



Greater Moncton Planning
District Commission
Commission du district
d'aménagement
du grand Moncton

Checklist of information required for a complete application

VARIANCES, RULINGS OF COMPATIBILITY, TEMPORARY PERMITS, AND USES SUBJECT TO TERMS AND CONDITIONS

- 1. Nature of application or approval requested;
- 2. Civic address of subject property;
- 3. Property Identification Number (PID) of subject property;
- 4. Name and address of registered property owner(s);
- 5. Name and address of property owner(s) or agent / applicant other than property owner(s). **In the case where an agent / applicant represents the owner(s), the property owner(s) must fill and sign a *Land Owner Declaration* form;**
- 6. A description of the existing use and the intended use(s) of the property;
- 7. A Site Plan, drawn to scale, showing size and lot dimensions, footprint of existing and proposed buildings including stairways and wheelchair ramps and their setback from property lines and other buildings, the general location of buildings on abutting lots, easements or right-of-ways, surface drainage method, watercourses or bodies of water on or adjacent to the property, the location of driveways and parking / loading areas, location and details of all signs and exterior lighting as well as any existing vegetation and proposed landscaping;
- 8. Building plans need not be working drawings for construction purposes, but must be drawn to an appropriate scale to show the project concept and include floor plans and elevation drawings. Floor plans to show rooms and room sizes and the use or intended use of each room - elevation drawings to show windows, and door locations, types of materials used for cladding, roof materials, height of walls and overall height of building(s);
- 9. A tentative project completion date;
- 10. Where applicable, any other information or material requested by the Development Officer:
 - Copy of *Watercourse Alteration Permit* from the Department of Environment and Local Government;
 - Copy of a *Setback Certificate* from the Department of Transportation;
 - A copy of a septic tank approbation from the Department of Health and Wellness;
 - Copy of an *Environmental Impact Assessment* or other environmental related report;
 - Copy of any hydrology study
 - A traffic impact study
 - Topographical information / cut and fill
 - Other information:

For further information, please contact us:

Greater Moncton Planning District Commission - Commission du district d'aménagement du grand Moncton
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