Planning, Engineering and Development

City of Mount Pearl **Telephone: (709) 748-1000**
3 Centennial Street **E-mail: planning@mountpearl.ca**
Mount Pearl, NL A1N 1G4 **Website: www.mountpearl.ca**

DEVELOPMENT INFORMATION BULLETIN

DEVELOPMENT APPLICATIONS

*This is one in a series of Development Information Bulletins prepared
to assist Property Owners and Developers to undertake specific types of development in
the City of Mount Pearl. For further information on other Bulletins available in the
series please contact Planning, Engineering and Development.*

INTRODUCTION

Development permits are required for any proposed development of property or
changes to the use and/or the intensity of use on a property. The development permit
is usually the first permit required from the City of Mount Pearl when constructing or
renovating structures or services.

A development application is to be completed and submitted to the City for review
prior to the issuance of a development permit. The following forms a part of the
development application:

1. A brief letter outlining the proposed development and use, with the interior areas
   within the building proposed for each use.
2. Completion of a development application form.
3. A deed of conveyance to confirm ownership as well as dimensions with respect to
   existing developments and the property boundaries. If this is City lands, a copy of
   the option to purchase, or equivalent.
4. Development Application Fee (see City's Schedule of Rates and Fees) or receipt.
5. The submission of a copy of the newest survey of the property.
6. The site and services plan (see *Bulletins – Site Plans*).
7. Building plans including elevation drawings and floor plans for each floor.
8. A statement of the estimated cost of landscaping.

FOR FURTHER INFORMATION

Any person who wishes to make an application should contact Planning, Engineering
and Development, Mount Pearl City Hall, 3 Centennial Street, Mount Pearl, NL,
Telephone (709)748-1000, or Email at planning@mountpearl.ca.