



20__-13013-_____

CLARENDON PARISH COUNCIL

APPLICATION FOR BUILDING & OR PLANNING PERMISSION



The Parish Council Building Act 1952(by-law), the Building Code 2006, the Town and Country Planning Act 1957, Confirmed Development Order (1982)

DATE: DayMonth.....Year.....

The Secretary/Manager/Town Clerk/Chief Administrative Manager
St. Catherine Parish Council
Emancipation Square
Spanish Town P.O
St. Catherine
Jamaica

Dear Sirs:

I submit herewith for your consideration/approval, (Insert Number of Plans) plans for (State type of Application) _____ situated (Location) _____

Yours faithfully,

.....
Name in Block Capitals

.....
Signature of Applicant/Agent

.....
Date

APPLICATION FEE/ASSESSMENT (For Official Use Only)

Date of Receipt: _____ Receipt No. _____

Square Metre (e.g. 40 m² x 100 = \$4,000) _____

Sewer (e.g. \$1000) _____

Number of Inspections to be undertaken _____ Inspection Fee \$ _____

Other Fee \$ _____

Name of Officer Assessing Application: _____ Signature: _____

Amount Paid \$ _____ Balance Outstanding \$ _____

Name of Cashier _____ Signature _____

I. APPLICATION TYPE

- PLANNING AND BUILDING PERMIT
- RENEWAL/REVALIDATION OF BUILDING PERMIT
- ENQUIRY
- RETENTION/USE OF STRUCTURE
- OTHER _____
- BUILDING PERMIT ONLY*
- CHANGE OF USE
- OUTLINE APPLICATION
- DEMOLITION

* Areas more than one (1) mile [1.609 kilometers] from the coast (this relates to parishes not fully covered by development order)

II. APPLICANT DETAILS

TITLE: MR MS MRS

FULL NAME OR COMPANY NAME: _____

POSTAL ADDRESS: _____

POSTAL DISTRICT: _____

CONTACT NUMBER(S): (TEL) _____ (CELL) _____ (FAX): _____

EMAIL: _____ TAX REGISTRATION NUMBER (TRN): _____

Is the applicant the owner of the land? YES NO

If no, Specify agent* _____

Has the permission of the owner or any other person entitled to give permission for the use of the property been obtained and furnished? YES NO



III. PROFESSIONAL INFORMATION (Architects, Engineers, Building Practitioners. Urban Planners etc.)

TITLE: MR MS MRS

FULL NAME OR COMPANY NAME: _____

POSTAL ADDRESS: _____

POSTAL DISTRICT: _____

CONTACT NUMBER(S) :(TEL) _____ (CELL) _____ (FAX): _____

EMAIL: _____

REGISTRATION NUMBER: _____ EXPIRY DATE (OF REGISTRATION) _____

CODE(S) TO WHICH BUILDING IS DESIGNED _____

DESIGN METHOD: ENGINEERED TRADITIONAL

SECTION(S) OF PLAN DESIGNED / DRAWN _____

TITLE: MR MS MRS

FULL NAME OR COMPANY NAME: _____

POSTAL ADDRESS: _____

POSTAL DISTRICT: _____

CONTACT NUMBER(S) :(TEL) _____ (CELL) _____ (FAX): _____

EMAIL: _____

REGISTRATION NUMBER: _____ EXPIRY DATE (OF REGISTRATION) _____

CODE(S) TO WHICH BUILDING IS DESIGNED _____

DESIGN METHOD: ENGINEERED TRADITIONAL

Applicant Signature _____

IV. PROPERTY'S LEGAL INFORMATION

CIVIC ADDRESS/LOT/APT/_____ STREET _____ TOWN/CITY _____
 PROPERTY NAME _____ SHOP No. _____ AREA OF LAND _____ (Hectares / sq. m)

c) PROPERTY REGISTRATION

VOLUME _____ FOLIO _____ VALUATION No. _____
 NAME OF OWNER (S) * _____
 SURVEYORS REPORT/ID No. _____ CURRENT TAX RECEIPT _____
 Are there any existing structure(s) on site? YES NO
 If yes (*To be reflected on Plan*), stated amount _____ and existing use (s) _____

 Is the land part of an approved subdivision? YES NO
 If yes, state the name of the development/developer. _____

d) DESCRIPTION OF LOCATION

(Description of Location should include a description of adjoining properties to the north, south, east and west of the property; these descriptions should include the land use of these properties etc.)

