

# Encroachment in Good Faith Tentative Approval Revalidation Zoning Confirmation or Compliance

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

# Planning Letters Application

Checklist required for a complete application for:

- > Encroachment in Good Faith
- Tentative Approval Revalidation
- Zoning Confirmation or Compliance (including Daycare, Dealership, General, Liquor License, Location Plan, MMA, MVI, Nursing Home, Redemption Centre, and Other)

Applicant must submit all that are applicable:

- Completed Application Form signed by the registered lot owner or authorized agent.
- ☐ **Fee** in accordance with Schedule B of the Zoning By-law or Schedule A of the Subdivision By-law, whichever is applicable.
- Other information may also be required to complete the application. It is therefore strongly recommended that the applicant consult with City staff prior to submission, including:
  - A Survey or Site Plan drawn to scale illustrating the location of lot lines and setbacks of buildings and structures in the case of an Encroachment in Good Faith and Compliance of a Location Plan; and
  - o **Inspections** by both City of Saint John Fire and Building Officials confirming compliance to necessary fire and building requirements in the case of a Liquor License.







# **General Application Form**

GROWTH & COMMUNITY SERVICES

CITY OF SAINT JOHN

LOCATION	CIVIC ADDRESS :				PID#:			
STAFF USE	HERITAGE AREA: Y /	N INTENSIFICATION	AREA: Y/N	FLOOD RISK AREA	A: Y / N	APPROVED G	GRADING PLAN: Y / N	
	APPLICATION #:		DATE R	DATE RECEIVED:				
	•		RECEIV	RECEIVED BY:				
APPLICANT INFORMATION	APPLICANT		EMAI	L		PHONE		
	MAILING ADDRESS					POSTAL C	ODE	
	CONTRACTOR			EMAIL			PHONE	
	MAILING ADDRESS						POSTAL CODE	
	OWNER		EMAI	EMAIL		PHONE		
	MAILING ADDRESS			POSTAL CODE				
	PRESENT USE: PROPOSED USE:							
١٢٧	BUILDING		PLA	NNING	INFRAST	TRUCTURE	HERITAGE	
АРР	☐ INTERIOR RENOVATION	ON NEW CONSTRUC	TION VA	RIANCE [	STREET EX	XCAVATION	HERITAGE DEVELOPMENT	
СНЕСК АЦІ ТНАТ АРРLY	EXTERIOR RENOVATI	ON ACCESSORY BLD	G PLA	NNING LETTER [	DRIVEWA	AY CULVERT	☐ HERITAGE SIGN	
	ADDITION	POOL	PAC	CAPPLICATION [	DRAINAG	βE	HERITAGE INFILL	
	DECK	DEMOLITION	☐ co	JNCIL APP [	WATER & SEWERAGE		HERITAGE DEMO	
	CHANGE OF USE	SIGN	SUE	BDIVISION [	OTHER		OTHER	
	MINIMUM STANDAR	RDS OTHER	□отн	HER	_			
DESCRIPTION OF WORK								
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## General Collection Statement

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building 15 Market Square Saint John, NB E2L 1E8 commonclerk@saintjohn.ca (506) 658-2862



Date

I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.
Applicant Name
Applicant Signature



# **Planning Letter Application**

GROWTH & COMMUNITY SERVICES
CITY OF SAINT JOHN

CIVIC ADDRESS APPLICATION # FEE PAID Y N

### TYPE OF APPLICATION Bed & Breakfast Daycare Dealership Encroachment Application Fee: \$120 per Application Fee: \$120 per Application Fee: \$120 per Application Fee: \$120 per hour hour Indicate number of guest Indicate number of children Indicate number of A survey plan illustrating the rooms and on-site and on-site parking and vehicles and on-site parking existing building encroachment is required parking Liquor License Location Plan MVI Nursing Home Application Fee: \$120 per Application Fee: \$120 per Application Fee: \$120 per Application Fee: \$120 per hour hour Indicate type of liquor A survey plan illustrating the Indicate associated vehicle-Indicate number of license existing building location and related business operating residents and on-site other site features requiring on property parking confirmation is required Supportive Housing Tentative Approval Revalidation Other Application Fee: \$120 per Application Fee: \$120 plus \$50 per lot for subdivisions involving Application Fee: \$120 per Indicate number of Indicate subdivision name, address, and previous tentative residents and on-site approval date, or provide a copy of the previous revalidation letter parking

DETAILED DESCRIPTION OF APPLICATION					