



Deadline

Deadline for applications is Thursday noon prior to Planning Advisory Committee (PAC) Meeting. PAC Meetings are every 2nd and 4th Tuesday of the month (schedule may change during summer). Note: If application is reviewed at PAC Meeting, your attendance is required.

Instructions

- Be sure that you read and understand the appropriate Bylaw and the section that pertains to your application.
 - Subdivision Bylaw #35
 - Sign Bylaw #36
 - Municipal Plan Bylaw #37
 - Zoning Bylaw #038

Bylaws are available:

- online at Town of Quispamsis website www.quispamsis.ca under Government/Bylaws.
- hard copy format on request.
- Contact the Planning or Building Inspection staff of the Town of Quispamsis if you have any questions.
- Failure to fully complete this form may results in delays in the processing of the application.

Checklist

Please ensure you have reviewed and included all the necessary supporting information with your completed application.

Note: The Planning Advisory Committee may request additional information as required.

<input type="checkbox"/>	Completed Application and paid Fee
<input type="checkbox"/>	Site Plan Show the proposed location of your building on the property and the front, side and rear setback. <i>Note: all other accessory buildings, pool, fences, etc. should be noted on plan</i>
<input type="checkbox"/>	Easements (utility, municipal services, drainage etc.) if applicable should be clearly marked on the site plan.
<input type="checkbox"/>	Additional information or supporting documents
<input type="checkbox"/>	Plans or drawings (if applicable) of elevation views Show the front, side and ends of proposed structure.
<input type="checkbox"/>	Signed Letter(s) of consent From the neighbor(s) impacted by the requested variance (at least 2 houses on either side of your property and 3 houses across the street)
<input type="checkbox"/>	Home Based Business Variance Application <ul style="list-style-type: none"> <input type="checkbox"/> Cover Letter - briefly outline proposed business, hours of operation, advertising, and items detailed in Zoning Bylaw No. 038 – Section K (2) a through k. <input type="checkbox"/> Diagram/illustration of the proposed interior layout of the floor area devoted to the business. <input type="checkbox"/> Drawing of the advertising sign - sign cannot exceed 0.2 square metres or 2 square feet.
<input type="checkbox"/>	Foundation Elevation Variance Application <ul style="list-style-type: none"> <input type="checkbox"/> Site Drainage Plan <i>Show how the drainage is to be directed away from the foundation and neighboring properties and driveway graded away from the house.</i> <i>If Variance is approved:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Hold Harmless Agreement completed and executed by a lawyer. Registered copy is required for the Town of Quispamsis (must be filed prior to the issuance of building permit). <input type="checkbox"/> Release and Indemnity Agreement <input type="checkbox"/> Notarial Certificate <input type="checkbox"/> Certificate of Execution

Minimum Setback Requirements

MAIN DWELLING

- 25 Feet (7.5 meters) from front property line
- 50 Feet (15 meters) from front property line in cases involving a collector road or arterial highway
- 25 Feet (7.5 meters) from rear property line
- 10 Feet (3 meters) from side property line
- In case of a corner property, the 25 Foot (7.5 meters) setback must be maintained on each street frontage

DETACHED GARAGES (One and Two Family Residential - R1 ZONE)

- exceed one (1) storey or 5 meters (16.4 FT) in height
- placed in front of the front of the main building on the lot
- 5 feet (1.5 meters) from side or rear property line, but where a side or rear lot line is also a street line, 15 feet (7.5 meters) setback must be maintained
- cannot be placed closer than 10 feet (3 m) of the main building on the lot
- cannot exceed 645 square feet (60 square meters) in size or have a horizontal dimension greater than 10 meters (32'FT)

DETACHED GARAGES (Rural - RU ZONE)

