

	PERS – Rezoning (Municipal Plan / Development Regulations Amendment) Checklist	Planning, Engineering, & Regulatory Services
	Rezoning / Municipal Plan / Development Regulations Amendment Checklist	

Description	SECTION 1
<p>REZONING means a change to the existing zoning of a property</p> <p>MUNICIPAL PLAN AMENDMENT means a change to the St. John’s Municipal Plan.</p> <p>TEXT AMENDMENT means a change in the wording in the St. John’s Municipal Plan and/or Development Regulations.</p> <p>Prior to making an application for a Rezoning, Municipal Plan and/or Development Regulations amendment, it is recommended to contact City of St. John’s Planning and Development Staff to discuss your proposal. A separate application and associated fee(s) must be submitted for any development requiring Development Approval.</p>	

To Be Submitted:	SECTION 2
<p style="padding-left: 40px;">Planning/Development Application Form</p> <p style="padding-left: 40px;">Application fee: Municipal Plan and/or Development Regulations Amendment (Planning and Development Fee Schedule).</p> <p style="padding-left: 40px;">Survey – written description and plot plan showing all existing easements, encroachments, and Buildings. (NAD83 Coordinates)</p> <p style="padding-left: 40px;">Site Plan which includes (*may not be required for a Text Amendment):</p> <ul style="list-style-type: none"> • Boundaries and Easements – Provide property boundaries and existing/required easement locations. • Building Location – Indicate the building location on the plan, including the setback dimensions from boundaries and lot features (parking lot, other buildings, etc.) • Access – Show how the lot is accessed from the Street and, if applicable, confirm that adequate emergency access. In addition, any proposed pedestrian connections should be shown. • Parking – Include driveway location and dimensions, or parking lot layout. For parking lot, demonstrate proposed layout and dimensions of parking stalls including accessible spaces and locations of any garbage bins. • Landscaping/Urban Forestry – Identify proposed landscape areas, including areas for percentage of overall site area to be landscaped. 	

To Be Submitted (Continued):	SECTION 2
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- Servicing – Show existing municipal services. Proposed connection points for water, sanitary and storm sewer should be shown. If available, pipe routing can also be provided (pipe slopes, diameters do not need to be provided at this time).
- Hydrant – Indicate the nearest existing public hydrant (yellow) on the plan.
- Shared Accesses and Maintenance Agreements – Attach any such agreements which exist or identify any proposed shared accesses or maintenance or infrastructure.
- Zoning Table – Include the zoning table on the site plan as shown on the sample plan (see attached sample site plan)

Applicant Signature	SECTION 6
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By signing this checklist, you acknowledge that the information provided is accurate.

Signature _____

Date _____

Please submit completed form to:	Inspection Services 3 rd Floor Annex 10 New Gower Street P.O. Box 908 St. John's, NL A1C 5M2	Email: permits@stjohns.ca Fax: 709-576-8160 Call: 709-576-8565
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