

# 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	RADING PLAN: Y / N					
	APPLICATION #:		DATE RECEIVED:							
	•		RECEIVED BY:							
APPLICANT INFORMATION	APPLICANT		EMAIL	PHONE						
	MAILING ADDRESS			POSTAL C	ODE					
	CONTRACTOR		EMAIL	PHONE						
	MAILING ADDRESS			POSTAL C	ODE					
	OWNER		EMAIL	PHONE						
1	MAILING ADDRESS			POSTAL C	ODE					
	PRESENT USE: PROPOSED USE:									
					LIEDITACE					
,	BUILDING		PLANNING	INFRASTRUCTURE	HERITAGE					
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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



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



# **Planning Letter Application**

GROWTH & COMMUNITY SERVICES
CITY OF SAINT JOHN

CIVIO	C ADDRESS			AP	PLICATION #		ı	FEE PAID	Υ	N		
TYPE OF APPLICATION												
	Bed & Breakfast Service Fee: \$120 per hour Required: Indication of the number of guest rooms and on-site parking spaces		Daycare Service Fee: \$120 per hour Required: Indication of the number of children and onsite parking and loading spaces		Dealership Service Fee: \$120 Required: Indicatio number of vehicles parking spaces	n of the	0	Encroach Good Fai Service Fe hour Required: A illustrating to encroachm	ith e: \$120 A plan the build	0 per		
	Liquor License Service Fee: \$120 per hour Required: Indication of the type of liquor license and inspections by the City's Building (658-2911) and Fire Prevention services (658-2910)		Location Plan Service Fee: \$120 per hour Required: A plan illustrating the building location		MVI Service Fee: \$120 Required: Indicat associated ve business operating	ion of the hicle-related		Nursing I Service Fee hour Required: I the number residents a parking spa	e: \$120 ndicatio r of nd on-s	on of		
	Supportive Housing Service Fee: \$120 per hour Required: Indication of the number of residents and on-site parking spaces		Tentative Approval Revalidation Service Fee: \$120 per hour Required: Subdivision name and previous tentative approval date		Other Service Fee: \$120	per hour						
DET	All ED DESCRIPTION	NOE	ADDI ICATION									
DET	AILED DESCRIPTIO	N OF	APPLICATION									