

**Schedule Two  
Town of Norman Wells  
Application for Development Permit**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

**For Office Use Only**

Account # 1-1-115-0-165	
Application #	Receipt #
Invoice #	Permit Fee:

✓ **Checklist for Development Permit Applications**

Every application for a Development Permit shall be accompanied by a site plan drawn to scale and not less than 1:1000 metric, as well as the application fee as indicated in Schedule 3 of this By-law.

Plan Must Indicate:

- site boundaries
- buildings to scale and correctly located on the site, yards
- sewage and water services
- fuel tanks (Office of the Fire Marshall may need to approve)
- points of vehicular access
- landscaping, and grading for drainage
- culverts
- size and location of buildings already existing on the lot
- Plans and elevations of the proposed buildings to a scale not less than 1:1000 indicated all dimensions with specifications and notes of materials to be used
- A settlement of ownership and proposed use of land involved and the estimated dates of commencement and completions of work
- Proposed signage showing measurements, design and lettering
- A separate landscaping plan if this is a permit for development from Raven Road to Junkers Road (between the Mackenzie River and Canol Drive).
- Any other additional information as required by the Development Officer**

**Instructions for Development Permit Applications**

- a. No change in the said plans, specification or uses is permitted without submission of a new Application of Development Permit
- b. Failure to complete this form fully and to supply the required information and plans may mean that this application will not be considered or may cause delays in the processing of the application
- c. Any Development Permit issued on the basis of incorrect information contained in the application shall be considered invalid.
- d. Limitations may exist on the location and availability of natural gas service. Should the applicant propose to utilize natural gas in a development, the applicant is strongly advised to promptly contact and/or make application for service through the Town Office. The applicant is cautioned that the approval of a development permit does not guarantee that natural gas will be available or that the said application for natural gas will be approved.

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**2. Location Information:**

Application/Authorized Agent: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Registered Land Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Interest of Applicant, if not land owner: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Lot: \_\_\_\_\_ Group: \_\_\_\_\_ Plan: \_\_\_\_\_  
Proposal: \_\_\_\_\_

**3. Land Use Information**

Existing Use of Land of Building: \_\_\_\_\_  
Existing Zoning of Subject Lands: \_\_\_\_\_  
Existing utilities: \_\_\_\_\_  
Accessory Uses: \_\_\_\_\_  
Easements – Front yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Side Yard: \_\_\_\_\_

**4. Building and Structure Information**

Garage: \_\_\_\_\_ Driveway: \_\_\_\_\_ Parking: \_\_\_\_\_  
Maximum Building Height: \_\_\_\_\_ Percentage of Land Use: \_\_\_\_\_  
Square Footage of Development: \_\_\_\_\_

**5. Other Details**

Estimated Cost of Project or Contract Price: \_\_\_\_\_  
Development Commencement Date: \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_  
Supporting Information: \_\_\_\_\_  
Indication of environmental impact on land (use a separate page if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby give my consent to allow all authorized persons the right to enter the above land and/or buildings with respect to the application only.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**Schedule Four  
Town of Norman Wells  
Application for Zoning By-Law Amendment**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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This Application for Zoning By-law Amendment is for an applicant who wishes to re-zone lands from the use as specified in the Zoning By-law to a new use.

Applicant: \_\_\_\_\_ Owner/Agent for Registered Owner: \_\_\_\_\_  
(if you are representing to be an agent for the registered owner, please supply a letter of authorization from the registered owner)

Lot: \_\_\_\_\_ Plan: \_\_\_\_\_ Land is currently zoned as: \_\_\_\_\_  
I/We wish the land to be re-zoned as: \_\_\_\_\_

**1. Your Development** - What is the development proposal to be accommodated by the proposed zoning? If no new development is proposed, describe in detail the reason for this application.

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**2. Possible Modifications** - Is it possible to modify your proposal so that no change(s) to the applicable regulations, provisions or definitions are required? Why or why not?

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**3. Suitability** - Why are the subject lands suitable in both physical characteristics and location for the proposed change in zoning?

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**4. Surrounding Land Uses** - Indicate the existing surrounding zones and how the requested zone is suitable in relation to the surrounding zones.

