



**TOWN OF LUNENBURG**  
**HERITAGE, DEVELOPMENT PERMIT AND ENCROACHMENT LICENSE APPLICATION FORM**

Date: \_\_\_\_\_

Civic Address: \_\_\_\_\_

PID: \_\_\_\_\_ ZONE: \_\_\_\_\_  HCD  ARCH CONTRL  MuDesHER

**Applicant Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information:**  Same as applicant/owner

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposed Use and Construction:**

Current use:

- Single-unit dwelling Describe: \_\_\_\_\_
- Multiple occupancy Describe: \_\_\_\_\_
- Commercial Describe: \_\_\_\_\_
- Institutional Describe: \_\_\_\_\_
- Other Describe: \_\_\_\_\_

Proposed use:

- No change
- Change to \_\_\_\_\_

**Proposed scope of project:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

Contractor Information:  Same as applicant; or

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Documentation attached:

- Location Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other \_\_\_\_\_

Permits/Fees:

- Old Town Heritage Certificate of Appropriateness (free)
- Heritage Permit (free)
- Development Permit (free)
- Encroachment License (\$100.00 plus HST)
- Indemnification Agreement for a portable/sandwich board sign

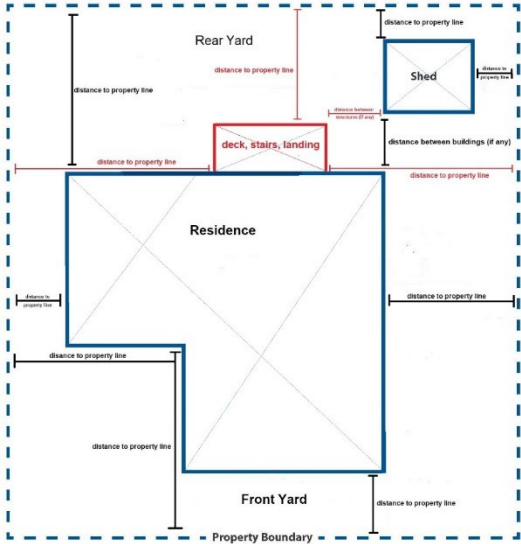
Applicant Declaration:

I solemnly declare:

1. That I am the authorized agent of the owner/the owner named in this application for a permit.
2. If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership.
3. That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described.
4. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge and made with a full knowledge of the circumstances connected with the same.
5. It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until all required permits are issued.
6. It is clearly understood by the undersigned that the changes in the design must be submitted for approval prior to construction.

Signature of Authorized Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Sample Location Plan:



Office Use only:

Encroachment (GENC)