



## **Residential Development**

The Town of Carbonear's objectives are:

- To promote a safe and serviced residential environment by controlling the classes of land use and characteristics of development permitted within residential areas.
- To designate land for residential use and promote its further development in a manner designed to make efficient use of municipal services.
- To ensure that residential development takes place in a manner that does not prejudice access to and appropriate development of neighbouring land.

This package is designed to provide you with basic information required for constructing a residential dwelling.

You are advised to ensure that development approval is obtained prior to purchasing property.

The Town of Carbonear currently has three residential land use zones - Residential Medium Density, Residential Low Density and Residential Rural.

### **Application Process**

1. Applicants must complete the application required by the Town. Applications are available at the Town Hall or on the website ([www.carbonear.ca](http://www.carbonear.ca)). Office hours are 8:30 a.m. to 4:30 p.m. daily.
2. The application must be accompanied by the following:
  - a. A survey showing the dimensions of the proposed building lot.
  - b. Written permission from the property owner where the applicant is not the owner of the property
  - c. A plot plan which can be the property survey with the location of the dwelling outlined on the survey including dimensions of the dwelling, distances from the dwelling to the property boundaries, location of the driveway, and proposed location of the water and sewer service.
  - d. Permit fee - \$0.15 per square foot of total floor area (does not include basement) (This fee less \$10 processing fee is refundable if Council does not approve the issuance of a permit.)

## **How is My Application Processed?**

1. The completed application is forwarded to the Department of Public Works where the proposed development is reviewed and a site inspection completed. The application will be reviewed for compliance with the Development Regulations of the Zone where the development is proposed. Should the application meet all requirements, a letter outlining conditions for development will be issued to the applicant. The applicant should allow a minimum of two weeks for the processing of an application.
2. All applications determined not to meet the current development regulations will be brought forward to the Development Committee for review and recommendation. There are situations where Council, may, at their discretion, vary the requirements up to a maximum of 10%. The Development Committee meets the week prior to the Regular Council Meeting which is the first and third Monday of the month. There is normally only one Regular Council Meeting in July and August and they are at the call of the Chair. Applications which do not meet the development regulations should be prepared for a wait time for a response to their applications of up to one month. An application must be submitted three working days prior to the Development Committee Meeting to allow for proper review and site inspection by Town Staff prior to the Committee Meeting.

Once the application has been reviewed by the Committee, a recommendation will be made to Council for their consideration.

There may be circumstances where decisions may be deferred if the application is subject to advertisements of variances, subject to review of availability of water and sewer services or subject to approvals of provincial government departments such as the Government Service Centre. The applicant is responsible for any additional fees that may be charged by other provincial government departments or agencies and for costs associated with requests for variances, etc.

Once approvals are received from government departments where applicable and when variance deadlines have expired and any objections or representations reviewed, the applicant will be notified in writing of Council's decision.

## **Permit Fees and Other Costs (2012)**

Building Permit Fee - \$0.15 per square foot of total floor(s) area excluding basement

Water and Sewer Connection - Water and Sewer laterals are installed from the main to the property boundary by the Town at the Applicant's expense. The applicant is responsible for the actual cost of the installation including all materials, labour, equipment hire, etc. The applicant is responsible to continue the connection from the

property boundary to the dwelling at their cost and a private contractor. All connections are to be inspected by the Town prior to backfilling. Any services that are backfilled prior to inspection will have to be uncovered for inspection prior to water being turned on to the property.

Where the main water or sewer main does not run along the front of the applicant's property, the applicant will be responsible for the cost of extending the main lines for connection of service lines per specifications of Council. The applicant will be responsible for the actual costs of the installation including design work and drawings, labour, materials, equipment hire, etc.

### **What is Required After I Have Received My Permit?**

Once a permit is issued, the applicant can begin development. It is the responsibility of the applicant to contact the Town of Carbonear for required inspections. The applicant is required to contact the Town once the forms for the footings have been installed (prior to pouring concrete) in accordance with the Development Application and prior to backfilling water and sewer service lines.

The applicant is responsible to construct the dwelling in accordance with the Carbonear Municipal Plan including the National Building Code, Electrical Code and Plumbing Code. Work must be carried out in accordance with Regulations and Policies of the Town of Carbonear and all orders of the Council made or issued by virtue of such regulations and/or policies must be observed. The permit from the Town of Carbonear does not release the applicant from the obligation to obtain appropriate approvals from other concerned provincial and federal departments and agencies and applicable utility companies and other concerned parties where easements may be involved.

Pressure Reducing valves are required on water lines and backwater valves are required on all sewer lines. The Town of Carbonear will not take responsibility for damages that may occur as a result of not installing required valves or improper installation of service lines. The Town will not take responsibility for flooding of property as a result of poor drainage on property or insufficient grade.

Please note that under the Carbonear Municipal Plan anyone has a right to appeal any decision of Council. The appeal fee of \$100 plus HST must be submitted to the secretary of the appeal board at the Department of Municipal Affairs, 1<sup>st</sup> Floor, Confederation Building (West Block), P.O. Box 8700, St. John's, NL A1B 4J6 within 14 days of the day that the decision is received. If the appeal and fee are not submitted within this time limit, the right to appeal is considered to be forfeited.

### **What Taxes Can I Expect to Pay?**

The Tax Rates are adopted by Council on an annual basis.

The property tax rate for 2012 is 9.25 mills (\$9.25 for each \$1,000 of assessed value).

The assessed value is determined by the Municipal Assessment Agency and provided to the municipality for application of tax rates.

The water and sewer rate for 2012 is \$360 per year.

For further information, contact the Carbonear Town Office at:

Telephone: 709-596-3831

Fax: 709-596-5021

email: [carbonear@nf.aibn.com](mailto:carbonear@nf.aibn.com)