



Town of Steady Brook

BUILDING AND DEVELOPMENT APPLICATION

{All Applications must include copy of Legal Survey, showing all measurements And distances required}

{Processing Fee is to be paid with submission of the application form and is non-refundable. See the Town's Fee Structure}

OFFICE USE ONLY

Application # _____
 Date Application Received: _____
 Motion #: _____
 Permit #: _____
 Required Fee: _____
 Receipt #: _____
 Date Approved/Denied: _____
 Verified by: _____

PENDING LOCATION OF BUILD (PROTECTED ROAD ZONE) APPROVAL IS NEEDED FROM SERVICE NL (Marble Drive, Dogwood Drive, Musgrave Drive, Thistle Drive, Upper Wilton)

(1) APPLICANT CONTACT INFORMATION

Name:			
Mailing Address:		Postal Code:	
Home #:		Work #:	Cell #:
Fax #:		Email:	

(2) PROPERTY INFORMATION

Property Civic Address:	
Property Owner (if different from applicant):	
Contractor Performing Work (if applicable):	

(3) PURPOSE OF APPLICATION

Build Single Dwelling	Build Shed/Garage/Carport	General Repairs & Maintenance	Sub-divide Land (RES)
Build Single Dwelling with Apartment	Shed/Garage Extension	Home Office/Business	Sub-division (COMM)
Build Double Dwelling	Build Deck/Patio	Demolition	Back-filling/Landscaping
Build Dwelling Extension	Build Greenhouse	Crown Land Development	Build Retaining Wall
Construct Fence	Construct Swimming Pool	Construct Driveway	Other

**A REAL PROPERTY REPORT & A WATER & SEWER SERVICING PLAN MUST BE SUBMITTED WITH ANY NEW HOME BUILDS OR MAJOR RENOVATIONS
 SUB-DIVISION OF LAND ALSO REQUIRES A REAL PROPERTY REPORT**

PURPOSE OF DEVELOPMENT	PROPOSED MEANS OF SERVICING	PROPOSED MEANS TO ACCESS PROPERTY	INDICATE IF PROJECT INCLUDES
Personal Use	Municipal Water	New Driveway	Electrical Work
Rental	Municipal Sewer	Existing Driveway	Plumbing Work
Commercial	Drilled/Surface Water	Culvert Installation Required	Installation of a Fire Place
Business	On-Site Septic System	Length of Driveway _____ m	Swimming Pool
Sub-division	GSC Approval Required	Minimum Culvert size = .4	Hot Tub/Spa Pool
Other	Other	meters (16 Inches)	

(4) ZONING OF PROPERTY

Residential (Res)	Commercial Tourism (CT)	Open Space Conservation (OSC)	Not Zoned
Residential Floodway Fringe (Res-FF)	Commercial Highway (CH)	Open Space Recreation (OSR)	Request Zoning Change
Designated Floodway (DF)	Open Space Floodway Fringe (OS-FF)	Transportation (T)	

(5) DIMENSIONS OF STRUCTURE(S) AND PROPERTY

	SIZE (in meters)	HEIGHT	TOTAL FLOOR AREA	LOT FRONTAGE	LOT AREA
Building (including any attached garage)	x	M	M ²	M	M ²
Accessory Building	x	M	M ²	M	M ²
Building Extension	x	M	M ²	M	M ²
Other	x	M	M ²	M	M ²



TOWN OF STEADY BROOK

REGULATIONS / SET BACKS / POLICIES / PROCESSING PROCEDURE

SET BACK MEASUREMENTS			
Residential (Single Dwelling) and Accessory		Commercial	
Minimum Building Line Set back	8 m	Minimum Building Line Set Back	8 m
Minimum Side Yard Width	3 m	Minimum Side Yard Set Back	5 m
Minimum Rear Yard Set Back	10 m	Minimum Rear Yard Set Back	10 m
EXCEPTION – Marble Drive Building Set Back	15.24 m from Centre of Road		
Accessory Building Side Yard Set Back	1.5 m	All other measurements – Check with Town Office	
Accessory Building Distance from Main Building or any other building	3 m		
Decks or other structures attached to the main building are considered part of the building when setting boundaries All other measurements or clarification – check with Town Office <i>For double dwelling – check with the Town office</i>		<div style="font-size: small; margin-top: 5px;"> A - Front Yard B - Rear Yard C - Side Yard D - Flanking Yard </div>	

- G **FOOTINGS** – Before footings are poured, the Town **MUST** inspect the construction to confirm that setback, rear-yard, and side-yard comply with the Town’s Regulations. Contact the Town Office to make arrangements.
- G **Front entrance** of dwelling must face the main road.
- G **Removal and replacement of any pavement** - will be at the expense of the owner. Down-payment is required.

