



ACCESSORY BUILDING APPLICATION

CIVIC INFORMATION

CIVIC #: _____ STREET NAME: _____

APPLICANT CONTACT INFORMATION

NAME: _____ MAILING ADDRESS: _____
PHONE: _____ CELL: _____
EMAIL: _____

PROJECT & CONTRACTOR INFORMATION

PROJECT DETAILS

SIZE OF PROPOSED ACCESSORY BUILDING: LENGTH (FT) _____ WIDTH (FT) _____ HEIGHT (FT) _____
TOTAL SQUARE FOOTAGE: _____ ESTIMATED COST: _____
ARE THERE ANY EXISTING ACCESSORY BUILDINGS? ☐ YES ☐ NO
NUMBER OF EXISTING BUILDINGS: _____ TOTAL EXISTING SQUARE FOOTAGE: _____
TOTAL SQUARE FOOTAGE (EXISTING & PROPOSED) (SQ FT): _____

BUILDER OR CONTRACTOR INFORMATION

NAME OF BUILDER OR CONTRACTOR: _____
ADDRESS OF BUILDER OR CONTRACTOR: _____
CITY: _____ PHONE (INCLUDING AREA CODE): _____
EXPECTED START DATE: _____ EXPECTED COMPLETION DATE: _____

DESCRIPTION OF LAND

FRONTAGE (FT): _____ DEPTH (FT): _____ TOTAL LAND AREA (SQ FT): _____

APPLICANT SIGNATURE OF AGREEMENT

I HEREBY SUBMIT THIS APPLICATION AND CONFIRM THAT THE INFORMATION SUPPLIED IS TO THE BEST OF MY KNOWLEDGE CORRECT. I AGREE TO COMPLY WITH ALL MUNICIPAL REGULATIONS, THE NATIONAL BUILDING CODE, AND AGREE TO DEVELOP IN ACCORDANCE WITH THE PLANS APPROVED BY THE MUNICIPALITY, AND NOT TO COMMENCE DEVELOPMENT WITHOUT APPLICABLE WRITTEN APPROVAL AND PERMITS FROM THE MUNICIPALITY.

NOTE: WHEN THE APPLICANT AND THE PROPERTY OWNER ARE NOT THE SAME, THE SIGNATURE OF THE PROPERTY OWNER IS REQUIRED BEFORE THE APPLICATION CAN BE ACCEPTED FOR PROCESSING.

APPLICANT: _____ DATE: _____
PROPERTY OWNER: _____ DATE: _____

APPLICATION REQUIREMENT CHECKLIST

- ☐ APPLICATION FORM & \$50 FEE (NON-REFUNDABLE)
- ☐ PLOT PLAN WITH ALL MEASUREMENTS*
- ☐ LEGAL LAND SURVEY
- ☐ AREA CLEARLY MARKED ON PROPERTY

** SEE REVERSE FOR DETAILS*

DEVELOPMENT REGULATIONS

- 1 PERMIT EXPIRES ONE (1) YEAR FROM DATE ISSUED.
2 PERMIT COST BASED ON \$2.00 PER SQUARE METER OF PROPOSED ACCESSORY BUILDING SIZE.
3 ALL BUILDINGS MUST COMPLY WITH THE NATIONAL BUILDING CODE AND THE TOWN OF POUCH COVE MUNICIPAL PLAN DEVELOPMENT REGULATIONS.