V. TYPE OF DEVELOPMENT (PROPOSED USE) *

- | | |
|---|--|
| <input type="checkbox"/> RESIDENTIAL DEVELOPMENT
Specify _____ | <input type="checkbox"/> INSTITUTIONAL DEVELOPMENT
Specify _____ |
| <input type="checkbox"/> COMMERCIAL & RECREATIONAL DEVELOPMENT
Specify _____ | <input type="checkbox"/> RESORT DEVELOPMENT
Specify _____ |
| <input type="checkbox"/> LIGHT INDUSTRIAL DEVELOPMENT
Specify _____ | <input type="checkbox"/> HEAVY INDUSTRIAL DEVELOPMENT
Specify _____ |
| <input type="checkbox"/> TELECOMMUNICATION
Specify _____ | <input type="checkbox"/> MIXED USE DEVELOPMENT
Specify _____ |
| <input type="checkbox"/> OTHER (Specify) _____ | |

VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)

- | | | |
|---|---|---|
| <input type="checkbox"/> NEW | <input type="checkbox"/> REPAIR / REMODEL | <input type="checkbox"/> EXTENSION |
| <input type="checkbox"/> ALTERATION / MODIFICATION | <input type="checkbox"/> RETENTION | <input type="checkbox"/> CONVERT OR REPLACE ANY ELECTRICAL, GAS,
MECHANICAL OR PLUMBING SYSTEM |
| <input type="checkbox"/> OTHER (Briefly describe the scope of work) _____ | | |

a) FLOOR AREA

Building Foot Print: _____ Floor Area: Existing _____ Proposed _____ (*Acres/Hectares/Sq. M*)
 Number of Floors: Existing _____ Proposed _____ **TOTAL COMBINED FLOOR AREA:** _____
 Habitable Rooms*: Existing _____ Proposed _____ Restroom: Existing _____ Proposed _____
 Shops / Offices: Existing _____ Proposed _____ Other Rooms: Existing _____ Proposed _____

b) AMENITIES*

Amenity Space: Required _____ (Sq. M) Provided _____ (sq. M), Density: Required _____ (Sq. M) Provided _____ (Sq.M)
 Parking Stalls: Required _____ Provided _____ Disabled Parking: Required _____ Provided _____
 Boundary Distance: Front _____ Back _____ Side/L _____ Side/R _____

Applicant Signature _____

c) ACCESS*

Does the proposed development require a new or altered access to the main / parochial road? YES NO
Vehicular: YES NO Pedestrian: YES NO Disabled: YES NO

d) SEWAGE TREATMENT AND DISPOSAL

Foul Sewage will drain to: Public or other foul sewer _____ (State Provider) Name of Mechanical System _____
 Tile Field Absorption Pit Septic Tank and (Specify) * _____ Other (specify): _____

e) SURFACE WATER

Surface water will drain to:
 Drains Water Course* Soak Away Relief Drains
 Catchment* Other (specify) _____

f) ENVIRONMENTAL ISSUES

Do you intend to destroy any trees with a trunk diameter exceeding 25 cm? YES NO
Will the development impede on any water way / natural drainage feature (e.g. sinkholes)? YES NO
Is the Development located in a protected area? YES NO
If yes, please specify _____
Will the development affect endemic flora and/or fauna? YES NO

g) MATERIALS TO BE USED IN CONSTRUCTION (Dominant type)

BRICK CONCRETE BLOCKS TIMBER INSITUTE CONCRETE (share wall)
 REINFORCED CONCRETE OTHER _____

h) BUILDING SYSTEMS

PREFAB PRECAST BLOCK AND STEEL (traditional) TIMBER FRAME
 METAL FRAME (Specify) _____ OTHER _____

VII. COVENANT*

Would covenant be breached as a result of the proposal? YES NO
If yes, please specify the covenants that will be breached _____

VIII. ESTIMATED COST OF DEVELOPMENT

TOTAL CONSTRUCTION COST: \$ _____ (Labor Cost: \$ _____) & (Material Cost: \$ _____)
SWIMMING POOL COST: \$ _____

ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE TO INFORM THE APPLICATION

Applicant Signature _____

NOTE

- 1. FOR ANY ADDITIONAL INSPECTION, FEES WILL BE INCURRED BY THE APPLICANT
- 2. THE COUNCIL RESERVES THE RIGHT TO REQUEST ANY OTHER INFORMATION AT ANYTIME DURING THE REVIEW OF THE APPLICATION. PLEASE NOTE, IF THE REQUESTED INFORMATION IS NOT FORTH-COMING WITHIN TIME SPECIFIED, THE APPLICATION WILL BE REFUSED.

