



Community Development Department

ACCESSORY BUILDING APPLICATION

OFFICE USE ONLY:

SECTION 1

Civic # _____

Permit # _____

Street Name _____

Roll # _____

Parcel ID # _____

Permit Fee _____

Tax Clearance

Initials _____

Date _____

Receipt # _____

CONTACT INFORMATION (to be completed by the applicant):

SECTION 2

Applicant: _____

Civic Address: _____

Mailing Address: _____

Postal Code: _____

Telephone: _____ (Home)

_____ (Cell)

Email: _____

PROJECT INFORMATION: (supplemental to SECTION 1)

SECTION 3

Describe Proposed Development _____

Building Size

Length _____

Width _____

Height _____

Clearances (min 1.5 metres – 5 ft)

Side yard _____

Rear yard _____

Clearances (min 3 metres – 10 ft)

Dwelling _____

Existing Buildings _____

Are there any easements on the property? (drainage/powerline)

Yes

Distance from easement (0.3 metres is required)

No

Property Size

Frontage (meters/feet)

Depth (meters/feet)

Area

sq. metres/feet

Foundation Type

Slab on grade

Footing & Frost Wall

Footing Size

Post & Beam

Estimated Cost _____

APPLICATION INSTRUCTIONS

SECTION 4

1. Fully complete application form and locate a copy of your survey or real property report.
2. Draw accessory building on plot plan on page 2 with measurements from side property line, rear property line, easements and other buildings on the property. Identify size of the accessory building.
3. Provide a sketch of the accessory building,
4. Provide truss drawings for the proposed accessory building (if required, upon request).
5. Peg the location of your accessory building, on your property, using stakes in accordance with your drawing.
6. Submit application, permit fee and survey to the Community Development Department located on the 2nd floor of Town Hall (11 Remembrance Square, Long Pond).
7. A building inspector will visit your property. If the location pegged out meets all Town requirements, your building permit will be issued. If there is a problem, you will be asked to phone the building inspector.

APPLICANT SIGNATURE OF AGREEMENT

SECTION 5

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 Town Regulations and By-laws, agree to develop in accordance with the plans approved by the Town of Conception Bay South, and, not to commence development without written approval and permits from the Town of Conception Bay South. In addition, I acknowledge that I have reviewed this application and agree to provide any additional information requested. **NOTE: Where the applicant and property owner are not the same, the SIGNATURE of the Property Owner will be required before the application can be accepted for processing.**

Applicant: _____

Date: _____

Property Owner: _____

Date: _____

Received by: _____

Date: _____

PLOT PLAN**SECTION 6**

Use the space provided below to indicate the size of your land, main building and proposed accessory building. You must show dimensions of your land (length by width), the size of your existing dwelling (length by width), and the size of any existing accessory buildings (length by width), the distance between the proposed accessory building and the existing dwelling. Draw where you intend to locate the accessory building on your land.

ACCESSORY BUILDING REGULATIONS**SECTION 7****Accessory Buildings**

1. Accessory buildings may be located on the same lot as the main building(s) to which it is accessory; or, notwithstanding the definition of an accessory building set out in Section 2 of these Regulations, on a lot adjoining the lot which contains the main building, where both lots are under the same ownership; and
2. An accessory building shall not be erected or placed upon any easements.

Residential Accessory Buildings

In addition to the requirements of Section 5.2, Residential Accessory buildings shall be subject to the following requirements:

Lot Size (m ²)	Cumulative Lot Coverage of Accessory Buildings
Less than 1,150 m ²	Shall not exceed 6% of the total lot size
Greater than or equal to 1,150 m ² but less than 4,050 m ²	Shall not exceed 70 m ² , or, At the Discretion of Council with Public Notice to a maximum of 6% of the total lot size where accessory building lot coverage does not exceed that of dwelling
Greater than or equal to 4,050 m ²	Shall not exceed 70 m ² , or, At the Discretion of Council with Public Notice to a maximum of 6% of the total lot size

Placement on the Lot

1. An accessory building shall not be placed any closer than 1.5 metre from a side or rear yard line, or 0.3 metres from an easement, or 3 metres from the main building or any other building.
2. Where no reasonable options are available, an accessory building may be placed in front of the dwelling **only where**:
 - a) The slope of the lot and/or natural screening effectively blocks the view of the building from the street and adjoining properties;
 - b) The building can be set back to the minimum building line setback for the residential dwelling;
 - c) A site plan is submitted showing the relationship of buildings on the lot and the location of the proposed building;
 - d) The building is balanced with the main building in terms of exterior finish, roof line and pitch;
 - e) The placement of the building will not have a negative effect on neighbouring properties.

Number of Accessory Buildings on a Lot

A residential lot may be permitted to have more than one accessory building. For example, a residential lot may have a garage, tool shed, greenhouse, and/or outdoor swimming pool. In any case, the cumulative lot coverage for all accessory buildings on a lot shall not occupy more than 50% of the available rear yard area of the residential lot.

Only one accessory building of the same type (i.e., not more than one garage) is permitted on a residential lot.

Height and Style

1. In addition to Regulation 5.7, an accessory building shall not be higher than the residence, or constructed so as to have a negative impact on adjoining properties.
2. Accessory buildings shall be designed to be complimentary to the residential building in style and exterior finish.

Occupancy

An accessory building shall not be used for human habitation.

ADDITIONAL FEES (if applicable)**SECTION 8**

Variance Fee _____

Discretionary Use Fee _____

RECEIPT # _____