

8 PART EIGHT – FORMS



Town of Norman Wells
Zoning By-Law # 13-02

Permit No: _____
Development Permit Fee: \$ _____

FORM "A" APPLICATION FOR DEVELOPMENT PERMIT

I hereby make application under the provisions of the Zoning By-law (#13-02) for a Development Permit in accordance with the plans and supporting information herewithin and which form part of this application.

PLEASE PRINT:

Applicant: _____ Business Name: _____

Mailing Address of Applicant: _____

Phone # of Contact Person: _____ Email: _____

Civic Address to be developed: _____

Legal Address Lot: _____ Block: _____ Plan: _____

or Certificate of Title _____

Registered Owner: _____

Existing Use: _____ Principal Use: _____

Lot Width: _____ Lot Length: _____

Front Yard Setback: _____ Side Yard Setback: _____ Rear Yard Setback: _____

Floor Area: _____ Percentage of Lot Occupied: _____

Off-street Loading: Size of Space: _____ Number of Spaces: _____

Zoning: _____

Please attach a separate sheet with the required plans and project detail.

Estimated cost of the project or contract price (include materials(s) and labour costs): \$ _____

Estimated Starting Date: _____ Estimated Completion Date: _____

Nature of the Work:

_____ New Building Type of Construction: _____

_____ Housing Type Type of Foundation: _____

_____ Addition Building Area: _____

_____ Alteration Floor Area: _____

_____ Structural Repair Number of Storeys: _____

_____ Foundation only Utilidor Height Above Grade: _____

Additional comments or description if different from above:

Does the proposed development involve Electrical work? Yes No

Does the proposed development involve work on oil/gas fired boiler of h/w? Yes No

Does the proposed development involve new construction requiring the Power Corp? Yes No



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Does the proposed development involve commercial renovations or construction that must be inspected by the Fire Marshall? Yes No

Permission for Development

1. An application for a Development Permit shall be made to the Development Officer in writing on the form approved by resolution of Council and shall be accompanied by:
 - a. a site plan in duplicate showing the building outlines, the legal description and the front, rear and side yard, if any, and any provisions for off-street loading and vehicle parking, access and egress point to the site and provisions for landscaping and drainage;
 - b. floor plans, and elevations and sections at a minimum of 1:100 in duplicate;
 - c. a statement of uses;
 - d. a statement of ownership of land and interest of the applicant therein;
 - e. the estimated commencement and completion dates; and
 - f. the estimated cost of the project or contract price.

2. Fees

- a. Each application for a Development Permit shall be accompanied by a non-refundable fee calculated as follows:

Development Value	Application Fee
Up to \$4,999.00	\$25.00
\$5,000 to \$9,999.00	\$50.00
\$10,000.00 up to \$20,000.00	\$75.00
Over \$20,000.00	\$75.00 for the first \$20,000 plus \$2.50 for each additional \$1,000 or fraction thereof to a maximum fee of \$300.00

3. The Development Officer shall:

- a. Receive, consider and decide on applications for a Development Permit for those uses listed in Schedule 'A' which constitutes permitted uses in a zone and comply with the minimum standards for that zone and which have been assigned to him/her for consideration and decision;
- b. Refer (along with his/her recommendation) all development applications for Conditional Uses to council (acting as Development Officer) for its consideration and decision;
- c. Refer to council (acting as Development Officer) at his/her discretion any applications which, in his/her opinion, should be decided by council.

4. In making a decision, the Development Officer (or council acting as the Development Officer) may approve the application unconditionally, or impose conditions appropriate (either permanently or for a limited period of time), or refuse the application.

NOTE: This application must be completed in full and have the appropriate fees and supporting documents included before it can be processed.



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I hereby give my consent to allow all authorized person(s) the right to enter the above land and/or buildings with respect to this application only.

Permit No: _____
Development Permit Fee: \$ _____

Signature of Applicant

Date

Print Name of Applicant

Signature of Land Owner
(if different from Applicant)

Date



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Note: This application is prepared pursuant to the Norman Wells Zoning By-Law No. 13-02 and the Planning Act relating to planning regulation of the use and development of land

**FORM "A-1"
APPLICATION FOR HOME OCCUPATION**

I hereby make application under the provisions of the Zoning By-law (#13-02) for a Development Permit to operate a Home Occupation.

