**DEVELOPMENT GUIDE**

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 document 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 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.

Please contact the Development Officer at the address below if you require further information:

Planning Department

PO Box 546

24 Queens Road

Montague

C0A 1R0

Tel: 902 838-2528

Fax: 902 838-3392

Email: [townhall@threeriverspei.com](mailto:townhall@threeriverspei.com)

**No development permit shall be required for the following:**

* A fence or wall that does not exceed 6ft 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 and restoring a structure
* Installing clotheslines, poles, radio and television antennae or satellite dishes less than 2ft 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 building less than 120 sq ft in area

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

**Residential Single Family (R1) and Two Family (R2) 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 second storey on other side

Maximum build height 35 ft

**Additional Requirements**

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

Each semi-detached unit must have its own separate water and 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 decks, pools, fences and home-based business.

**Application Check List**

In order to obtain your permit, please submit:

* Completed development permit.
* 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 landscaped area; the storm water drainage pattern; the proposed use of the lot and any building or structure.
* 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.

**Fees**

New Construction

* Residential building footprint $0.25 per sq ft
* Other building footprint $0.50 per sq ft

Renovations

* Residential 0.25% of value
* Other 0.50% of value

Signs (each) $25

Site plan $50

Change of use $50

Demolition $50

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 Residential and $50 Other.

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

Please contact the Development Officer for information concerning requirements for Multiple Family (R3) Commercial, Industrial or Institutional development.