



Quick Reference for Developers Commercial

Step 1 – Own a Property in the Town of Carrot River or plan to purchase property

- This is a key step, many developers wish to examine possibilities without owning or purchasing property, the Town of Carrot River wishes to encourage development and we do our best to answer a lot of what if questions, we can only speak on our past development experiences and comment on what is written in the zoning bylaw and building bylaw
- We can give fairly definitive answers to items that are PERMITTED USES in the bylaws, DISCRETIONARY USES, on the other hand are only discretionary to Council, and we can not and will not speculate on those decisions
- Copies of the Zoning Bylaw and the Building Bylaw are available to anyone who wishes by accessing them at live.carrotriver.ca under the bylaw tab; we would only be too happy to help you decipher what applies to you and what does not
- **There are a number of tax incentives that the Town of Carrot River offers to commercial property owners to foster development, please enquire at the office about the latest incentives offered**

Step 2 – Get an idea of what you want to develop

- Check with an electrician and/or plumber to ascertain what plumbing and electrical permits will be required, and,
- Enlist a contractor to draw OR depending on the complexity of it, you can draw out what you wish to develop, you will need at least two drawings:
 - The current layout of your property with current buildings and measurements along with the proposed development including setbacks from front, back and side of lot (1 drawing)
 - 1 set of plans of proposed development detailing measurements of development, materials, sizes and spacing used for footings, foundation, walls, roof, rafters, etc. If the building is constructed off site and is to be moved onto site (modular, RTM, Mobile Home, prefab building or previously used building) a set of plans as well as a picture or reasonable facsimile MUST be prepared
- Town of Carrot River Development permits are necessary if you are adding or subtracting any of the following on your property:
 - Building or moving a Principal Building
 - Building or moving an Attached or Detached Accessory Building
 - Building or moving a storage shed or other accessory use building more than 100 square feet
 - Making any covered addition to any building on the property
 - Adding a deck to any building on the property
 - Changing the structure of any building by adding or enlarging external wall entries or windows, or stairways
 - Adding to or changing the business use of building or Change of Occupancy

Step 3 – Go to Town Office and Pick Up Development Application Forms

- There is always one mandatory application form for any development
 - Development Permit
- In addition, there is usually one other mandatory application form that you will need depending upon your specific circumstance. Staff will only be too eager to help figure out what you need. We have the following application forms
 - Building Permit Application
 - Permit Application to Demolish or Move

- Change of Occupancy Permit Application

Step 4 – Fill out application forms

- Town staff will help you fill out the forms with applicable civic and/or street addresses and we can approximate the length of time it will take for us to review the application
- Staff should also be able to tell you if the development is permitted or discretionary, please note that permitted only means just that it DOES NOT mean that the permit has been APPROVED
- The drawings/plans will need to be attached to the application forms when submitted

Step 5 – Submit application forms to the Town Office Along with supporting documents and Pay applicable application fees

- Development Permit \$25 for permitted
- Development Permit \$50 for discretionary
- Permit to Demolish or Move \$25 (plus deposit of \$500 when applicable)
- Change of Occupancy \$25

Step 6 – Await Development Permit before developing

- For permitted applications, the Development Officer and Building Official (if necessary) will need to review the application and approve
- If all documentation is provided this can be very quick
- If there is missing documentation or additional documentation/information is needed either the Development Officer or the Building Official OR BOTH will be in contact with you to provide it as soon as you can, no further review will be completed until you submit the documents
- The Building Official charges a plan review fee based on value of construction, after complete review of the application, an invoice payable to the Town of Carrot River will be issued to the developer

Step 7 – If approved, proceed with development. If denied, DO NOT PROCEED, DO discuss with Administration your options, return to Step 4

- Approved – a PERMIT will be mailed to you, signed by the Development Officer along with an invoice for plan review fee payable to the Town of Carrot River (if applicable) and a schedule of necessary inspections (if applicable)
- Denied – a letter of denial will be mailed to you signed by the Development Officer outlining the reasons for the denial as well as the next steps available to you

Step 8 – Call Municipal Building Official at prescribed intervals (when applicable)

- The onus is on the owner of the property to contact the Building Official when ready for an inspection. The Building Official will invoice for missed inspections and the cost will be to the owner
- Along the process, it is in the best interest of the owner to take pictures of the development as proof of meeting code
- The Building Official invoices the Town for inspections as the development progresses and inspections have been performed. The official will share verbal reports with contractors and owners on site and will share a written report with the municipality. The owner will receive a copy of the written report along with an invoice payable to the Town of Carrot River

Step 9 – Complete Project and receive notification that official has signed off