimensions: {Length ..... (ft/m) x Width ..... (ft/m)} or {Diameter ..... (ft/m)} Wall Height ..... (ft/m)

9. **Estimated Cost*** $.....

10. **Anticipated Start & Completion Dates*** …….

11. **Water Supply*** ☐ Private ☐ Municipal **Sewage System*** ☐ Private ☐ Municipal

NOTE*: *If water and/or sewage systems are private systems, applicant must first contact a registered sewer installer to begin process to secure permits from the Department of Communities, Land & Environment.

Note: Additional information may be required depending on the proposed development and may include: Site Plan, Survey plan, Building plans, Grading plans, Construction Plan, Drainage Plan, Footing Plan and any other information the Authority Having Jurisdiction deems pertinent to determine whether the proposed development conforms with the requirements of Town Bylaws.

I solemnly declare:

1) That I am the property owner or the authorized agent of the property owner named in the application hereto attached and I certify that I have the authority to sign this application and bind the property owner.
2) The plans/information herein contained in this application are true and reasonable efforts were made to ensure the accuracy of the data.
3) I waive all rights or actions against the Town of Cornwall and/or its agents or employees in respect of any damages which may be caused through the operation of any provisions of its Bylaws or the revoking of a permit for any cause or irregularity or nonconformity with the Bylaws or regulations adopted by the Town of Cornwall.
4) I assume responsibility for damage to sidewalks, curbs, streets or other infrastructure and will bear the cost of repair or replacement to the satisfaction of the Town of Cornwall.
5) Where services are available, properties must be serviced by municipal sewer and water in accordance with the Town of Cornwall Water and Sewer Utility Corporation minimum standards of acceptability for water and sewer connections. I am responsible for all costs incurred with the connections.
6) Once the Development Permit has been issued, an application for connection to sewer and water shall be submitted to the Town of Cornwall (where applicable). Prior to inspection, 24 hours notice shall be given, and inspections must be made between the hours of 8 am and 4 pm, Monday to Friday.
7) If a certified Footing Plan is required as a condition of the permit, I will cease construction once the footings have been poured and submit the Footing Plan to the Town, and the Town shall determine if the location meets Bylaw requirements.

For information purposes only: To what extent did the Trans-Canada Highway realignment around the Town of Cornwall influence your decision in choosing the location for this proposed development? That is, did it account for 0% of your decision, 100% of your decision, or some percentage in between? _____

Date: _____, 20____

_____
Applicant's Signature

_____
Applicant's Name (Please Print)

+

OFFICE

Supplied:

Corner lot? ☐ Yes ☐ No Is a Footing Plan required? ☐ Yes ☐ No

Maximum lot coverage:_____

Existing lot coverage:_____

Proposed lot coverage:_____

Variance Requested_____ ☐ granted_____ ☐ refused_____**Date**_____

Required Conditions of the Planning Board and/or Council _____

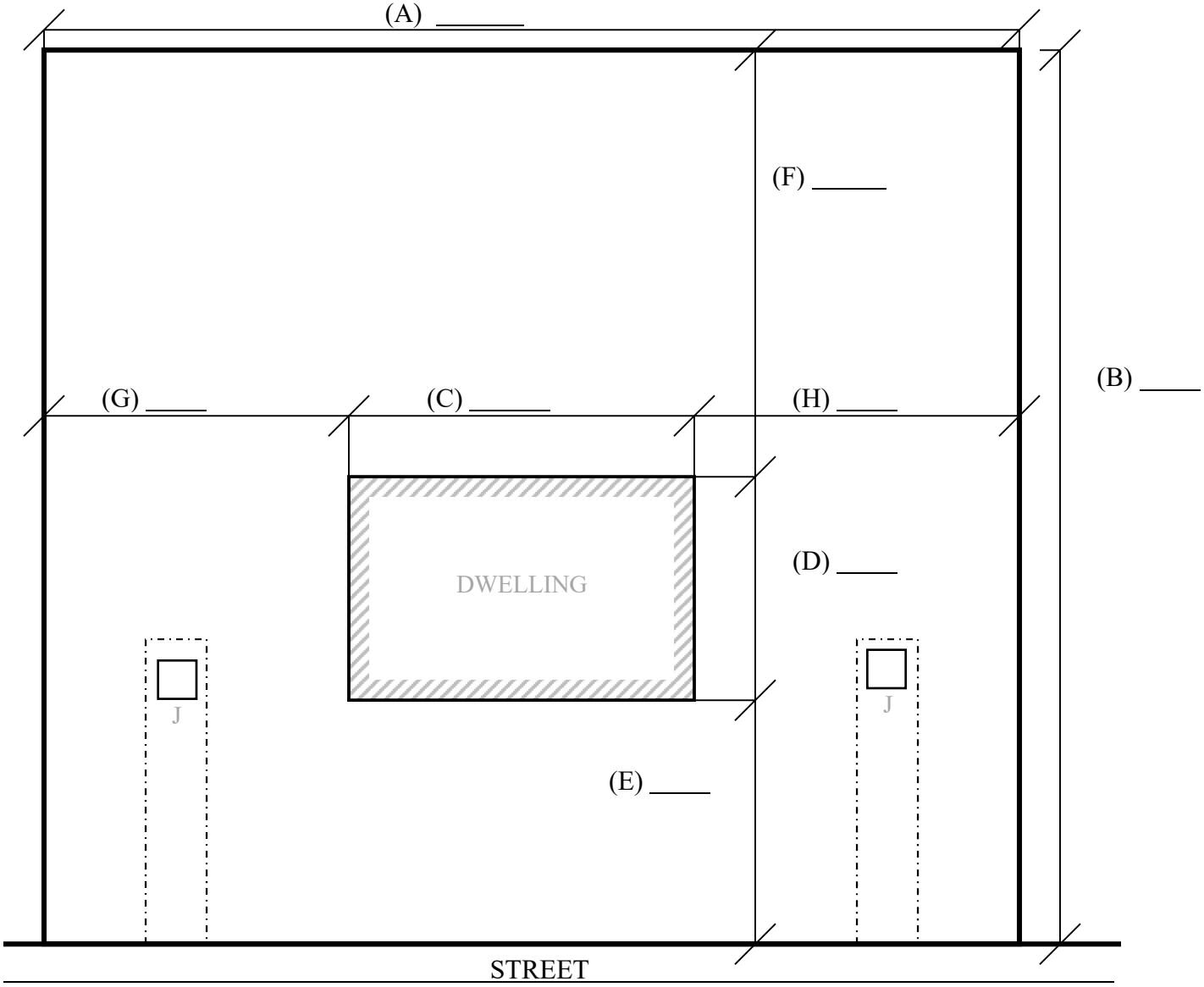
_____

_____

Approval Date: _____ **Building Permit #:** _____

Development Officer _____ _____ (date of issuance)

Site Plan



LOT #_____

DIMENSIONS OF LOT (A) _____x (B)_____

DIMENSIONS OF BUILDING (C)_____x (D)_____

DISTANCE FROM FRONT LINE TO BUILDING (E)_____

DISTANCE FROM BACK LINE TO BUILDING (F) _____

DISTANCE FROM SIDE LINE TO BUILDING (G)_____ (H)_____

LOCATION OF DRIVEWAY (J: Select one)

DIMENSIONS OF DECK/PATIO (Sketch in) _____x _____

INDICATE ON SITE PLAN:

LOCATION & DIMENSIONS OF ANY EXISTING BUILDING(S) ON LOT LOCATION & DIMENSIONS OF PROPOSED BUILDING(S) ON LOT