



Application for Development Permit: Form 1 – Contact Information and Owner Authorization

Development Property									
Municipal Address:			#:		Street:		Postal Code:		
Legal Description:			Lot:		Plan:		Tax Roll #:		
Property Owner/Agent Contact Information									
Name:									
Phone Number:			Work/Home:			Cell:		Fax:	
E-mail Address:									
Mailing Address:			#:		Street:		Postal Code:		
Applicant Contact Information (If Different From Owner)									
Name:									
Phone Number:			Work/Home:			Cell:		Fax:	
E-mail Address:									
Mailing Address:			#:		Street:		Postal Code:		
Proposed Development									
Proposed Development: (Check Those Which Apply and Fill Out the Corresponding Forms) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (up to 2 years)			<input type="checkbox"/> New Construction (Principal Structure)		<input type="checkbox"/> New Construction (Accessory)		<input type="checkbox"/> New Business or Land Use Change		
			<input type="checkbox"/> Relocation / Demolition of a Structure		<input type="checkbox"/> B&B / Guesthouse		<input type="checkbox"/> Sign		
			<input type="checkbox"/> Home Occupation		<input type="checkbox"/> Discretionary Use		<input type="checkbox"/> Other		
Estimated Commencement and Completion Date:			Commencement:				Completion (if applicable): <input type="checkbox"/> N/A		
			D:	M:	Y:	D:	M:	Y:	
Authorization of Proposed Development									
I hereby certify that I am the registered owner, or authorized agent of the owner, and hereby make application for a Development permit subject to the provisions to the Town of Faro Zoning Bylaw in accordance with the plans and supporting information submitted herewith and which forms part of this application.									
Signature of Owner/Agent:						Date:			
Signature of Applicant:						Date:			
Administrative Information (Office Use Only)									
Permit Fee: Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No			Permit Number:			Received By:			
Received Date:			D.O. Acceptance Date:			D.O. Decision Date:			
D:	M:	Y:	D:	M:	Y:	D:	M:	Y:	



TOWN OF FARO
ZONING BYLAW 2017-01

Application for Development Permit: Form 2 – Project Information (for new construction)

Project Description	
<p>Use this space or attach a letter to provide the details of the proposed development. The Development Officer may request additional information, as listed in Section 3.3 of the Bylaw, if needed.</p>	
Development Criteria	Development Proposal
ZONE: The zone designation of the land as defined in the Zoning Bylaw.	
USE: The main purpose for which the land or buildings are to be used.	
LOT AREA: The total horizontal area within the lot lines of a lot.	
LOT FRONTAGE: The total distance along the property line adjacent to a public road or street.	
LOT DPETH: The distance from the front to rear property lines measured along the longest side of the property.	(for irregularly shaped lots, please provide the distance along both sides)
YARD, FRONT: The distance from the front property line to the nearest permitted principal building or structure.	
YARD, SIDES: The distance from each side property line to the nearest permitted principal building or structure.	(please provide the measurements for each side yard)
YARD, REAR: The distance from the rear property line to the nearest permitted principal building or structure.	
SITE COVERAGE: The percentage (%) of the area of a lot that will be covered by primary and accessory buildings or structures but <i>excluding steps, eaves, cornices and similar projections, courtyards, terraces or patios, driveways or parking spaces.</i>	
GROSS FLOOR AREA: The sum of the horizontal areas of each storey of the building measured from the exterior faces of the exterior walls. (For construction of primary structures)	
BUILDING HEIGHT: The vertical distance measured from the average elevation of the finished grade along the front of the building to the highest point of the roof surface or any parapet thereon.	
ACCESSORY BUILDING OR STRUCTURE: Dimensions, height, materials, location, distances from property lines and principal structure (if applicable)	
PARKING: The number of parking spaces provided on the property.	
SIGNS: Description, type, size and content of signage (if applicable)	
<p><input type="checkbox"/> Attach a site plan or sketch, showing the property lines, lot dimensions, location of existing and proposed buildings, structures and additions, fences, power poles/lines, driveways, paths, drainage, fire hydrants and any other utilities and related features, along with floor plans and drawings of all buildings and structures proposed, including any additions.</p> <p>Please be as detailed and accurate as possible, so that the Development Officer has the necessary information needed to evaluate the application, or acceptance of the application may be delayed.</p>	



