

## Application Check List

*In order to obtain your permit, please submit:*

- *Completed Development Permit Application*
- *Site plan showing the shape and dimension of the lot; the distance from the lot boundaries, dimensions and height of the proposed building or structure; the distance from the lot boundaries and size of every building or structure already erected on the lot and the general location of the buildings on the abutting lot; the proposed location and dimension of any parking space, loading space, driveway, and landscapes area; the storm water drainage pattern; the proposed use of the lot and any building or structure; and;*
- *A floor plan of the proposed structure, as well as the exterior view showing the elevations of all four sides;*
- *The appropriate permit examination fee.*

Planning on building something new or adding on to something old?

Want to add a fence or a deck to your property?

The Town of Montague Zoning Bylaw requires you to first obtain a permit for any development on your property.

The information contained in this pamphlet is intended as a guide only—full details on Bylaw requirements are available at the Town Office.

Development permit applications must be submitted to the development Officer, and approved, before any work begins. While turnaround time depends on the workload and the nature of the individual application, every effort is made to ensure a speedy response to applications.



Town of Montague  
Planning Department  
Phone: (902)838-2528  
Fax: (902) 838-3392

TOWN  
OF  
MONTAGUE

## DEVELOPMENT GUIDE



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Fax: (902) 838-3392

**Note:** This document is designed to be a guide only. In case of discrepancies or omissions, the Official Plan and Zoning Bylaw prevail.

## **Residential Single Family (R-1) and Two Family (R-2) Zones**

### Minimum Lot Requirements

Minimum lot area: 7500 sq ft

Minimum frontage: 75 ft

Minimum front yard: 25 ft

Minimum rear yard: 25 ft

Minimum side yard: 10 ft on one side and 10 ft plus 2 ft  
for 2nd storey on other side

Maximum building height: 35 ft

### Additional Requirements

A semi-detached duplex must be separated from the basement floor to the underside of the roof by a vertical fire wall built in accordance with the National Fire Code regulations.

Each semi-detached unit must have its own separate water & sewer services, electrical service, heating device and parking.

### Accessory Structures

An accessory structure is any subordinate building intended for the better or more convenient enjoyment of the main building.

It is not to be used for human habitation.

It shall not be located in the front or flanking yard.

### Other Projects

Permits must also be obtained for the following:

Decks; Pools; Fences; Home Based Business

Garden Suites; Bed & Breakfasts

### Permit Exemptions

No Development Permit shall be required for the following:

- a fence or wall that does not exceed 6 ft in height;
- A sign less than 5 sq ft where signs are permitted;
- Shingling;
- Siding;
- Roofing
- Painting;
- Chimney maintenance or rebuilding;
- Replacement of windows or doors;
- Other routine maintenance which has the effect of maintaining or restoring a structure;
- Installing clotheslines, poles, radio & television antennae or satellite dishes less than 2 ft in diameter;
- Making a garden;
- Inflatable swimming pools and children's play equipment;
- Landscaping improvements or ornamental structures less than 100 sq ft;
- Laying paving materials for patios, sidewalks and driveways
- Accessory buildings less than 120 sq ft in area.

Although the applicable requirements of the Bylaw must still be met.

### Other Information

Permits are valid for a period of twelve months from the date of issuance.

### Fee Schedule

#### New Construction

- Residential \$0.25 per sq ft of building footprint
- Other \$0.50 per sq ft of building footprint

#### Renovations

- Residential 0.25% of value
- Other 0.50% of value

Signs (each)	\$25.00
Site Plan	\$50.00
Change of Use	\$50.00
Demolition	\$50.00

Applications submitted after work has been started will be subject to double the regular fee.

The minimum fee for a Development Permit Application shall be \$25.00 Residential or \$50.00 Other.

**Please contact the Development  
Officer for information  
concerning requirements for  
Multiple Family (R-3)  
Commercial; Industrial or  
Institutional Development**

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