DECLARATION

I declare that:

- 1. I hereby agree that information submitted is accurate to the best of my knowledge
- 2. I will erect the **“Intention to build” card in a conspicuous area** on the proposed site. I understand that failure to do this will attract a penalty of two hundred and fifty thousand dollars (\$250, 000) *(proposed penalty under the Building Bill)*
- 3. I understand that **this is not a permit to erect any structure** and that I must await a response from the Local Authority and display on the land a notice of my intention to develop the said land a minimum of 28 days.
- 4. I hereby agree to conform to the Building Law, Planning Act / Bylaws and Regulations in every respect and acknowledge responsibility for the act of my Builder or any other person I employ to do my work if permission is granted
- 5. I will notify Parish Council of each construction stage and admit building official or other authorized person to inspect building or building work. I understand that failure to do this will attract a penalty of two hundred and fifty thousand dollars (\$250, 000) *(proposed penalty under the Building Bill)*.

Yours faithfully,

.....
Signature of owner or (Agent Authorized in writing)

.....
Signature of applicant

.....
Date

DEVELOPMENT APPLICATION FORM GUIDE

This is a guide to assist in filling out Development Application form for consideration of approval. Be accurate as falsifying or providing inadequate information will prevent your application from being processed.

Please be advised that for certain complex development additional supplementary forms will have to be completed.

I. Applicant Details

An Agent could be one of the following: Architect, Engineer, Lessee, Developer, Prospective Purchaser, Building Practitioner, Urban Planner, and Agent for Contractor etc.

VI. Property's Legal Information

a). Individuals having vested interest in the land must be listed.

Ensure that existing structure (s) on the site are reflected on Plans.

V. Type of Development (Proposed Use)

▪ **Residential:**

Single Family, Multi-Family less than 10 units
Multi-family more than 10 units, Townhouse more than 10 units, Townhouses less than 10 units, Row House, Apartments, Duplex etc.

▪ **Institutional:**

Community Centers, Schools, Library, Fire Station, Nursing Home, Church, Court, Airport, Police Station, Hospital etc.

▪ **Commercial:**

Shopping Area/Plaza, Restaurant, Markets, Office, Retail/Distribution, Barber Shops, Service Station etc.

▪ **Recreational:**

Horseback Riding, Games/Arcade Amusement, Museum Entertainment Centre, Theatre, Rafting, Skating Ring, Cinemas, concert Hall, swimming bath etc.

▪ **Resort:**

Guest House, Hotel, Boarding House, Motel, Residential Club Resort Cottages, Villa (s) etc.

▪ **Light Industrial:**

Cottage Industry, Noxious Strata, Furniture, Garment, Bakery Manufacturing, Timber Yard, Garage Repair Shop, Upholstery Shop, Shoe Making etc.

▪ **Heavy Industrial:**

Mining, Oil Refinery, Sugar Factory, Power Station
Other uses generating much noise, smoke, fumes, dust or traffic.

▪ **Mixed Use:**

Residential/commercial, Institutional/Commercial, Resort/Residential, Commercial & Recreational
Other uses which includes more than one category

VI. Nature of Development

Note that **alteration/modification** is simply adjustment of structure that does not necessarily affect the original building area while **extension** is where the resulting structure would exceed the original building.

a.) **Building Footprint** is the entire area on the ground covered by the permissible structure; that is the area under the horizontal projection of the roof.

b.) **Habitable Room** includes bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom and family room but excludes bathroom, laundry, water closet, pantry, corridor, hallway, lobby, clothes-drying room, and other spaces of a specialized nature occupied neither frequently nor for extended periods

c.) Ramps, rails and other amenities shall be provided for the disabled which should include disabled friendly public sanitary convenience and parking. Parking should be a minimum of 5.48 x 3.95 in size. Public Buildings should have provisions which allow ease of access by persons in wheel chairs. (International Building Code, 2006)

NB. The Planning Authorities will examine the plans for new public facilities to ensure that adequate provisions have been made for physically disabled individuals.

▪ All Commercial and Institutional development must provide public sanitary convenience.

d.) Sewage Treatment & Disposal

▪ Septic Tanks are usually a part of a system and include any of the following: Tile Field & Absorption Pit.

e.) Surface Water

▪ Water Course includes any of the following: Gullies, Gutters, Rivers, sea, Seasonal Streams etc.
▪ Catchment is catching or collecting water

f.) Protected areas include but not limited to National Parks, Marine Parks, Forest Reserve, National Monument/Natural Landmark, Ramsar Sites, Heritage Sites, and Nature Reserve etc.

VII. Covenant

Please be guided by covenant on title. Ensure that if proposal will breach covenant it be modified by the court.

For more information and assistance please contact the St.

Clarendon Parish Council



Clarendon Parish Council

3 Sevens Road

May Pen

Clarendon

Tel: 1 (876) 986-2216/2234/2403

www.clarendonpc@mlge.gov.jm