

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
 - **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**.



LOCATION	CIVIC ADDRESS :		PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N			
	APPLICATION #:		DATE RECEIVED:	
			RECEIVED BY:	
APPLICANT INFORMATION	APPLICANT		EMAIL	PHONE
	MAILING ADDRESS			POSTAL CODE
	CONTRACTOR		EMAIL	PHONE
	MAILING ADDRESS			POSTAL CODE
	OWNER		EMAIL	PHONE
	MAILING ADDRESS			POSTAL CODE
PRESENT USE:		PROPOSED USE:		
CHECK ALL THAT APPLY	BUILDING	PLANNING	INFRASTRUCTURE	HERITAGE
	<input type="checkbox"/> INTERIOR RENOVATION	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> STREET EXCAVATION
	<input type="checkbox"/> EXTERIOR RENOVATION	<input type="checkbox"/> ACCESSORY BLDG	<input type="checkbox"/> PLANNING LETTER	<input type="checkbox"/> DRIVEWAY CULVERT
	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL	<input type="checkbox"/> PAC APPLICATION	<input type="checkbox"/> DRAINAGE
<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> COUNCIL APP	<input type="checkbox"/> WATER & SEWERAGE	
<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> SIGN	<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> OTHER	
<input type="checkbox"/> MINIMUM STANDARDS	<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER	<input type="checkbox"/> HERITAGE DEVELOPMENT	
			<input type="checkbox"/> HERITAGE SIGN	
			<input type="checkbox"/> HERITAGE INFILL	
			<input type="checkbox"/> HERITAGE DEMO	
			<input type="checkbox"/> OTHER	
	REQUIRED:	BUILDING SPRINKLERED: Y / N	FIRE ALARM: Y / N	
DESCRIPTION OF WORK				
	PROJECT ESTIMATE (IF APPLICABLE)			

I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

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



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

Date