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**5. Town Policies** - Indicate how the requested zoning complies with the relevant policies of the Community Plan. If it does not conform, complete "Schedule 8 -Community Plan Amendment Application."

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**6. Other Schedules** - Did you complete Schedule 2 – Application for Development Permit?

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Schedule Three  
Town of Norman Wells  
Fees**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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- 1) All applications for a Development Permit will be accompanied by fees in the amount as prescribed below
- 2) The Council of the Town of Norman Wells reserves the right to waive Development Permit fees for applications submitted by senior citizens, and for non-profit organization, agencies or service clubs.

A) Developments under \$5,000.00	\$25.00
B) Developments \$5,000.00 or over	\$50.00
C) In addition to (A) or (B) above: <ul style="list-style-type: none"> <li>• \$5.00 per \$1,000.00 of construction value to a maximum of:</li> <li>• \$100.00 for low density residential and mobile homes;</li> <li>• \$500.00 for all other developments.</li> </ul>	
D) Amendment to the Zoning By-law	\$100.00 plus cost for advertising in local newspaper
E) Development Fronting Utilidor Surcharge Where construction takes place on a utilidor serviced lot and is to have a required spatial separation due to construction type and where non-combustible construction, in whole or in part, would reduce or totally eliminate the required separation.	\$1,000.00 per metre for an unbuilt upon frontage
F) Annual review for relocatable camps	\$100.00

**Schedule Four  
Town of Norman Wells  
Application for Zoning By-Law Amendment**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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(if you are representing to be an agent for the registered owner, please supply a letter of authorization from the registered owner)

Lot: \_\_\_\_\_ Plan: \_\_\_\_\_ Land is currently zoned as: \_\_\_\_\_  
I/We wish the land to be re-zoned as: \_\_\_\_\_

**1. Your Development** - What is the development proposal to be accommodated by the proposed zoning? If no new development is proposed, describe in detail the reason for this application.

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**2. Possible Modifications** - Is it possible to modify your proposal so that no change(s) to the applicable regulations, provisions or definitions are required? Why or why not?

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**3. Suitability** - Why are the subject lands suitable in both physical characteristics and location for the proposed change in zoning?

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**4. Surrounding Land Uses** - Indicate the existing surrounding zones and how the requested zone is suitable in relation to the surrounding zones.

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**5. Town Policies** - Indicate how the requested zoning complies with the relevant policies of the Community Plan. If it does not conform, complete "Schedule 8 -Community Plan Amendment Application."

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**6. Other Schedules** - Did you complete Schedule 2 – Application for Development Permit?

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Schedule Five  
Town of Norman Wells  
Application for Home Occupation**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

For Office Use Only: Application No. _____
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This application is to permit the operation of a business within a residence. This application is required for (i) the establishment of a new business, (ii) a change in the scope of an existing business, or (iii) to register a change in address of the business. This application must be accompanied by "Schedule 2 – Application for Development Permit."

Applicant/Authorized Agent: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Registered Land Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street  
Address: \_\_\_\_\_  
Interest of Applicant, if not land owner: \_\_\_\_\_  
Address of  
property: \_\_\_\_\_  
Lot: \_\_\_\_\_ Group: \_\_\_\_\_ Plan: \_\_\_\_\_  
Proposed Home Occupation: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_  
Number of people engaged in this business: \_\_\_\_\_  
Additional parking requirements (for either business or customers): \_\_\_\_\_  
Storage Requirements and handling: \_\_\_\_\_  
Proposed signage or exterior advertising: \_\_\_\_\_  
Supporting  
information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Did you complete "Schedule 2 – Application of Development Permit"?***

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of application

\_\_\_\_\_  
Development Officer

\_\_\_\_\_  
Date of approval

**Schedule Six  
Town of Norman Wells  
Development Permit**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

THIS DEVELOPMENT PERMIT OF THE TOWN ON NORMAN WELLS, A MUNICIPALITY WITHIN THE JURISDICTION OF THE GOVERNMENT OF THE NORTHWEST TERRITORIES, IS ISSUED SUBJECT TO THE STANDARDS, CONDITIONS (ATTACHED) AS WELL AS THE FOLLOWING TERMS AND CONDITIONS:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**ANY FAILURE ON BEHALF OF THE PERMIT HOLDER TO FULFILL THE TERMS AND CONDITIONS OF THIS PERMIT, WILL RESULT IN THE PERMIT BEING NULL AND VOID, (INVALID). THIS PERMIT IS VALID FOR TWELVE (12) MONTHS AND MUST BE POSTED IN CLEAR VIEW ON THE PROPERTY BEING DEVELOPED FOR THE DURATION OF CONSTRUCTION.**

