

## Zoning Confirmation Letter

- Liquor License
- Daycare
- Motor Vehicle
- Specialized Housing

### Application Checklist & Submission Package



Checklist required for a complete application for:

## ➤ Liquor License - Permanent

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 Planning By-law.
- As part of Provincial licensing, applicants must provide a Zoning Confirmation letter to the Province to receive their license. The application should indicate if the liquor license is associated with a restaurant, bar/lounge or retail sales.
  - Letter is to confirm that the sale and/or consumption of liquor is permitted within the zone.
  - Letter should specify the uses allowed in the zone associated with liquor sales.
    - This includes operations where liquor sales are the main focus of the operation (eg. bar, lounge or nightclub; microbrewery; retail general) or;
    - Where liquor sales are considered auxiliary to the main use (eg. restaurant, recreation/cultural centre, theatre, accommodation, etc).

Increasingly, requests are made for auxiliary liquor sales associated with personal service uses such as hair salons or spas. If the uses permitted in the zone include the sale of liquor, then this type of application can be supported.

**Applicant Signature**

**Date**



## ➤ Liquor License – Special Event

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 Planning By-law.
- As part of Provincial licensing, applicants must provide a Zoning Confirmation letter to the Province to receive their license.
  - Letter is to confirm the occurrence of a special event which involves the sale and/or consumption of liquor.
  - Letter should specify the uses allowed in the zone associated with liquor sales.
    - Location
    - Date(s) for the event
    - Time that the event is operating (start and end time)
    - Name of the Event
- The letter will indicate the zone and will indicate that a variety of uses are permitted which can host special events. This could include everything from a public park hosting a sporting event where liquor is sold to a community centre hosting a sip and paint night.
- The letter will also indicate that the City has no concerns with the proposed special event.

**Applicant Signature**

**Date**



## ➤ Daycare

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 Planning By-law.
- As part of Provincial licensing, applicants must provide Proof of Compliance with Applicable Municipal By-Laws. This document will indicate that their proposed daycare facility complies with all municipal by-laws.
  - The application form should provide the following information:
    - Type of Day Care (as per the City's land use definitions)
      - Home Day Care (up to 5 children)
      - Neighbourhood Day Care (6 to 15 children)
      - Day Care Centre (each license is for up to 60 children)
    - Number of Children
    - Reference to all applicable Building Permits.
  - The letter will indicate the following:
    - The type of Day Care (see above) and the number of children to be served by the establishment.
    - Indicating that the use is permitted within the Zone.
    - Indicating that the Building Permit has been closed compliant and that the proposed establishment complies with all municipal by-laws.
      - The Building Permit process provides the mechanism to ensure that the property meets Building Code requirements, complies with the Zoning By-Law including parking and outdoor space requirements.

**Applicant Signature**

**Date**



## ➤ Motor Vehicle Inspection

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 Planning By-law.
- As part of Provincial licensing, applicants must provide a Zoning Confirmation letter to the Province to receive their license.
  - Letter is to confirm that the necessary motor vehicle related uses are permitted onsite.
  - Letter will indicate the uses allowed in the zone associated with motor vehicle inspections (eg. vehicle repair garage).

Applicant Signature

Date



## ➤ Motor Vehicle Dealer License

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 Planning By-law.
- As part of Provincial licensing, applicants must provide a Zoning Confirmation letter to the Province to receive their license.
  - Letter is confirm that vehicle sales are permitted onsite.
  - Letter will indicate the uses allowed in the zone associated with motor vehicle sales (eg. recreational vehicle sales and service, vehicle sales and leasing).

Applicant Signature

Date



## ➤ Specialized Housing

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 Planning By-law.
- Certain types of specialized housing are licensed by the Province. This is largely associated with the care of vulnerable populations and the licensing would have specific requirements to ensure the care of residences such as staffing, 24-hour supervision/care provision, building design, etc. These housing types may be known more broadly by terms such as group homes, nursing homes, care facilities, etc.
  - Letter will need to indicate the associated uses that are permitted within the zone and any use restrictions associated with resident count. The two main uses associated with Provincially licensed housing operations are as follows:
    - Supportive Facility – minor
    - Supportive Facility - major

**Applicant Signature**

**Date**



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	<b>BUILDING</b>	<b>PLANNING</b>	<b>INFRASTRUCTURE</b>	<b>HERITAGE</b>
	<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	
DESCRIPTION OF WORK				

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](mailto: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