PLEASE PRINT:

Applicant: _____ Business Name: _____

Limited Company: _____ Proprietorship: _____ Partnership: _____

Mailing Address of Company: _____

Lot: _____ Block: _____ Plan: _____ Zoning: _____

Phone No. (Residence): _____ Phone No. (Business) _____

State the type of Home Occupation and fully explain how the Business will be operated:

How will the product be promoted?

Will the home be used strictly for Office Space? Yes: _____ No: _____

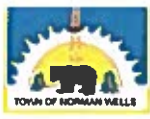
Is the product being prepared at home? Yes: _____ No: _____

If so, what portion of the home is being used to do so?

Will you be meeting with customers? Yes: _____ No: _____

If so, where will the meeting take place?

Will there be any storage involved with the business? Yes: _____ No: _____



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If so, where?

State the number of people you will employ and state whether or not they are residents of the home:

State the number of vehicles and/or equipment you expect to use in conjunction with the business (indicate size):

Where will these vehicles and/or equipment be parked?

Registered owner of the property: _____

If the applicant is not the registered owner of the property, please submit a letter from the registered owner granting you permission to use the property for the proposed business.

If the applicant is an occupant of a mobile home, please submit a letter from the registered owner of the land and the mobile home.

HOME OCCUPATION APPLICATION FEES

All applications for Home Occupations shall be accompanied by a **\$100.00 non-refundable** application fee.

Signature of Applicant

Date

Vehicles over one (1) ton, or heavy equipment proposed to be used for a business, must be parked on an approved site.

(A letter of permission from the owner/manager of such site must accompany the application upon submission).

Any excess storage pertaining to a business must also be stored on an approved site.

(A letter of permission from the owner/manager of such a site must accompany the application upon submission).



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Application No: _____

FORM "B" NOTICE OF DECISION OF THE DEVELOPMENT OFFICER

This is to notify you with respect to a decision of the Development Officer whereby a Development Permit has been issued authorizing the following development:

Address of the Property: _____

Lot: _____ Block: _____ Plan: _____

Or Certificate of Title: _____

Date of Decision: _____

The Zoning By-law provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Secretary of the Development Appeal Board within fourteen (14) days after notice of the decision is give.

Date of Notice

Signature of the Development Officer



Application No: _____

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FORM "C"
DEVELOPMENT PERMITS AND NOTICES

A permit granted pursuant to By-law 13-02 does not come into effect until fifteen (15) days after the date an order, decision or Development Permit is publicized and any development proceeded with by the application prior to the expiry of this period is done solely at the risk of the applicant. Should there be an appeal initiated against the permit application, it does not come into effect until the decision of the appeal is written and made public.

I have read the terms and conditions applied to Development Permit # _____ and agree to comply.

Signature of Applicant

Date

Witness



Application No: _____

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FORM "D" NOTICE OF REFUSAL

You are hereby notified that your application for a Development Permit with regard to the following:

Has been **REFUSED** for the following reasons:

You are further notified that you may appeal this decision to the Development Appeal Board in accordance with the provisions of Part 4, section 4.13 of this by-law. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the secretary of the Development Appeal Board not later than fourteen (14) days following the date of issue of this notice. The notice of appeal shall contain a statement of the grounds of the appeal.

Date of Decision

Date of Notice of Decision

Signature of the Development Officer



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FORM "E" NOTICE OF APPEAL HEARING

This is to notify you than an appeal has been made to the DEVELOPMENT APPEAL BOARD against a decision in respect to Application No.: _____ which involves development described as follows:

This decision was:

- APPROVED
- APPROVED (with conditions)
- REFUSED

Reasons for this decision are as follows:

Place of Hearing: _____

Time of Hearing: _____

Date of Hearing: _____

Any persons affected by the proposed development have the right to present a written brief prior to the hearing and to be presented and be heard at the hearing. Persons requiring to be heard at the meeting shall submit the written briefs to the Secretary of the Development Appeal Board not later than: _____

Date

Signature of Secretary ~ Development Appeal Board



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FORM "F" NOTICE OF APPEAL DECISION

This is to notify you than an appeal against the:

- APPROVED
- APPROVED (with conditions)
- REFUSED

Of a Development Permit with regard to the following:

Was considered by the DEVELOPMENT APPEAL BOARD on _____ and the decision of the DEVELOPMENT APPEAL BOARD with regard to the appeal is as follows and for the following reasons:

_____ Date

_____ Signature of Secretary ~ Development Appeal Board

NOTE:

A decision of the Development Appeal Board is final and binding on all parties and persons subject only to an appeal upon a question of jurisdiction or law pursuant to Section 65-68 of the Community Planning and Development Act. An application for leave to appeal the Supreme Court shall be made to a judge of the Supreme Court; and, within thirty (30) days after the issue of the order, decision, permit or approval sought to be appealed.