FOR OFFICE USE ONLY

DATE ISSUED: _____ PERMIT NUMBER: _____

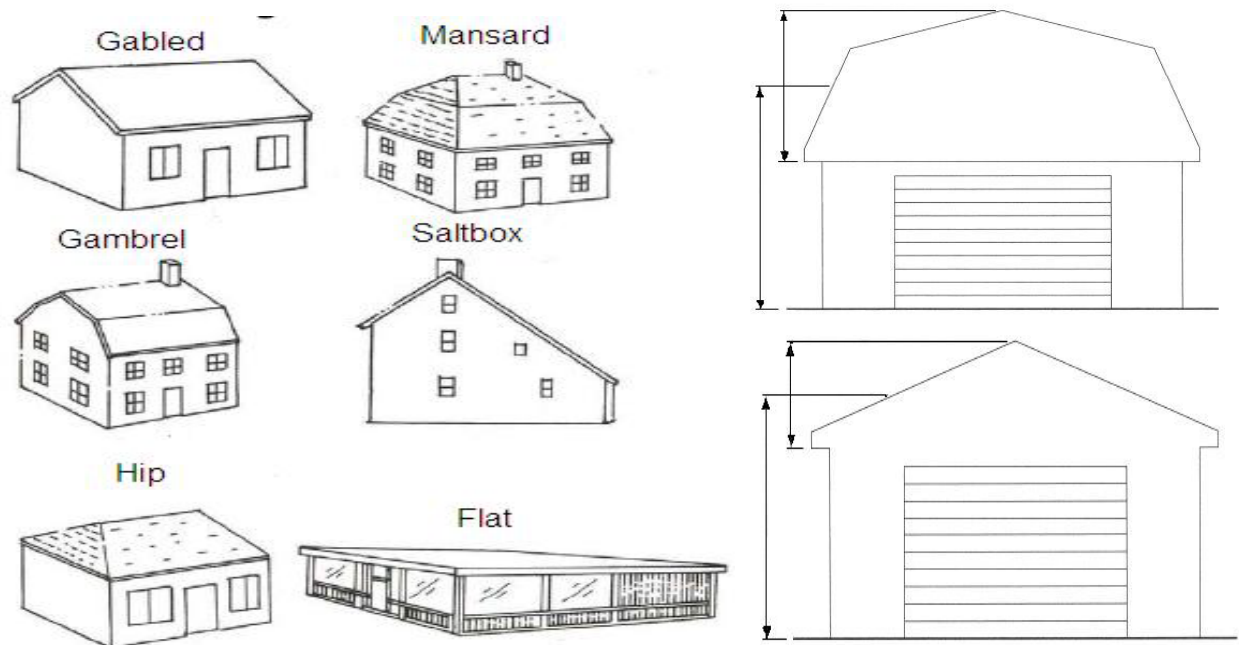
ACCESSORY BUILDING DEFINITION:

- (i) A detached subordinate building not used as a dwelling, located on the same lot as the main building to which it is an accessory and which has a use that is customarily incidental or complementary to the main use of the building or land,
- (ii) for residential uses, domestic garages, carports, ramps, sheds, swimming pools, greenhouses, cold frames, fuel sheds, vegetables storage cellars, shelters for domestic pets or radio and television antennae,
- (iii) for commercial uses, workshops or garages, and
- (iv) for industrial uses, garages, offices, raised ramps and docks;

ACCESSORY BUILDING SIZE AND HEIGHT

- Maximum height for an Accessory building shall not exceed five (5) meters.
- Maximum square footage of all accessory buildings shall not exceed 100 square meters or 7% of the property lot coverage,
- The vertical, distance measured in meters from the established grade to the:
 - a) Highest point of the roof surface of a flat roof
 - b) Deck line of a mansard roof
 - c) Mean height level between the eave and the ridge of a gable, hip or gambrel roof

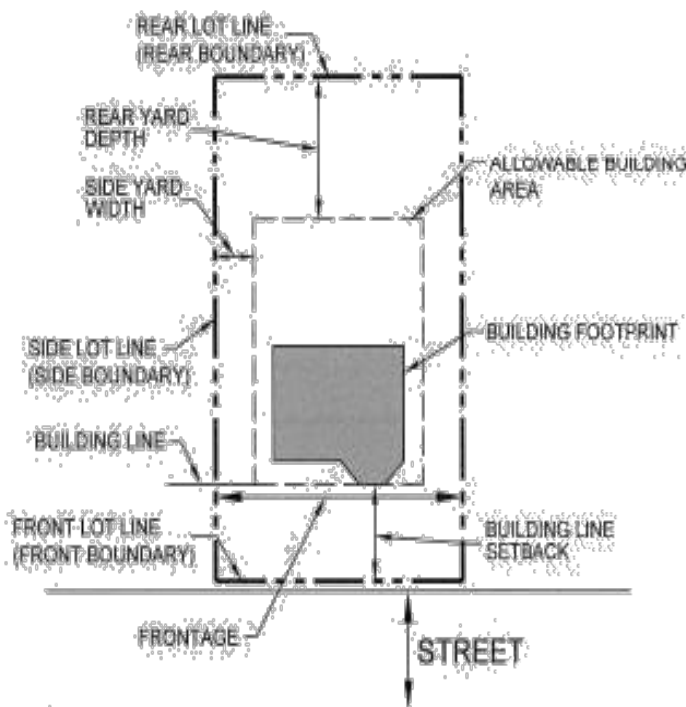
*A building height shall not include mechanical structure, smokestacks, steeples and purely ornamental structures above a roof.



