



THE MUNICIPALITY OF  
**CHESTER**

## DEVELOPMENT PERMIT APPLICATION

Community Development Department  
PO Box 369, 186 Central Street  
Chester, NS B0J 1J0  
E-mail: [planning@chester.ca](mailto:planning@chester.ca)

Phone: 902-275-2599  
Fax: 902-275-2598

<b>Civic Address or Location of the Property:</b>			<b>Office Use</b>	
			Application #:	
			PID #:	
			ZONE:	
Civic	Street Name	Community	Electoral District:	
			Receipt #:	
<b>CONTACT INFORMATION:</b>				
Applicant	.....	Property Owner	.....	
Phone	.....	Phone	.....	
Email	.....	Email	.....	
Mailing Address	.....	Mailing Address	.....	
Postal Code	.....	Postal Code	.....	
You are the?	<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent for Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Other please specify .....	Correspondence to?	<input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Other (please specify) .....	
<b>CURRENT USE:</b>				
.....				
<b>PROPOSED USE:</b>				
.....				
<b>Describe the new construction, the new use of the property and/or the new business signs, as applicable. See information on the reverse about plans and sketches.</b>				
.....				
PLEASE ATTACH A PLAN OR SKETCH SHOWING YOUR PROPOSAL, DRAWN TO SCALE (see reverse for details and example)				
<b>FEES:</b>				
Non -refundable application fee, payable at the time of application. Cheques to be made payable to Municipality of the District of Chester. <b>No permit can be processed until the application fee is paid.</b>				
<input type="checkbox"/> <b>\$40.00</b> Basic Application Fee		<b>-OR-</b>		<input type="checkbox"/> <b>\$60.00</b> Construction value over \$5000
<b>Owner/Applicant Certification</b> *Please see reverse for conditions				
I hereby certify that I am the <b>owner of the land</b> on which this development is proposed ( <input type="checkbox"/> ) , or am <b>making this application with the consent of the owner</b> ( <input type="checkbox"/> ). (Please check which is applicable) <b>Date:</b> YYYY / MM / DD				
<b>Signature:</b>		<b>Print Name:</b>		
.....		.....		

<b>SUPPORTING DOCUMENTS:</b>	Submitted	Required
Location Certificate [1]	<input type="checkbox"/>	<input type="checkbox"/>
Site Sketch / Plot Plan [2]	<input type="checkbox"/>	<input type="checkbox"/>
Survey Plan	<input type="checkbox"/>	<input type="checkbox"/>
Building Plans	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Views (including Heights)	<input type="checkbox"/>	<input type="checkbox"/>
Parking Spaces / Area	<input type="checkbox"/>	<input type="checkbox"/>
Sign Dimensions, Wording & Design [3]	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>
Setbacks	<input type="checkbox"/>	<input type="checkbox"/>
Other Information [4]	<input type="checkbox"/>	<input type="checkbox"/>

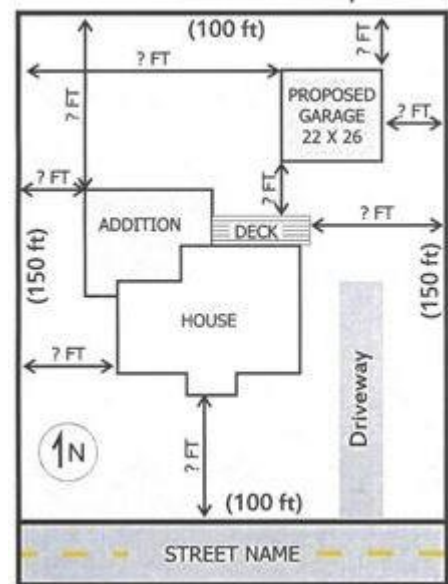
### Example of Site Sketch / Plot Plan

A Plot Plan is a sketch of your lot showing:

- Lot configuration and dimensions
- Existing buildings (shape, size and location)
- New buildings/additions (shape, size and location)
- North arrow, driveway, water course, or easements.

The closer the building is to a property line, the more accurate the measurement needs to be.

**PLOT PLAN: Example**



[1] Location Certificate – certified by surveyor within the last 12 months may be required before a development permit can be approved if:

1. The development is within the **Chester Village** Planning Area Boundary and the required permit is for a structure that is larger than 20 m<sup>2</sup> (215 ft<sup>2</sup>); or
2. The development permit is located within the **Municipality of Chester** and the requested permit is for a structure that is located two times or less the minimum distance for any yard setback within the zone.

[2] Site Sketch / Plot Plan – see example. **Draw to scale.**

1. Sketch the lot, showing its width & length.
2. Show where new construction is to be located on the lot, including distances from lot lines.
3. Show existing buildings, driveways and parking areas.
4. Show proposed height.

[3] For new signs, sketch the sign and the building. Show where the sign will be attached to the building or where it will be located on the lot. Please show dimensions and location of all existing signs on the lot or on the building. In addition, for signs attached to buildings, please advise the length of wall to which the sign will be attached and (for projecting signs) height above grade.

[4] Other information may be requested and necessary to determine if the proposed development conforms to the requirements of the Land Use By-law.

### \* Terms & Conditions

1. **This permit DOES NOT grant the signatory the right to proceed with construction of a building.**
2. **This permit does not exempt any person from complying with the Land Use Bylaw or the Building Code Bylaw or obtaining of any license, permit of approval required by stature or regulation of the Province of Nova Scotia.**
3. **A building permit is required for most construction; contact Building Services at (902) 275-3080 or [building@chester.ca](mailto:building@chester.ca) for more information.**