



# MONCTON Variance & PAC Application Checklist

**Pre-Application Checklist of information required for a complete application to be reviewed with Planner / Development Officer Staff prior to submitting application. The signed checklist must also be submitted with the completed application.**

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

- 1. Detailed description outlining reason for application or approval requested;
- 2. Civic address of subject property \_\_\_\_\_(provide on checklist);
- 3. Property Identification Number (PID) of subject property \_\_\_\_\_(provide on checklist);
- 4. Name and address of registered property owner(s) \_\_\_\_\_(provide on checklist);
- 5. Name and address of property owner(s) agent/applicant. In the case where an agent/applicant represents the owner(s), the property owner(s) must fill and sign a *Land Owner Declaration* form (Form No. URBPLAN-FRM-003 *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;
  - 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; and
  - Other information.

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The Application Description on Form URBPLAN-FRM-001 *Variance and PAC Application* and the Form URBPLAN-FRM-002 *Variance & PAC Application Checklist*, have been reviewed with the applicant and the applicant is aware of the required information that must be submitted with a complete application as noted above. While every effort is made by the City to identify all information requirements in advance, the applicant acknowledges that additional information may be required at a later stage in the application process.

\_\_\_\_\_  
Signature of Agent / Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Planner and / or Development Officer

\_\_\_\_\_  
Date

For further information, please contact us:

**City of Moncton – Urban Planning Department**  
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