

Regulations – Single Family Dwellings

Application fee: \$25 (non-refundable).

Permits are conditional upon the following:

- Building lot must be located in a zone where the construction of a family dwelling is permitted
- Building lot must front on a publicly-maintained road. No vehicular access shall be closer than 10m to the street line of any street intersection.

- All applications must include the applicable fees and:
 - A legal survey (not older than 5 years in the case of new home constructions).
 - A preliminary plot plan sketched on the survey.
 - The schematics of the proposed dwelling (floor plan).
 - A submission from a licensed septic designer.

In areas zoned “Residential”*

- Minimum building lot size: 1860m².
- Lot must have 30m of road frontage**
- Building line set back: Minimum 8m, maximum 32m.
- Minimum side yard depth: 3m.
- Minimum rear yard depth: 9m.
- Maximum ground to peak height: 10m
- Minimum floor area of 80m²
- Maximum lot coverage: 33%

In areas zoned “Rural Residential”*

- Minimum building lot size: 3038m².
- Lot must have 38m of road frontage**
- Building line setback: Minimum 15m, maximum 32m.
- Minimum side yard depth: 3m.
- Minimum rear yard depth: 15m
- Maximum ground to peak height: 10m
- Minimum floor area of 100m²
- Maximum lot coverage: 33%

* For single dwellings. See Town Plan for all other applications.

** Frontage: Horizontal distance between the side lot lines measured at building line

Driveway & Access

- There shall be no unauthorized ditch filling or altering.
- A driveway must be properly ditched and a culvert meeting the Town's standards must be installed and inspected by Council before the Town can grant a permit to develop a new lot or construct a new home. Culverts required are the responsibility of the applicant and must meet council standards (plastic culverts which are a minimum of 600mm in diameter, or more, at council's discretion).
- In constructing a driveway, a 3% grade must be respected for the entirety of the street reservation, from the top of the crown at the center of the road to the end of the street reservation.
- Driveways extending past 60m must be back lot development and shall have one house per driveway. Each application will be reviewed on an individual basis by Council (refer to back lot policy for details).
- Any ownership or procurement of land for road construction is strictly the responsibility of the applicant.
- Driveway and culvert are to be located and built in accordance to plans and location plan submitted.

Additional Conditions

- All measurements must be metric.
- Structures are to be located, built and/or renovated in accordance to plans and location plan submitted.
- Structures are to be constructed in accordance to the National Building Code and all applicable legislation.
- All buildings are to be used for domestic purpose only; no commercial uses are permitted.
- Septic system and well are to be established according to Government Services Health approval. Final inspection is to occur before backfill of all new systems.
- Approval is to be obtained from Government Services (Health), and any or all of the following departments, as applicable: Fire Life & Safety, Building Accessibility, Transportation, Environment, and/or Crown Lands.
- Builder must maintain reasonable cleanliness of site at all times.
- For back lot development, building line set back must be a minimum of 32m, to a maximum of 100m (please refer to the Witless Bay Municipal Plan's back lot development policy for more details).

All permits issued by the town are valid for a period of one (1) year only. The town does not provide inspections, and compliance to existing national or provincial building codes is the responsibility of the applicant. It is the responsibility of homeowners to notify the Town when new homes are occupied for the purpose of garbage collection. Above is a list of the most common regulations. For the complete list, please consult the Town of Witless Bay Municipal Zoning and Land Use Plan and the Town's by-laws and regulations pertaining to development and permits (as well as all applicable Provincial and Federal laws, regulations and statutes).



Applicant Name: _____

Phone: _____ Email: _____

Applicant Mailing Address: _____

DEVELOPMENT APPLICATION

Civic address of the proposed development: _____

Estimated cost: _____ \$

Describe location from the nearest prominent landmark:

Site must be marked with corner posts, stakes with applicant's name, or other means of identification.

Describe proposed development: _____

Describe the proposed means of access to the residence (from which publicly maintained road will the property be accessed? Where is the driveway located along this road?):

Total lot size: _____ m² Frontage: _____ m **X** Depth: _____ m

Area of adjacent land in same ownership: _____ m² Land use zoning of this property: _____ Does development conform to zoning? **YES / NO**

Ownership of Land: **APPLICANT / CROWN / CORPORATION / COMPANY / OTHER:** _____
(circle applicable)

Are any buildings to be demolished?: **YES / NO**

Present use of all adjacent land *(e.g. Residential, Commercial, Unused, etc.)*

West side: _____ East Side: _____

North side: _____ South Side: _____

Type of Vegetation (circle **ALL** that apply): **FOREST / SCRUB / BARREN / CLEARED / OTHER:** _____

Dwelling Type: **SINGLE DWELLING / DOUBLE DWELLING / ROW DWELLING / APARTMENT BUILDING**

of Bedrooms: _____ Has apartment?: **YES / NO** Setback from road: _____ m

Size of main building: _____ m² (____m **X** ____m) Height of main building: _____m

Other buildings already present on the lot (if applicable):

Use of accessory building #1: _____ Size: _____ m² (____m **X** ____m)

Use of accessory building #2: _____ Size: _____ m² (____m **X** ____m)

Use of accessory building #3: _____ Size: _____ m² (____m **X** ____m)

Water supply (Type of well): _____ Sewage Disposal: _____

Other details: _____

This form is not valid until all questions are answered appropriately and it is signed, witnessed & dated.

