BASIC REQUIREMENTS FOR THE SUBMISSION OF BUILDING BOARD APPLICATIONS

1. **Three (3) completed Application Forms (**forms can be obtained from the Department of Physical Planning).

2. Site plan: at one of the following scales:

1: 100

1: 50

1: 32

3. **Location map:** must be at a scale of 1:2500. Should give sufficient detailed information so that the proposed site can be easily found and to avoid any delay.

4. **Evidence of Ownership**: Certificate of Title or Deed (front and back including covenants). In the case where the applicant is not the owner of the property, written and legible consent from the owner must be submitted along with a copy of the relevant ownership document.

5. **Construction drawings:** to show:-

- Site Plan

  Foundation Plan
- Floor Plan
- Electrical and Plumbing
- Roof Framing Plan
- Elevations (North, South, East & West)
- Cross Section
- Structural Details
- Septic Tank and Soak-away

General Notes

Ghauts, Watercourses, Ponds, etc — under no circumstance should waterways be interfered with through blockage, filling-in etc. for the purpose of land reclamation and or development.

Setbacks—the minimum setbacks from the proposed building to site boundaries are as follows: -

Front—10 feet

Sides—6 feet

Rear—16 feet

Septic Tank and Soakaways should be **no nearer than 10 feet** from any boundary or permanent structure.

Applicant(s) - name(s) on the evidence of ownership and or letter giving permission must match those on the application form.

Zoning—different areas are zoned for various purposes (eg. Residential, Commercial, Industrial, etc). Applicant must contact the Department to find out if a proposed activity is allowed in a particular area.

Note:- All documents and information must be submitted before the application can be processed. **Incomplete applications will not be accepted.**

FOR ADDITIONAL INFORMATION, PLEASE CONTACT OUR OFFICE

Department of Physical Planning, Natural Resources and Environment

Main Street, Charlestown, Nevis, WI

(Located Upstairs Water Dept. Billing Office)

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