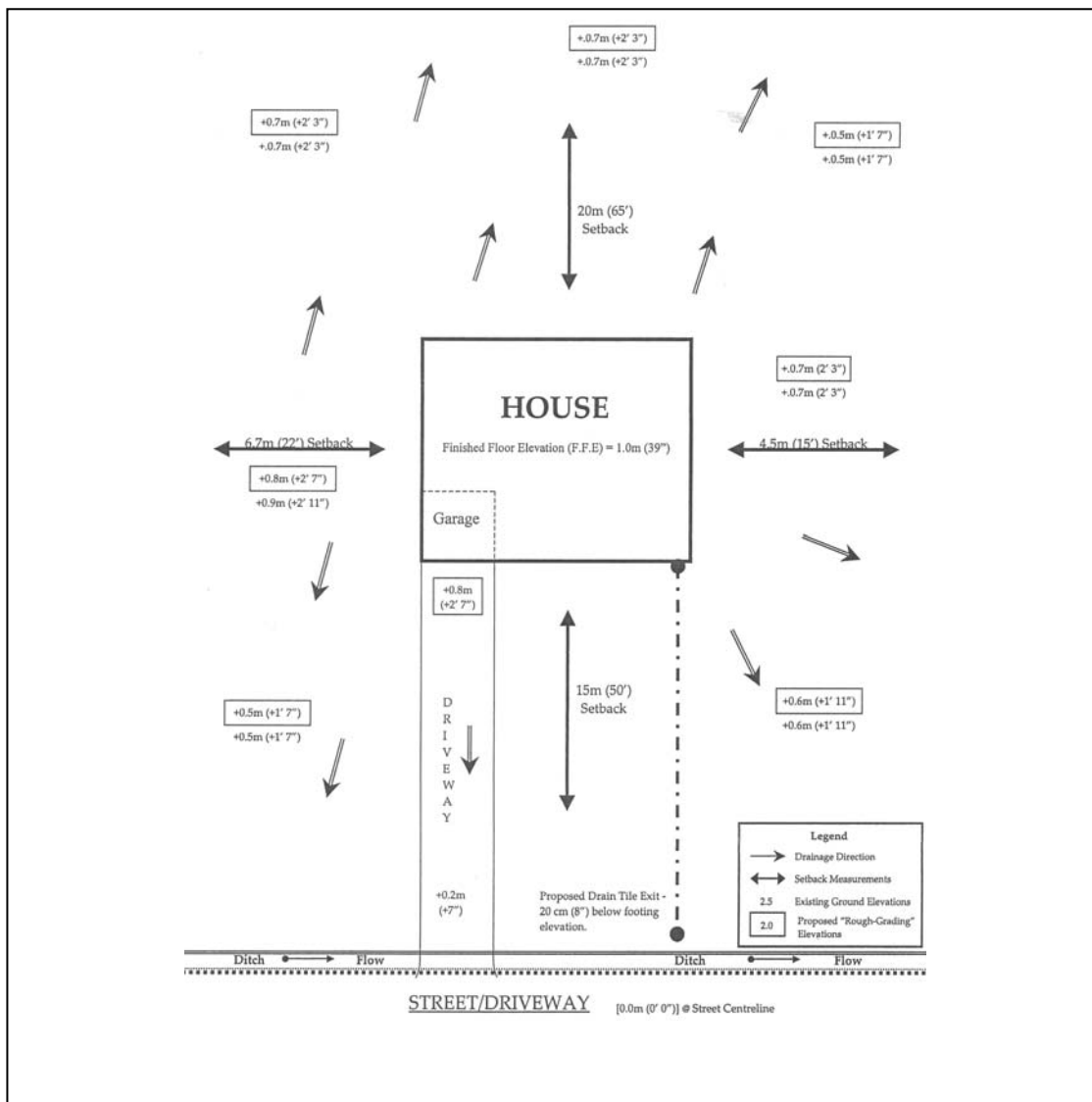
- except in the case of an agricultural or forestry use, cannot be placed in the front yard of the main building or structure
- with respect to a street line, within fifteen (15) meters in the case of an arterial or collector highway, or seven decimal five (7.5) meters in the case of any other street or highway
- within a distance of a side or rear lot line of the greater of three (3) meters or one-half (½) the height of the building or structure
- cannot exceed 36 feet (11 m) in height

STORAGE SHEDS

- 5 Feet (1.5 meters) from side or rear property line
- must be placed behind the rear line of the main dwelling
- In case of a corner property, the 25 Foot (7.5 meters) setback must be maintained on each street frontage

EXAMPLE – Site and Drainage Plan

Note: A Legend is not required on the submitted Site Drainage Plan - it is for illustration purposes only. Measurements in this example are for illustration purposes only. See Zoning Bylaw for minimum setback requirements.





Variance Application

Fee: \$50

permit fee is non refundable

Town of Quispamsis 12 Landing Court, P.O. Box 21085 Quispamsis, NB E2E 4Z4

www.quispamsis.ca Phone: (506) 849-5749 Fax: (506) 849-5799

Type: Structural Home Business Signage Subdivision Foundation Elevation Other _____

Applicant Information

(complete section below if different from applicant)

Name of Applicant:		Name of Registered Landowner:	
Mailing Address:		Mailing Address:	
City/Town:	Postal Code:	City/Town:	Postal Code:
Phone (home)	Phone (other)	Phone (home)	Phone (other)
Email:		Email:	

Property Information

PID#:	Subdivision Name:	Lot No.:	Civic Address:
Existing Land Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional			

Variance Details *(attach additional information if required)*

Provide a brief description of request: _____

Variance Information *(check if applicable)*

<input type="checkbox"/> Lot Size	Existing Lot Size _____ m ²	Requested Variance _____ m ²
<input type="checkbox"/> Front Setback	Existing Front Setback _____ m	Requested Variance _____ m
<input type="checkbox"/> Left Side Setback	Existing Left Setback _____ m	Requested Variance _____ m
<input type="checkbox"/> Right Side Setback	Existing Right Setback _____ m	Requested Variance _____ m
<input type="checkbox"/> Rear Setback	Existing Rear Setback _____ m	Requested Variance _____ m
<input type="checkbox"/> Structure Size	Existing Structure Size _____ m ²	Requested Variance _____ m ²

If applicable: Have you notified affected/adjacent landowners as requested in attached checklist? If yes, please identify civic addresses below and include letters of support.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Applicant Acknowledgement

I hereby give consent to allow authorized persons on behalf of the Town of Quispamsis the right to enter the above land/or building with respect to this application.

Signature of Authorized Applicant (s) _____ Date: _____

Signature of Land Owner _____ Date: _____

(if different from applicant)

FOR OFFICE USE ONLY

Completed by Development Officer:

Date received: _____ (m/d/y)

Specifications of Variance Requested: _____

Date Circulated: _____ (m/d/y)

Completed by PAC Secretary:

Date Payment Received: _____ (m/d/y)

Batch Entry No. _____

Variance ID No. _____

Building Permit

Received: yes no Building Permit No. _____

Circulate for Review:

initial and date when completed - return to Development Officer

- Building Inspections _____
- Planning _____
- Community Services _____
- Legal Counsel _____

Site Inspection Completed _____ Date: _____ m/d/y

Decision: Approved Denied

Date: _____ m/d/y

Authorized By: Dev Officer _____

Building Inspector _____

Asst Dev Officer _____

PAC _____

Notice of Decision Sent _____ m/d/y

Variance Application – Site Drawing and Drainage Plan

Show location of proposed building/structure with measurements to all property lines and proposed lot drainage for surface water runoff (see attached example). Please include all other structures that are on the property (pool, shed, gazebo, fence, etc).

