MINISTRY OF PLANNING AND DEVELOPMENT  
TOWN AND COUNTRY PLANNING DIVISION

APPLICATION FOR PERMISSION TO DEVELOP LAND  
(Town and Country Planning Act, Chap. 35:01)

To: MINISTER OF PLANNING AND DEVELOPMENT

I/We hereby apply for permission to carry out development described in the application and on the attached plans and drawings.

Signed…………………………………………

Dated………………………………………

c/o Town and Country Planning Division,

NOTE TO APPLICANTS

1. Has any previous application for planning been made for any part of the lands or building which are the subject of this application? Yes ☐ No ☐

If yes, state the Registration Number(s)……………………………… And Whether Outline ☐ Or Final ☐

Nature of Development (please tick appropriate) See attached Glossary

Erection of new buildings- ☐ Addition to existing structure - ☐ Alteration - ☐

Change of use - ☐ Retention of use - ☐ Sub-division of land - ☐

1. 1APPLICANTS SEEKING APPROVAL FOR  
BUILDING OPERATIONS AND CHANGE OF USE  
(New buildings, additions and alterations, retentions) must fill out-

2. *APPLICANTS SEEKING APPROVAL FOR

1Omission or falsification of any information required in this form may invalidate the application.
A. The Applicant

1. SURNAME __________________________________________________________
2. FIRST NAME ______________________________________________________
3. MAILING ADDRESS __________________________________________________
4. CONTACT – Telephone # (cell) ____________________ other__________________
   Email Address ______________________________________________________

(Please tick appropriate)

5. Interest of the land/building to the applicant:
   Owner ☐  Lessee ☐  Tenant ☐  Prospective Purchaser ☐  Agent ☐

B The Property Owner:

If applicant is NOT the owner of the property please state the following Owner details:

1. NAME ____________________________________________________________
2. ADDRESS _________________________________________________________
3. CONTACT – Telephone # (cell) ____________________ other__________________
   Email Address ______________________________________________________

C The Property i.e. Land or Building:

1. LOCATION:
   (a) Name of Municipality (Regional Corporation/ Borough Corporation / City Corporation) __________________________
   (b) Name of City, Town or Village _______________________________________
   (c) Street Name ______________________________________________________
   (d) Lot number ________________
   (e) County __________________________
   (f) Ward __________________________

2 NOTE: Proof of ownership or evidence of notification to owner that present application is being made may be required.
SECTION 1.0 BUILDING OPERATIONS
(Erection of New Buildings, Building Additions, Rebuilding or Structural Building Alterations)

I. 0 General

State the TCPD reference number of approved sub-division layout ________________________________

1.1. Is there a building on the site? Yes ☐ No ☐

1.1.2 Is the application for a change of use of the Existing Building? Yes ☐ No ☐

1.1.3 If so state the present use (see classification below) ________________________________

(a) Is there a building to be demolished? Yes ☐ No ☐

(b) INTENDED use of Existing or Proposed building: (Please tick appropriate)

   Residential … … (i) Single family ☐
   (ii) Multiple family ☐

   Mixed use … … (i) Residential/Professional/Office ☐
   (ii) Residential/Commercial (Trade or Retail) ☐

   Business … (i) Commercial ☐
   (ii) Industrial ☐

   Institutional … eg school, church, community centre ☐
Other (Please state) __________________________________________

1.1.4 (i) Total Site Area (m$^2$) __________________________

(ii) Total Gross Floor Area of Existing or Proposed Building (m$^2$) __________________________

1.2 PUBLIC UTILITIES:
Are the following supplied to the site? (Please tick appropriate)

(i) Electricity Yes ☐ No ☐ (ii) Piped Water Supply Yes ☐ No ☐
If No, please specify source __________________________________________

1.3 DRAINAGE:
State details of existing or proposed drainage for the following:

(i) Surface drainage (storm/rainwater run off) __________________________

(ii) Foul drainage (sewerage) W.A.S.A ☐ Septic ☐
     Pit Latrine ☐ Other (state)……………………