**YOU ARE HEREBY AUTHORIZED TO PROCEED WITH THE DEVELOPMENT SPECIFIED PROVIDED THAT THE CONDITIONS STATED ABOVE AND THE STANDARD CONDITIONS ARE COMPLIED WITH AND THAT THE DEVELOPMENT IS IN ACCORDANCE WITH ANY APPROVED PLANS IN THE APPLICATION FOR DEVELOPMENT PERMIT.**

Issued to:		
Property: _____	Lot: _____	Plan: _____
Registered Owner:		
This permit becomes effective this _____ day of _____ month _____ year		
For the purpose of:		

SIGNED BY THE AUTHORIZED SIGNING AUTHORITY (DEVELOPMENT OFFICER OR TOWN MANAGER) OF THE TOWN OF NORMAN WELLS.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Schedule Seven  
Town of Norman Wells  
Notice of Development Permit**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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PURSUANT TO SECTION 18(1) OF THE PLANNING ACT OF THE NORTHWEST TERRITORIES, A DEVELOPMENT PERMIT HAS BEEN APPROVED UNDER THE PROVISIONS OF THE NORMAN WELLS ZONING BY-LAW xx-xx

DATE OF APPROVAL: \_\_\_\_\_

1. LOCATION OF DEVELOPMENT  
LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_  
OTHER: \_\_\_\_\_  
\_\_\_\_\_

2. REGISTERED OWNER: \_\_\_\_\_  
DEVELOPER: \_\_\_\_\_

3. DESCRIPTION OF DEVELOPMENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **PURSUANT TO SECTION 23 (1) OF THE PLANNING ACT, A PERSON CLAIMING TO BE AFFECTED BY THE APPROVAL OF THIS DEVELOPMENT PERMIT MAY APPEAL THIS DECISION TO THE DEVELOPMENT APPEAL BOARD OF THE TOWN OF NORMAN WELLS.**

**NOTICE OF THE APPEAL MUST BE IN WRITING AND DELIVERED TO THE SECRETARY OF THE DEVELOPMENT APPEAL BOARD, THE TOWN MANAGER, OR IN THE ABSENCE OF EITHER OF THESE OFFICIALS, THE OFFICIAL APPOINTED TO ACT ON THEIR BEHALF, NOT LATER THAN FOUTEERN (14) DAYS FROM THE DATE OF THIS NOTICE. FOR ADDITIONAL INFORMATION PLEASE CONTACT THE DEVELOPMENT OFFICER AT 587-3700.**

**ANYONE REMOVING OR DESTROYING THIS NOTICE WILL BE PROSECTUED.**

SIGNED: \_\_\_\_\_  
DEVELOPMENT OFFICER

DATE: \_\_\_\_\_

**Schedule Eight  
Town of Norman Wells  
Application for Community Plan Amendment**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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This Application for Community Plan Amendment is for an applicant who wishes to amend the Community Plan in conjunction with a re-zoning application for a proposed use that does not conform to the policies of the Community Plan. This form must be accompanied by a completed "Schedule 4 – Application for Zoning By-Law Amendment" and "Schedule 2 – Application for Zoning By-law Amendment."

Applicant: \_\_\_\_\_

Owner/Agent for Registered

Owner: \_\_\_\_\_

(if you are representing to be an agent for the registered owner, please supply a letter of authorization from the registered owner)

What Community Plan (date and reference by-law number) is affected by the proposed amendment?

\_\_\_\_\_

Does the proposed amendment change, replace, add, or delete a policy in the community plan?

