

	PERS – Planning/Development Application	Planning, Engineering & Regulatory Services
	PLANNING/DEVELOPMENT APPLICATION	

Internal Use	SECTION 1
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Application Number _____ PID # _____

Staff Signature _____ Date Received _____

Property Information	SECTION 2
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Civic Number/Street Name _____

Property Owner Contact Information	SECTION 3
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Name _____

Address _____ Postal Code _____

Phone _____ Email Address _____

Note: Name of property owner must match that listed on the City of St. John's Assessment Roll

Application Type	SECTION 4
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Commercial (or other Development with a parking lot)	Discretionary Use	Non-Conforming
Daycare Centre	Home Office*	Subdivision (extension of infrastructure - roads/services)
Daycare (Dwelling)	Home Occupation	Lot Approval / Subdivision / Consolidation
New Dwelling/Vacant Lot/Rebuild	Rezoning (Municipal Plan/Development Regulations)	Other (No checklist required)

Checklist for each application type must be submitted.

* Home Office – Development Application is not required. The Home Office checklist must be submitted with the Application for Building Permit to the Building Counter.

Description of Application

SECTION 5

Description of Application:

Estimated cost of land/site development (\$)_____

Estimated cost of work on structure (\$)_____

Applicant Information

SECTION 6

Applicant is: Owner Authorized Agent of Owner

Name _____

Company Name _____

Address _____ Postal Code _____

Phone _____ Email Address _____

Other Contacts (Contractor/Consultant/Lawyer)

SECTION 7

Name _____

Title _____

Company Name _____

Phone _____ Email Address _____

I hereby submit this application and confirm that the information supplied is, to the best of my knowledge, correct. I agree to comply with all City Regulations & By-Laws, agree to develop in accordance with the plans approved by the City of St. John's and not to commence development without applicable written approval and permits from the City of St. John's. In addition, I acknowledge that I have reviewed this application and agree to provide any additional information requested and to pay all applicable fees as noted on the City's fee schedule (www.stjohns.ca). To view these fees, please click on the link below that pertains to your application:

[Planning and Development Fee Schedule](#)

Note: Where the applicant and property owner are not the same, the signature of the property owner is required before the application can be accepted for processing.

Applicant Signature _____ Date (yyyy-mm-dd) _____

Property Owner Signature _____ Date (yyyy-mm-dd) _____

Collection of Personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your Planning/Development Application. Questions about the collection and use of the information may be directed to the Supervisor of Planning and Development by email: planning@stjohns.ca or by phone 709-576-8220.

Please send completed form to:

Inspection Services
3rd Floor Annex
10 New Gower Street
P.O. Box 908
St. John's NL A1C 5M2

Email: permits@stjohns.ca
Fax: 709-576-8160
Call: 709-576-8565



NEWFOUNDLAND AND LABRADOR, CANADA