I, _____ of _____ in the Province of Newfoundland and Labrador, solemnly declare that the plans, specifications and statements herein conform to the requirements of the Town of Witless Bay and are made with full knowledge of the circumstances connected with same. I declare that all regulations will be complied with, whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signed at _____

Date: _____

Signature of Applicant

Witness



P.O. Box 130,
Witless Bay, NL.
A0A 4K0
(709) 334-3407

Office use only:

Site zoning: _____ Permitted use?: **YES / NO**

Is a variance required?: **YES / NO** Variance: _____%

Have development standards been given to applicant? **YES / NO**

Can development standards be met? **YES / NO /** _____

Referrals required: _____

Regulations - Accessory Buildings & Other

Application fee: \$25 (non-refundable).

Permits are conditional upon the following:

- Zoning must allow construction of proposed structure.
- All applications must include the applicable fees and:
 - A legal survey.
 - A preliminary plot plan sketched on the survey.
 - The schematics of the proposed building (floor plan).
- An accessory buildings shall have a maximum floor area of 70m².
- An accessory building shall be prohibited to project in front of a building line or in the flanking sideyard of a corner lot.
- Accessory buildings shall located be on the same lot as the residential dwelling and shall be clearly incidental and complementary to the main use of the residential dwelling in character, use, style and exterior finish, and shall be located so as to minimize any visual impacts on adjoining properties.
- The maximum height shall be 6m with a minimum of 1m from any property line and 2m from the nearest corner of a residential dwelling.
- Accessory buildings (private garages only) may be permitted in the sideyard at Council discretion (within the minimums set out above), but not in the flanking sideyard of a corner lot.
- Residential lots may have more than one accessory building provided that the maximum combined floor area of all buildings, including a second storey, shall not be greater than the maximum area as set out in the General Development Regulations and this Land Use Zone Table.
- Aside from minor vehicle maintenance, no person shall use an accessory building for the purpose of performing major repairs, painting, dismantling, or scrapping of vehicles or machinery.
- Maximum lot coverage: 33%

Additional Conditions

- All measurements must be metric.
- Structures are to be located, built and/or renovated in accordance to plans and location plan submitted.
- Structures are to be constructed in accordance to the National Building Code and all applicable legislation.
- All buildings are to be used for domestic purpose only; no commercial uses are permitted.
- Approval is to be obtained from any or all of the following departments, as applicable: Government Services (Health), Fire Life & Safety, Building Accessibility, Transportation, Environment, and/or Crown Lands.
- Builder must maintain reasonable cleanliness of site at all times.

All permits issued by the town are valid for a period of one (1) year only. The town does not provide inspections, and compliance to existing national or provincial building codes is the responsibility of the applicant. It is the responsibility of homeowners to notify the Town when new homes are occupied for the purpose of garbage collection. Above is a list of the most common regulations. For the complete list, please consult the Town of Witless Bay Municipal Zoning and Land Use Plan and the Town's by-laws and regulations pertaining to development and permits (as well as applicable Provincial and Federal laws, regulations and statutes).



Location Plan

This form is to be submitted with all applications to develop land

*The sketch below (or a copy of your survey), **MUST** include:*

- Nearest landmarks
- Size & shape of land (exact dimensions)
- Location of house with floor plan
- Centre line of road
- Location & type of well (dug or drilled)
- Location & type of wells on adjacent properties
- Proposed or existing location of sewage disposal system
- Exact measurements of all buildings from property lines

Regulations – Fences

Application fee: \$25 (non-refundable).

Permits are conditional upon the following:

- Zoning must allow construction of proposed structure.
- All applications must include the applicable fees and:
 - A legal survey
 - A preliminary plot plan sketched on the survey.
 - The exact dimensions of the proposed fence.
- Maximum height of a fence erected for residential purposes shall be a maximum of 1.8 meters above grade.
- Maximum height of a fence erected for purposes other than residential shall be at Council's discretion.
- No fence shall obscure a clear view of street intersections, pedestrian pathways, driveways, or any other points of access or egress of vehicles or pedestrian traffic. Fences shall not be constructed to impede access for firefighting purposes and shall not be constructed within two meters of a fire hydrant.
- No fence shall be constructed within 3 meters of the paved surface of the road. No fence shall be constructed where it could interfere with snow clearing operations.
- Fence must enclose legally surveyed land only.

Additional Conditions

- All measurements must be metric.
- Structures are to be located, built and/or renovated in accordance to plans and location plan submitted.
- Structures are to be constructed in accordance to the National Building Code and all applicable legislation.
- All structures are to be used for domestic purpose only; no commercial uses are permitted.
- Approval is to be obtained from any or all of the following departments, as applicable: Government Services (Health), Fire Life & Safety, Building Accessibility, Transportation, Environment and/or Crown Lands.
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Applicant Name: _____

Phone: _____ Email: _____

Applicant Mailing Address: _____

APPLICATION TO CONSTRUCT A FENCE

Civic address of the proposed fence: _____

Estimated cost: _____ \$

Lot size: _____ m²

Land use zoning of this area: _____

Does development conform to zoning? **YES / NO**

Ownership of Land: **APPLICANT / CROWN / CORPORATION / COMPANY / OTHER:** _____
(circle applicable)

Details: _____

This form is not valid until all questions are answered appropriately and it is signed, witnessed & dated.

I, _____ of _____ in the Province of Newfoundland and Labrador, solemnly declare that the plans, specifications and statements herein conform to the requirements of the Town of Witless Bay and are made with full knowledge of the circumstances connected with same. I declare that all regulations will be complied with, whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signed at _____

Date: _____

Signature of Applicant

Witness