



RESIDENTIAL SECONDARY/GARDEN SUITE DEVELOPMENT PERMIT APPLICATION

Date of Application: _____

<i>Development Permit Application No.</i>	
---	--

Date Deemed Complete: _____

Notice of Completeness

***THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.***

APPLICANT & LAND INFORMATION

Applicant's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Registered Owner's Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Applicant's interest in the proposed development if not the registered owner:

Agent Contractor Tenant Other: _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description: Lots(s) _____ Block _____ Plan _____

Land Use District: _____ Existing use of land: _____

DEVELOPMENT INFORMATION

Is there currently a suite located on the property? Yes No

Number of off-street parking spaces available on the property (not including garage): _____

Will the suite be located in: An Existing Home A New Construction An Accessory Building/Garden Suite

Will the secondary suite contain a separate entrance on the exterior of the home? Yes No

If answered yes, please indicate the location of the separate entrance on the site plan.

DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

APPLICANT

Registered Owner (if not the same as applicant)

VILLAGE OF MILO
RESIDENTIAL SECONDARY/GARDEN SUITE
DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

- Copy of Site Plan.** Site plan shall provide the following information:
(May be provided on a survey plan or sketch)
 - Legal description and municipal address of subject property
 - Scale and north arrow
 - Adjacent roadways and lanes
 - Lot dimensions, lot area, and percentage of lot coverage for all structures
 - Existing residence and/or any other buildings with dimensions of foundation and projections including decks
 - Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
 - The proposed distances from the foundation of the building to the front, side, and rear property lines
 - Location of lot access, existing sidewalk(s) and curbs
 - Location of any registered utility rights-of-way or easements
 - Location and number of off-street parking spaces

- Copy of Building Plans.** Plans shall be to scale and contain the following information:
 - Scale and dimensions of exterior walls and interior rooms
 - Floor plan of all living space proposed to be developed
 - Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch

- Application fee payable to the Village of Milo.**