BUILDING HEIGHT					
Residential		Accessory Building		Commercial	
Maximum Building Height	8 m	Maximum Building Height	3 m	Maximum Building Height	10 m

LOT AREA, FRONTAGE and LOT COVERAGE			
Residential		Proposed Servicing	
Minimum Lot Area	875 m ²	With a municipal piped water supply, and connection to a municipal sewer	875 m ²
Lot Coverage (%) (maximum total of all buildings)	33 %	With a municipal piped water supply, and sewage disposal by septic tank and tile field	1400 m ²
Floor Area (m ²) (minimum)	70 m ²	With a well water and connection to a municipal sewer	1400 m ²
Accessory Buildings (%) (maximum)	7 % (55m ²)	With a well water supply and sewage by septic tank and tile field	1860 m ²
Frontage Serviced Lots (m) (minimum)	25 m		

ACCESSORY BUILDINGS (INCLUDE SHEDS / GARAGES / OUT-BUILDINGS / GREENHOUSES / WOOD SHED / GAZEBO / ETC) – Location of all out-buildings **MUST** be shown on plot plan. All accessory or out-buildings **require** inspection before roof truss are installed to confirm

maximum height has not been exceeded. Contact the Town office to make arrangements and to confirm setbacks for accessory buildings. All accessory buildings must be painted appropriately to match surroundings within one-year of completion, or re-application is required. Check with the Town Office for required setbacks.

WATER LINES / CONNECTIONS / VALVES	SEWER AND SEPTIC SYSTEMS
Main water lines must be at least 3/4 inch copper pipe or plastic, suitable to 150 psi.	Back water valve must be installed on all sewer lines leading from the property.
Pressure Regulating Valves must be installed on all incoming water lines.	Septic tanks must be designed by a qualified person and inspected and approved by the Government Service Centre
It is recommended that an anti-syphon valve be installed on your water line to prevent water from syphoning back into the water mains when they are drained for any reason.	Hot Water Tanks – Must be equipped with a Pressure Relief Valve and vented into a floor drain

- G **VARIANCES** – The maximum allowable variance is 10%. All variances must be advertised in the local newspaper and be given final approval by Council before any development or work can take place. Cost of advertisement is at the resident’s expense.
- G **INSPECTIONS** – All development / construction / alteration / repair is subject to inspection by the Town Staff. Fire Inspections are available from the Fire Department by contacting the Town Office.
- G **OCCUPANCY PERMIT** - New homes, apartments or condos requires an OCCUPANCY PERMIT, prior to being occupied. Contact the Town Office to make arrangements. Fee: \$50.00
- G **Fences**, if erected, must be a minimum of 25 feet (7.72 m) from each side of road centre - maximum 6 feet (1.97 m) in height. Design to be approved by Council.
- G **Driveways / Roads / Ditches** – New driveways, or access roads must be approved by Council. The in-filling of ditches may be permitted upon approval from Council. Culverts (minimum of 16" (40.6 cm)) must be used. Any problems arising from placement of culverts will be the homeowner’s responsibility.
- G **SWIMMING POOLS** – Permit must be obtained for all domestic swimming pools within the boundaries of the Town of Steady Brook.
 - Swimming pool specifications must be submitted to the Town office and are subject to all other laws and ordinances.
 - Swimming pools shall be a minimum of 4 feet (1.22 m) from the property lines at the back and the sides, measured from the outside edge of the pool, and will not be allowed upon any right-of-way, or easement.
 - Any in-ground pool shall be located behind the minimum set-back line from the street.
 - All swimming pools shall be completely enclosed to prevent uncontrolled access from the street or adjacent property.
 - Any wall or fence used to enclose such swimming pool shall be a minimum of 6 feet (1.97 m) high and shall be constructed as to prevent easy access either through or over it. Any gate through this enclosure must be lockable.
 - The copy of the Electrical Inspection from the Government Service Centre, Department of Services and Lands Electrical Inspection Division must accompany the application.
 - Drainage approval must be obtained from the Town of Steady Brook, and subject to Department of Health / Environment approval. Filtering system must meet Department of Health requirements.

Permits are required for the following:

- Replacing roof shingles (no fee), Replace siding (no fee), Erect fence (no fee), Retaining Wall (no fee), Demolition (no fee)
- Building renovations (Interior and exterior), Alarm System Installation

- Building Extensions, Building Construction, Building Repairs, Building Relocations or Removal

G **All permits** requiring Department of Health or other Government Department approval will be considered as ‘pending’.

PERMIT EXPIRY DATE: TWO YEARS MAXIMUM FROM DATE OF APPROVAL or re-application is required.

PERMITS MUST BE PLACED IN VIEW, FOR INSPECTION PURPOSES (i.e front window).

G **STOP WORK ORDERS** – Can be issued by the Town for any violation contrary to the Development Regulations.

NOTE: You are advised that the granting of this permit shall not in any way relieve the owner and the developer from full responsibility for carrying out the work, or having the work carried out in accordance with the requirements of the regulations, and any person who carries out any development of building work that is not in compliance with this decision and the regulations, may be subject to an Order by Council to stop such work, and that failure to comply with such an order renders such a person liable to prosecution.

