

# **Town of Canora**

## **Development Permit Instructions**

### **General Regulations:**

1. Every application for a material change in use, change in intensity of existing use or any improvement of land or buildings shall require the submission of a Development Permit Application as well as all other supplementary information required.
2. All development within the Town of Canora shall be governed by the municipal zoning bylaw.
3. Municipal bylaws require that any construction in excess of 100 square feet shall require the submission of the attached Development Permit application form prior to commencing construction.
4. Construction is limited to structures and or buildings as defined in the municipal zoning bylaw.
5. Every application for a Development Permit shall be submitted in complete form. Failure to complete this form and to supply the required supporting information may result in delays in the processing of the application.
6. Application forms as well as any supplementary documents and worksheets can be obtained from the Town of Canora office.
7. The issuance of a development permit does not waive the requirement for a building permit. A separate building permit is still required for the construction, alteration or demolition of a building or structure.

### **Permit Validity and Cost:**

1. A permit issued in accordance with the notice of decision is valid for a period of twelve (12) months from the date of issue.
2. In certain situations, if an application is refused or conditions are attached, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the municipality along with the required fees within fourteen (14) days after the notice of decision is given. The municipal Development Appeals Board will be convened according to the guidelines set out within the Development Appeals Handbook.
3. Development Permit fees are \$25.00 per application, payable in advance.

## Supplementary Information

1. Applicants are required to provide a **Site Plan** identifying the following information when submitting an application:
  - a. The location of the proposed construction on the parcel including front, side and rear-yard setback distances clearly identified.
  - b. Orientation of the proposed building by providing a north arrow and identification of the front municipal roadway serving the property.
  - c. Property line dimensions
  - d. Site coverage calculations
  - e. Proposed access to abutting roads and on-site parking
  - f. Dimensions and location of proposed site grades and drainage
  - g. The location of any easements or utility right-of-ways.
  - h. Identification of all other structures on the property.
  
2. The municipality reserves the right to require any additional information deemed necessary to ensure that proposed development meets municipal standards and complies with *The Planning and Development Act, 2008*. This may include the consultation of outside agencies.

Site Plan

North