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REGISTERD MAIL
AND
POSTED ON SITE

FORM "G"
**NOTICE OF ZONING BY-LAW CONTRAVENTION AND STOP WORK
ORDER**

You are hereby notified that your development is in contravention of the

Zoning By-law

Development Permit

By reason of:

No further work or development shall take place until you have taken remedial action to conform to the by-law/permit as follows:

Failure to comply with this request within _____ days of receipt of this notice may result in action being taken through the courts to seek remedy under the provisions of the Community Planning and Development Act.

Date of Notice

Signature of Development Officer



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REGISTERD MAIL
AND
POSTED ON SITE

FORM "H"
APPLICATION FOR AMENDMENT OF THE ZONING BY-LAW

PLEASE PRINT:

I/We hereby make application to amend the Zoning By-law (#10-02).

Applicant: _____ Telephone: _____

Address: _____

Owner of the Land: _____ Telephone: _____

Address: _____

Land Description: Lot: _____ Block: _____ Plan: _____

Civic Address: _____

Amendment Proposed:

From: _____ To: _____

Reasons in support of application for amendment:

I/We enclose \$ _____ being the application fee.

Signature of Applicant

Date



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FORM "I" APPLICATION FOR MUNICIPAL LAND

PLEASE PRINT:

I/We hereby make application for Land under the provisions of the Land Administration By-law No. _____ in accordance with the plans and supporting information here within and which form part of this application.

Applicant: _____ Telephone: _____

Civic Address: _____

Mailing Address: _____

Application purpose: Lease _____ Purchase _____

Area of Land (in square meters): _____

Description of Land: If the land you are applying for is surveyed, list

(attach a map) Lot: _____ Block: _____ Plan: _____

If the land you are applying for is un-surveyed, describe the location and attach a map.

Proposed Development:

Who is on the Land now?

What are you proposing to do?

Describe the current access and services.

Estimate start and completion dates.

How does the proposal fit into the Town's General Plan?

How does the proposal comply with the Town's Zoning By-law?



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What is the impact on neighbours and water bodies?

Conditions

1. The undersigned agreed that failure to comply with the terms and conditions of the Lease (or Option to Purchase) will be grounds for cancellation of the said instrument, and recovery of all associated costs by the Town of Norman Wells.
2. The undersigned certifies that the information provided in this application is true and correct.
3. The construction of buildings or any other improvements must conform to all Town of Norman Wells by-laws, regulations and policies.
4. Application fee of \$1000.00 per lot must be submitted with the application. In the event that a Land Application is not approved, 100% of the Land Application Fee will be refunded.
5. Once notified that the sale is approved, all transfer documents and supporting information including the remaining balance of the sale of land must be submitted within 30 days.
6. Any business, corporation, or society must provide proof of being in good standing in accordance with the provisions of the NWT Societies Act or other relevant Act, by-law or policy.
7. Any application which does not include the required information will be held until all information has been received.
8. All applications will be reviewed pursuant to the Land Administration By-law, and any other relevant Town by-laws.

Signature of Applicant

Date



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FORM "J" APPLICATION FOR PROPANE TANK INSTALLATION FORM

I WE PROPOSE TO INSTALL A PROPANE TANK(S) AT:

APPLICANT: _____

Property Owner: _____

Street Address: _____ Lot: _____ Plan: _____

Manufacturer's Name Plate: _____ Date of Tank: _____

Model #: _____ Serial #: _____

1. Size of Propane Tank(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	682 litres (150 gallons)	1,136 litres (250 Gallons)	2,273 litres (500 Gallons)	4,546 litres (1,000 Gallons)
Length	85"	92"	120"	190"
Diameter	25"	30"	37"	41"
Weight	320lbs.	485lbs.	950lbs.	1,750lbs.