PLOT PLAN

A photocopy of your survey must be used. Record all measurements as well as the measurements for any existing dwellings or accessory buildings.

- **Front Yard Depth** is the distance between the front lot line of a lot and the front wall of the main building on the lot.
- **Rear Yard Depth** is the distance between the rear lot line and the rear wall of the main building on the lot.
- **Side Yard Width** is the distance between a side lot line and the nearest side wall of any building on the lot.
- **Frontage** is the horizontal distance between the front lot line of a lot and the front wall of the main building on the lot.



Accessory Building Standard Permit Conditions:

1. Permit expires 1 year from date of approval.
2. Accessory building shall be constructed exactly as per the supplied description. Footprint shall be placed exactly as per markings shown to inspector at the application stage. It is the property owner's responsibility to understand the location of the building in relation to their property boundary. If it is discovered in the future that the building side yard, rear yard, or other setback is not met as per the Town of Pouch Cove Development Regulations, the Town inspection shall not be construed as an approval to deviate from these requirements and the cost of removal or correction to these standards rests with the property owner.
1. ALL CONSTRUCTION MUST COMPLY WITH THE NATIONAL BUILDING CODE. *PLEASE NOTE* the Town of Pouch Cove will not provide building inspectors to ensure compliance to the National Building Code. A copy of the National Building Code, National Plumbing Code, and National Fire Code can be viewed at the Town Office or obtained electronically through the following link: <https://shop-magasin.nrc-cnrc.gc.ca/>
3. The property owner and/or permit holder shall keep the project site in a clean condition and shall remove all rubbish and debris in a timely fashion. All waste materials must be removed and deposited at an approved landfill site. The property owner and/or permit holder shall ensure any trucked debris/materials are adequately secured/contained and do not cause a nuisance.
4. No more than 33% of a property may be covered with buildings and impermeable surfaces (such as buildings, pavement, etc.) without special permission from council.
5. Culverts are required for driveways that cross over ditches in accordance with the Town of Pouch Cove Road Standards Regulations.
Note: If a culvert is required, a culvert deposit must be submitted to the Town.
6. Town services and reinstatement work must be completed in accordance with the Town of Pouch Cove 2019 Road/Cross Cut Policy or future amendment.
Note: If the project involves any cross-cuts or new service connections, the required service fees and deposits must be submitted to the Town.
7. New driveway accesses will require permits from the Department of Transportation and Works for properties along Main Road (south of the Town Hall) or along Pouch Cove Line.
8. If the property has onsite services (well &/or septic), building activities shall not be performed that could impact onsite services without approval from Service NL. It is the property owner and/or permit holder's responsibility to ensure that this has been completed.
9. If applicable, backfilling and site grading to be completed with suitable material; grading to match existing surrounding grades and providing a suitable ground cover.
10. The property owner and/or permit holder are responsible for ensuring adequate site security to restrict public access during associated activities.
11. The issuance of a permit may not be construed as an approval for any deviations from these conditions, regardless of any sketches or information supplied in the application. Any deviation from the conditions set-forth in these regulations is not permitted except by a supplemental written letter granting express approval of the deviation which is signed by the Chief Administrative Officer of the Town of Pouch Cove.
12. Activities shall comply with all other terms contained in the Town of Pouch Cove Development Regulations and the Occupancy and Maintenance Regulations under the Urban and Rural Planning Act.

Please advise the Town Office once the project has been completed so that we may update our records.

This permit does not relieve the applicant from obtaining the necessary permits or approvals under any other regulation or statute prior to commencing the development. Failure to comply with any conditions of this permit may result in its revocation and/or a STOP WORK ORDER to ongoing construction activity.

You have the right to appeal this permit or any conditions thereto. The appeal and a fee of \$200 plus HST (\$230.00 total) must be submitted to the Secretary of the Appeal Board at the Department of Municipal Affairs and Environment (4th floor, Confederation Building - West Block, P.O. Box 8700, St. John's, NL A1C 4J6) within 14 days of the day that you receive this order. If the appeal and fee is not submitted within this time limit, your right to appeal is considered to be forfeited.

If you have any questions, comments or concerns, please contact the town office. All fees are based on the current year's tax structure and, should there be a discrepancy, those listed in the tax structure shall govern.