PROCESSING PROCEDURE

Step	Item	Details
1	Application	Land Developer is required to fill out an application, and provide the following information for Residential and Commercial <ul style="list-style-type: none"> • Copy of land survey for the proposed property, and land deed • Scaled plot plan showing: (1) location of proposed development in relation to all boundaries; (2) distance from adjacent roads; (3) location and dimensions of the proposed building or structure; (4) location of all decks, sheds, gazebos, garages, pools (including water and sewer lines); (5) parking lots; (6) or any other structure; For Commercial: Copy of Engineering Drawings, including; Floor Plans, Basement Plans, Roof Detail, Plans for water and sewer, architectural, electrical, plumbing, heating, ventilation.
2	Administration Processing	The Town Office Administration will review the completed application. The application will have to be in compliance with the Town’s Municipal Plan and Development Regulations. The Administration will make recommendations to the Council, either to approve or reject the application. The Administration can approve applications for renovations or repairs to the value of \$50,000, or in an emergency situation. All new construction and construction exceeding \$50,000 will require Council approval. Sub-division of property requires approval of Council.
3	Council Processing	Processing will take place during a regular Meeting of Council, which is normally held once a month. The application will be reviewed and a Motion made by Council either to approve or reject the application. ‘Approval in Principle’ or ‘Conditional Approval’ can also be granted by Council, depending on the application.
4	Written Correspondence	After Council’s decision, the Administration will notify applicants with information regarding the approval, conditional approval, rejection or approval in principle.
5	Approval or Conditional Approval	The Applicant will be required to meet all conditions, and/or the requirements of the Municipal Plan and Development Regulations for approval, prior to any permit being issued. All fees must be paid in advance.
6	Rejection of the Application	If the Applicant’s Proposed Development is turned down by Council, the following process must be followed: <ul style="list-style-type: none"> • Applicants can Appeal Council’s decision, within 14 days of the rejection notification from Council. • Appeals can be registered with the Western Regional Appeal Board (Tel. 709-729-3088). • Appeal Applications are available at the Town Office. • Fee for the Appeal is \$115.00 (HST Inc.), payable to the Appeal Board, Newfoundland Exchequer.

For More information, please contact the Town Clerk / Manager

Box 117, RR 1, Steady Brook, NL A2H 2N2

T: 634-7601 - F: 634-7547

Email: townclerk@steadybrook.com - Website: www.steadybrook.com

FEE STRUCTURE

Item	Details	Fee
Residential	<p>Renovations (Interior) – Up to \$3000 Over \$3000</p> <p>Renovations (Exterior) – Up to \$3000 Up to \$25,000 Over \$25,000</p> <p>Decks, Sheds, Pools, Out-buildings Up to \$3000 Over \$3000</p> <p>New Home Construction Up to \$90,000 Over \$90,000</p> <p>(NOTE: Residential Applications may be subject to review by the Town’s Engineering Consultant)</p>	<p>Minimum fee - \$25.00 \$60.00</p> <p>Minimum fee - \$25.00 \$60.00 \$80.00</p> <p>Minimum fee - \$25.00 \$60.00</p> <p>\$160.00 \$260.00</p>
Commercial	<p>Renovation to Commercial Building and New Commercial Building Construction (NOTE: All Commercial Development Applications are subject to review by the Town’s Engineering Consultant)</p>	<p>0 to \$200,000 - \$800.00 \$200,001 to \$300,000 - \$1,200.00 \$300,001 to \$500,000 - \$1,700.00 Over \$500,000 - \$2,700.00</p>
Approval in Principle Discretionary Use/Variance Application Zoning Amendment Town Plan Amendment	<p>Review of plans prior to construction Requires Public Advertisement Applications requiring a zoning change Applications requiring a Town Plan Amendment</p>	<p>\$50.00 \$50.00 + Advertising Costs \$100.00 + Advertising Costs \$400.00 + Advertising Costs</p>
Occupancy and Fire Inspection Permit (Inspection required by the Fire Department Inspector)	<p>Required before an occupancy can take place in a new home, new commercial building, cabin, cottage, or apartment (including basement apartment), or oxygen use pre-inspection.</p>	<p>\$50.00</p>
Water and Sewer Hook Up (Deadline for Hook-Up is October 31 st , unless an emergency is approved by Town Engineer)	<p>Water Hook-Up Fee (Residential) Sewer Hook-Up (Residential) Water Hook-Up (Commercial) Sewer hook-Up (Commercial)</p>	<p>\$350.00 (parts and town labour only) \$690.00 (parts and town labour only) \$500.00 (parts and town labour only) \$1380.00 (parts and town labour only) (NOTE: Equipment rental and operator is the responsibility of the property owner)</p>
Underground Inspection Fee	<p>Inspection required before water and sewer hook-up is completed, and site back-filled</p>	<p>\$50.00</p>
Demolition Fee	<p>Residential or Commercial Permit Required</p>	<p>No Fee</p>
Temporary Use Permit Building / Business Sign Installation		<p>\$25.00 \$25.00</p>
Removal of Pavement	<p>Replacement of pavement is the responsibility of the property owner.</p>	<p>\$250.00 Down Payment required.</p>
Retaining Wall Fence (Max. 6’ in height) (Min. 25’ from side of road centre) Roof Shingles / Replace Siding	<p>Permit Required Permit Required Permit Required</p>	<p>No Fee No Fee No Fee</p>
Alarm Installation	<p>Alarm Registration & Installation Fee</p>	<p>\$25.00</p>