Application for Development Permit: Form 3 – Declaration

Declaration:

(please check each box to confirm you understand and agree to the following statements)

- I/we hereby make application for a Development Permit under the provision of the Town of Faro's Zoning Bylaw #2017-01 in accordance with the plans and supporting information submitted herewith and which form part of this application.
- I/we have read and understand the information on the reverse side of this form regarding the Development Permit application process.
- I hereby declare that all the information provided in this application for development and contained in the supporting documents are to the best of my belief true and correct in all respects.
- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby acknowledge any change to the plans outlined within this application will result in the issuance of a development permit, building permit or business license based on the information provided in this application to be null and void.
- I hereby confirm that the proposed development, as outlined in the application for Development Permit, complies with any easements, caveats or contracts which affect development of the site.

Signature of Applicant: _____ Print Name: _____

Date: _____

Signature of Registered Land Owner: _____ Print Name: _____
(if different from applicant)

Date: _____



Application for Development Permit: Development Permit Guide

Please refer to **part 3** of the zoning bylaw for complete details and requirements on applying for a development permit.

HERE IS A SUMMARY OF THE PROCESS:

1. Subject to the provisions of the Town of Faro Zoning Bylaw 2017-01, the term "Development" includes the making of any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in connection with the formal application. It must be clearly understood that any action taken by the applicant before a development permit is received is at their own risk.
3. Plans and drawings submitted must be in sufficient detail to enable adequate consideration of the application and should be on a scale appropriate to the development.
4. Construction undertaken subsequent to approval of this Development Permit application may be regulated by the **Yukon Building Standards Act (RSYT)** and require a Building Permit or other permissions.
5. An application for a Development Permit shall be Made in writing to the Development Officer on the application form provided by the Town and shall:
 - a. Be signed by the registered owner or their agent where a person other than the owner is authorized by the owner to make the application;
 - b. Include site plans in duplicate at a scale satisfactory of the Development Officer, showing any or all of the following: the size and shape of the lot, the front, rear and side yards, any provisions for off-street loading and vehicle parking, access to the site, location of existing and proposed municipal and private local improvements, principal building and other structures including accessory building, garages, carports, fences, paved area;
 - c. On a vacant parcel in a residential district, the suggested location for a future driveway and garage, carport, if the application itself does not include such building as part of the proposal;
6. The non-refundable application fee must accompany each application for a Development Permit.
7. The Development Officer may require a Surveyor's Certificate or other information relating to a site or building which is the subject of a Development Permit Application.
8. The Development Officer may refer any application for a permitted or discretionary use to any municipal, territorial or federal department or agency for comment.
9. Failure to complete the application form fully and supply the required information, plans and fee will cause delays in acceptance of the application.
10. The Development Officer may refuse to accept a Development Permit Application where the information required has not been supplied or where the quality of such information is inadequate to properly evaluate the application.
11. A Development Permit shall come into effect once issued by the Development Officer unless an appeal is made.
 - a. If an appeal is made, the Development Permit is suspended until the date the outcome of the appeal is finally determined.
 - b. The outcome of an appeal may cause the Development Permit to be revoked or modified.
 - c. If development commences prior to the end of the appeal period, it is done so at the entire risk and liability of the applicant in the event an appeal is filed. If the Permit is revoked or modified, corrective measures will be at the expense of the applicant.
12. A Development Permit may be suspended or canceled by the Development Officer if:
 - a. The application for the Development Permit contains misrepresentation; or
 - b. Facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered; or
 - c. The Development Permit was issued in error.
13. If a decision on a Development Permit is not made within 30 days after receipt of a completed application by the Development Officer, and the application has not been referred to another agency, department for advice, an appeal may be filed in writing to Council accompanied by the applicable filing fee.
14. Any person who is aggrieved by a decision of the Development Officer or Board of Variance under this Bylaw may appeal in writing within thirty (30) days of the decision to Council, complete with applicable filing fee.

A DEVELOPMENT PERMIT IS NOT A BUILDING PERMIT