Yes

No

If yes, indicate the policy to be changed, replaced, added, or deleted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate why there is a need for change in land use designation in this area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Did you complete "Schedule 2 – Application for Development Permit?"***

***Did you complete "Schedule 4 – Application for Zoning By-Law Amendment?"***

\_\_\_\_\_  
Signature (applicant)

\_\_\_\_\_  
Date

**Schedule Nine  
Town of Norman Wells  
Stop Work Order**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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MUNICIPALITY OF NORMAN WELLS

STOP WORK ORDER

THIS STOP WORK ORDER OF THE TOWN OF NORMAN WELLS IS SERVED UPON THE OWNER/ONTRACTOR/OTHER \_\_\_\_\_ WHO IS IN CONTRAVENTION OF THE NORMAN WELLS ZONING BY-LAW NO. XX-XX FOR THE FOLLOWING REASONS:

AND IS HEREBY ORDERED TO:

UNDER SECTION 21 (1), (2), AND (3) OF THE *PLANNING ACT* AND THAT THE SUBJECT INFRACTION ON THE ZONING BY-LAW SHALL BE COMPLETED OR RECTIFIED WITHIN TWO MONHTS FROM THE DATE OF THIS STOP ORDER, DATED \_\_\_\_\_ AND

THAT NO FURTHER CONTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, REMOVAL OR DEMOLITION OF A BUILDING OR ANY EXCAVATION OR WORK IS CARRIED OUT OF THE USE OF THE LAND OR BUILDING AS THE CASE MAY BE UNTIL THE OWNER/CONTRACTOR, COMPLIES WITH THE SAID ORDER OF THE DEVELOPMENT OFFICER OF THE ORDER OF COUNCIL.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEVELOPMENT OFFICER

**Schedule Ten  
Town of Norman Wells  
Notice of Refusal**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and development of land

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Application No.

Applicant:

THIS NOTICE IS TO ADVISE YOU THAT YOUR APPLICATION FOR A DEVELOPMENT PERMIT FOR THE CONSTRUCTION OF:

HAS BEEN REFUSED FOR THE FOLLOWING REASONS:

YOU ARE FURTHER ADVISED THAT YOU MAY APPEAL THIS DECISION TO THE DEVELOPMENT APPEAL BOARD IN ACCORDANCE WITH THE PROVISIONS OF THE *PLANNING ACT*.

AN APPEAL MUST BE MADE IN WRITING AND MUST BE RECEIVED BY THE SECRETARY OF THE APPEAL BOARD NOT LATER THAN 14 DAYS FOLLOWING THE DATE THIS NOTICE WAS MAILED.

THE REQUEST FOR APPEAL SHOULD CONTAIN A STATEMENT AND REASONS, BEING GROUNDS FOR APPEAL.

SIGNED:

\_\_\_\_\_  
DEVELOPMENT OFFICER

DATE:

\_\_\_\_\_

**Schedule Eleven  
Internal Development Permit Review Checklist  
Town of Norman Wells**

Note: This application is prepared pursuant to the Norman Wells Zoning By-law No. xx-xx and the *Planning Act* relating to the planning and regulation of the use and

**Useful Information:**

- 1 foot = .3048m
- 1 metre = 3.2080 feet
- Applications for permitted uses are approved by the Development Officer
- Application for variance are approved by the Development Officer after consideration by the Town Planning and Land Use Committee
- Application for Discretionary uses are approved by the Development Officer after consideration by the Town Planning and Land Use Committee and Council

Question	Yes	No	Comment
Is this a permitted use in this zone?			
Is this a discretionary use in this zone?			
Is this development not within the scope of our zoning by-law or community plan? (it may require a by-law or plan amendment)			
Is this an aviation related use? If so, you may want to forward it the DOT-GNWT for review.			
Is a variance requested?			
Have the parking requirements been met?			
Have the set back requirements been met?			
Have the side yard setback requirements been met?			
Have the rear yard setback requirements been met?			
Do you feel the Fire Marshall should review this application? If so, advise the applicant that you require this.			
Has the fee been paid?			
This development may need a landscaping plan, has it been submitted?			
Has a site plan to scale been submitted?			
Is there a potential environmental concern with this development? If so, you can request further study.			
Is there a current development permit on this lot that have condition of that permit which have not been met?			
Is this application form complete?			
What items are missing?			
This application should be approved with no conditions.			
This application should be approved with the following conditions.			
This application should be refused.			