



URN: 2____-06006-BA/PA/PB/EN_____
 SAPC: B/11/_____

ST. ANN PARISH COUNCIL
APPLICATION FOR BUILDING & OR PLANNING PERMISSION



The Parish Council Building Act 1952, the Building Code 2006, the Town and Country Planning Act 1957, Town & Country Planning (St. Ann Parish) Confirmed Development Order (1999)

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

The Secretary/Manager
 St. Ann Parish Council
 1 Church Street
 St. Ann's Bay
 St. Ann
 Jamaica

Dear Sir/Madam:

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

Yours faithfully,

DISCLAIMER:
This application is subject to random re-assessment. If there are discrepancies with the application documents or fees the applicant will be contacted for additional information or fees, where applicable.

.....
 Name in **BLOCK CAPITALS**

 Signature of Applicant/Agent

 Date

**APPLICATION FEE/ASSESSMENT
 (For Official Use Only)**

Estimated Cost of Development

Construction cost: \$ _____ (Labor Cost: \$ _____) & (Material Cost: \$ _____)
 Swimming pool cost: \$ _____

Application fee:
 Square Meter of Bldgs. Space: _____ X Rate Applied: _____ = Sub Total Fee \$: _____
 Sewer Fee \$: _____ Drainage Fee: _____
 Inspection Fee \$ (Number of Inspections: _____ X Base Inspection Fee \$ _____) = _____
 Other Fee \$ _____ **Total Fee (\$):** _____

Name of Officer Assessing Application: _____ Signature: _____
 Amount Paid \$ _____ Other Notations _____
 Name of Cashier _____ Signature _____
 Date of Receipt: _____ Receipt No. _____
 Notice of Intention to Build No: _____ Date: _____ Assigned by: _____

IV. PROPERTY'S LEGAL INFORMATION

CIVIC ADDRESS/LOT/APT/_____ STREET_____ TOWN/CITY_____

PROPERTY NAME_____ SHOP No._____ AREA OF LAND_____ (Hectares / sq. m)

a) PROPERTY REGISTRATION

VOLUME_____ FOLIO_____ VALUATION No._____ OTHER*_____

NAME OF OWNER (S) * _____

SURVEYORS REPORT/ID No. _____ CERTIFICATE OF TAX PAYMENT _____

Are there any existing structure(s) on site? YES (To be reflected on plan) NO

If yes, state amount _____ and existing use (s) _____

Is the land part of an approved subdivision? YES NO

If yes, state the name of the development/developer. _____

b) 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.)

N: _____ S: _____

E: _____ W: _____

V. TYPE OF DEVELOPMENT (PROPOSED USE) *

RESIDENTIAL DEVELOPMENT
Specify _____

INSTITUTIONAL DEVELOPMENT
Specify _____

COMMERCIAL DEVELOPMENT
Specify _____

RESORT DEVELOPMENT
Specify _____

INDUSTRIAL DEVELOPMENT
 LIGHT INDUSTRIAL (Specify) _____
 HEAVY INDUSTRIAL (Specify) _____

MIXED USE DEVELOPMENT
Specify _____

RECREATIONAL DEVELOPMENT
Specify _____

TELECOMMUNICATION
Specify _____

OTHER
Specify _____

VI. NATURE OF DEVELOPMENT (PROJECT WORK DESCRIPTION)

- NEW STRUCTURAL REPAIR EXTENSION
- ALTERATION / MODIFICATION RETENTION CONVERT OR REPLACE ANY ELECTRICAL, GAS, MECHANICAL OR PLUMBING SYSTEM
- 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 _____ i) Bedroom (E) _____ (P) _____ ii) Living Room (E) _____ (P) _____

iii) Dining Room (E) _____ (P) _____ (iv) Lounge Room (E) _____ (P) _____ (v) Other (Specify) _____

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 Bays: Required _____ Provided _____ Disabled Parking: Required _____ Provided _____