1.4 RESIDENTIAL USE

1.4.1 How many dwelling units are proposed? ___________

<table>
<thead>
<tr>
<th>Unit Types</th>
<th>Number</th>
<th>$^5$Floor Area (m$^2$) of Each Unit</th>
<th>Total Floor Area (m$^2$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Bed-sitter/Studio Apt</td>
<td>.........</td>
<td>........................................</td>
<td>........................................</td>
</tr>
<tr>
<td>(b) One-bedroom</td>
<td>.........</td>
<td>........................................</td>
<td>........................................</td>
</tr>
<tr>
<td>(c) Two-bedroom</td>
<td>.........</td>
<td>........................................</td>
<td>........................................</td>
</tr>
<tr>
<td>(d) Three-bedroom</td>
<td>.........</td>
<td>........................................</td>
<td>........................................</td>
</tr>
<tr>
<td>(e) Four-bedroom</td>
<td>.........</td>
<td>........................................</td>
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</tr>
</tbody>
</table>

$^1$ Total Gross Floor Area refers to the sum of every individual enclosed floor of an existing or proposed building.
$^4$ One or more habitable rooms constitute a single unit which is used by a single household for living and sleeping purposes.
$^5$ Where there is only one dwelling unit – regardless of the number of bedrooms - the floor area of that unit and the total floor area remain the same.
(f) Four + Bedrooms ..........................................................

1.4.2 Off-Street parking space (including garages and carports):

No. of parking spaces............ Total area of land allocated to car parking allocated parking area (m²)..........

1.5 *For Mixed Use

Please state the floor area allocated to the following uses (m²)

Residential ..........................................................

Professional/ Office ..........................................

Commercial (Trade or Retail)..............................

Other (please specify) ..........................................

1.6 For Commercial (Trade, Retail, Offices etc.) and Industrial Use

(a) Type of proposed business: Office ☐  Shop ☐  Factory ☐

Other...........................................................................

(b) Proposed number of employees generated by the development -

Construction phase ...................... Operations and Management Phase......................

(c) Nature of business activity to be undertaken ..........................................................

...........................................................................

(d) Composition of Trade Refuse and Effluent and Means of disposal ......................

...........................................................................

(e) Off-street Loading/Unloading and Parking for commercial, industrial and mixed use.

<table>
<thead>
<tr>
<th></th>
<th>On Site</th>
<th>Off-site</th>
<th>Total Area (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Available parking spaces</td>
<td>........</td>
<td>.......</td>
<td>..................</td>
</tr>
<tr>
<td>(b) Available loading bays</td>
<td>........</td>
<td>........</td>
<td>..................</td>
</tr>
</tbody>
</table>

6 NB. Applicants for mixed use must also fill out Item 1.13
SECTION 2.0 SUBDIVISION OF LAND

2.1. Design of Layout prepared by: Name .................................................................
                  Designation ........................................................................

2.2. (i) Total Area of Property (ha)......................... (m²)......................

       (ii) Area of Portion to be Sub-divided (ha)......................... (m²)......................

2.3. Current land use .................................................................

2.4. Breakdown of proposed land use per plot:

<table>
<thead>
<tr>
<th>Land Use type</th>
<th>No. of plots</th>
<th>Combined Area (m²)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Residential</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>(b) Commercial (Trade/Retail/Offices)</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>(c) Industrial</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>(d) Institutional</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>(e) Public Open Space</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>(f) Agriculture</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>(g) Other (Please specify)</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>

2.5. State names of Adjacent Property Owners (*Surnames, separate by comma for multiple*)

North_____________________________________________________________________________________

South_____________________________________________________________________________________

East_____________________________________________________________________________________

West_____________________________________________________________________________________

2.6. Is there an existing access to the site Yes ☐ No ☐

2.6.1. If so state (i) Name of road ................................. (ii) Width ......................

       (iii) Nature and condition of road surface.................................

2.6.2. If not (or if existing access is to be altered) state

       (i) Proposed width of reservation of new road ..............................

       (ii) Identify access to site (map/Location plan) ..............................