



PDE - 3030 - 12

Department of Planning, Development and Engineering

## CHANGE OR EXTENSION OF NON-CONFORMING USE CHECKLIST

**DESCRIPTION**

**SECTION 1**

The following checklist outlines all of the information necessary to be provided with your Change or Extension of Non-Conforming Use application for individual lots. **Non-Conforming Use** is defined as a legally existing use at the coming into force of the St. John's Development Regulations that is not listed as a permitted or discretionary use for the use zone in which it is located or which does not meet the development standards for that use zone. Prior to making application for Change of Non-Conforming Use or Extension to Non-Conforming Use, the applicant is to contact and discuss the proposed development with Planning and Development Division Staff. A separate application, fee(s), and drawings must be submitted for any development requiring a Building Permit.

**APPLICATION AND FEE**

**SECTION 2**

Completed By Applicant	Office Use Only

Application with property owner's signature and the proposed zone.

Application fee. (Please see following link for fee schedule:

<http://www.stjohs.ca/living-st-johns/city-services/planning-and-development/fee-schedule>)

**LEGAL SURVEY AND DESCRIPTION**

**SECTION 3**

*All work performed must conform to the following requirements as well as the standards set out within the current version of the ANLS "Manual of Practice".*

Preferred drawing size is legal size (215 mm wide x 315 mm long) but drawings as large as ISO A1 (594 mm wide x 841 mm long) are acceptable for larger developments.

Scale is 1:500 – 1:100. Please indicate a north arrow on drawing.

Plot each lot, lot number, and area in square metres.

Plot the length and bearing of each boundary line for the overall property, noting the property area in square metres.

Plot two boundary vertices, in opposite corners of the property boundary, indicating the NAD 83 northing and easting coordinates. The preference is a coordinate at the most northwestern vertex and a second coordinate at the most southeastern vertex of the property boundary.

Plot the length and bearing of each boundary line for all subdivisions, lots, streets, pedestrian ways, right-of-ways, and easements. The radius, central angle, length of arc, chord bearing and distance, point of curve, and point of tangency shall be given for each curved line.

Indicate the ROW and width of each street.

Indicate the name and Registry of Deeds number of the owner of all abutting lands.

Plot any existing infrastructure, rivers, wetlands, floodplains, or buffers.

Plot any proposed buildings, structures, parking areas, roads, and access points to the existing City road network. Provide a table which summarizes the total area of each proposed item in square metres. Indicate building height and number of storeys, and the use planned for each building.

Newfoundland Land Surveyor certification stamp and signature.

Indicate two Newfoundland 3 degree Modified Transverse Mercator reference monuments and their coordinates.

Provide an electronic copy of the signed legal plan and description in PDF format.

DESCRIPTION OF DEVELOPMENT (IF APPLICABLE):

SECTION 4

Hours of operation

Floor plan (216 mm x 279 mm)

Proposed change of use

Please mail completed form to:

Department of Planning, Development and Engineering  
City of St. John's  
P.O. Box 908  
St. John's, NL A1C 5M2

For more information, please call: 576-6192