Disabled Access to site: Required _____ Provided _____

Boundary Distance(setback): Front _____ Back _____ Side/L _____ Side/R _____

Applicant Signature _____

C. ACCESS*

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

D. SEWAGE TREATMENT AND DISPOSAL

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

E. SURFACE WATER: Surface water will drain to:

NATURAL: Water Course Relief Drains Sink Hole/Depression, Other (Specify) _____
 MAN-MADE: Soak-away Catchment Drains (specify) _____
 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
 If yes, please specify _____

G. MATERIALS TO BE USED IN CONSTRUCTION (Dominant type)

BRICK CONCRETE BLOCKS TIMBER INSITU CONCRETE
 OTHER _____
 ROOFING : Metal Slab Shingle Wood Other; Specify _____

H. BUILDING SYSTEMS

PRE-FABRICATION 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 _____

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 **28** DAYS, 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 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.
3. (a) I will erect the **“Intention to Build” card in a conspicuous area immediately** on the proposed site. I understand that failure to do so will attract a penalty imposed by the Local Planning Authority. I will notify the Parish Council of the date of the erection of the Intention to Build Card. I further agree to display on the land the notice of my intention to develop the said land for a minimum of 28 days.

 (b) I understand that **this “Intention to Build” Card is not a permit to erect any structure** and that I must await a response from the Local Authority.
4. 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 result in the cessation of construction works, and any further unauthorized construction works will result in legal actions.
5. I understand that if I carry out any development works before a permit is issued I will be subject to the fines as set out in the Building By Laws and the Town & Country Planning Act 1957 (Amended 1999.). That a Stop Notice and an Enforcement Notice can be served on owner/occupier and if said owner/occupier fail to obey the notices a fine up to One Million Dollars (\$1M) can be imposed and thereafter a fine of Five Thousand Dollars (\$5,000.00) per day if the development continues and in the event of a Court conviction, **your property could be forfeited to the Crown.**

Yours faithfully,

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

.....
Signature of applicant

.....
Date

BUILDING APPLICATION FORM GUIDE

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

II. 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. (*power of Attorney must be given if application is submitted by agent*)

IV. Property's Legal Information

- a) Other proof of ownership include but not limited to ; Common Law Title, Probated Will, letter from attorney or Govt. Agency (HAJ/NHT/etc.,) for land Settlement or Authorization letter from & Tax Certificate.
- b) All Individuals having vested interest in the land must be listed.

V. Type of Development (Proposed Use)

- **Residential:** Single Family, Multi-Family, Townhouse, 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, Rafting Amusement, Museum, Entertainment Centre, Theatre, Skating Ring, Cinemas, concert Hall, swimming pool etc.
- **Resort:** Guest House, Hotel, Boarding House, Motel, Residential Club, Resort Cottages, Villa (s) etc.
- **Industrial:** Light- Cottage Industry, Noxious Strata, Furniture, Garment, Bakery, Manufacturing, Timber Yard, Garage Repair Shop, Upholstery Shop, Shoe Making etc. Heavy - Mining, Oil Refinery, Sugar Factory, Power Station and other uses generating much noise, smoke, fumes, dust or traffic.
- **Mixed Use:** Residential/commercial, Institutional/Commercial, Resort/Residential, 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 area.

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

Habitable Room include bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play room and family room but excludes bathroom, laundry, corridor, hallway, lobby and other spaces of a specialized nature occupied neither frequently nor for extended periods

Amenity area is space set aside for recreational and landscaping purposes but it does not include land reserved for car parking, driveway, foot paths and building.

- b. Ramps, rails and other amenities shall be provided for the disable which should include disable 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, evapo-transpiration bed, reed bed etc.

e.) Surface Water

- Natural drains includes natural water Courses, Rivers, Seasonal Streams, sea etc. Man-Made drains include Gullies, Gutters, and Relief Drains 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.

c. Covenant

Please be guided by the covenants on title. Ensure that if proposal will breach covenant it **MUST** be modified by the Court before submission.

For more information and assistance please contact the St. Ann Parish Council.



Planning Department

Tele: 1- 876-794-9332

Fax: 1-876-972-2617

[email:planningdepartment_sapc@yahoo.com](mailto:planningdepartment_sapc@yahoo.com)

1 Church Street

St. Ann's Bay

St. Ann

Jamaica

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