Other size: _____ litres - or _____ gallons

2. Type of Protection around Tank(*Fence / Barricade*):

3. Location from Traffic lane: _____ Minimum 2.4m (8 feet)

4. Location of tank on the property;

(a) Distance from Side Property Line: _____ From Rear Property Line: _____

(b) Distance from Ditch, Drain, Sewer or Pit: _____

(c) Distance from Electrical Power Lines Horizontal Clearance:
_____ 7.5m (25 Feet) Overhead Lines
_____ 1.5m (5 Feet) Underground Lines

5. Installation Company: _____

(a) Contact Name: _____



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- (b) Contact Number: _____
- (c) Contact Email: _____
- (d) Proposed Date of Installation: _____
- (e) Signature of Company Official: _____ *(who connected the service)*

Requirements for the clearance around Propane Tanks (cont'd.)

On a separate paper please include draft sketch of the placement of your propane tank in relation to the structures (home, buildings) on your property. If you require assistance with this requirement contact the Development Officer at the Town Office for a Legal Survey plan of your lot so that your sketch plan can be plotted on it.

Vertical Tanks-

The requirements for the clearance around vertical propane tanks under 125 gallons depends on location of ignition sources, venting windows and doors. The tank itself may be placed against the house or building, but it has to be at least 10 feet from an ignition source such as water heater and 3 feet from venting windows or door.

Horizontal Tanks-

Horizontal tanks, also referred to as vessels, come in three main sizes: 250, 500 and 1,000 gallons. The size of the vessel normally depends on the propane requirements and the size of the structure using the fuel. The requirements for the clearance around the 250 & 500 gallon propane tanks is at least 10 feet from the structure, 10 feet from the property line and 10 feet from any ignition source. The 1,000 gallon propane tank requires at least 25 feet of clearance from the structure, the property line and ignition source.



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FORM "K" APPLICATION FOR OIL TANK INSTALLATION FORM

I /WE PROPOSE TO INSTALL AN OIL TANK(S) AT:

APPLICANT: _____

Property Owner: _____

Street Address: _____ Lot: _____ Plan: _____

1. Capacity _____ L / _____ gals, Model#: _____, Serial# _____, Weight _____ lb.

Opening _____" / _____, Dimensions H _____" -W _____" - L _____", Thickness _____ ga

Manufacturer's Name Plate: _____, Date of Tank _____

2. Tank Stand: Mounting frame/material _____

Type of Protection: containment berms _____
(ground material)

3. Location of Tank(s) on Property:

On a separate paper please include draft sketch of the placement of your fuel tank in relation to the structures (home, buildings) on your property. If you require assistance with this requirement contact the Development Officer at the Town Office for a Legal Survey plan of your lot so that your sketch plan can be plotted on it.

(a) Distance from Side Property Line: _____ From Rear Property Line: _____

(b) Distance from Ditch, Drain, Sewer or Pit: _____ N/A
_____ within 7.5 m(25 feet)
_____ over 7.5 m(25 feet)

(c) Distance from Electrical Power Lines Horizontal Clearance:
_____ 7.5m (25 Feet) Overhead Lines
_____ 1.5m (5 Feet) Underground Lines

5. Company in accordance with CAN/CSA B139-04? _____ (Y/N)



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- (a) Installation Company: _____
- (b) Contact Name: _____
- (c) Contact Number: _____
- (d) Contact Email: _____
- (e) Date of Installation: _____

- (f) Signature of Company Official: _____ *(who connected the service)*

9 SCHEDULE "B" APPLICATION FEES



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DEVELOPMENT FEES

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 organizations, agencies or service clubs.

Development	Application Fee
Up to \$4,999	\$25.00
\$5,000 to \$9,999.00	\$50.00
\$10,000 to \$19,000	\$75.00
Over \$20,000	\$75.00 plus \$2.50 for each additional \$1,000 or fraction thereof to a maximum of \$300.00
Amendment to the Zoning By-law	\$100.00 plus cost for advertising in local newspaper
Development fronting Utilidor surcharge where construction takes place on an 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 per metre for an unbuilt upon frontage
Annual review for relocatable camps	\$100.00
Application Appeal	\$100.00 deposit
Home Based Occupation Fee	\$100.00 non-refundable

10 SCHEDULE "C" ZONING MAPS