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## Request for Conditional Permit

**Attention:**     **Mike Seiling, Chief Building Official**  
                  **City of Kitchener**  
                  200 King St. W., 5<sup>th</sup> Floor  
                  Kitchener ON N2G 4G7

**Date:**

**Regarding:**   Address:  
                  Project Name:  
                  Property Owner:  
                  Permit Type:

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**Attention: Mr. Mike Seiling, Chief Building Official**

The Owner of the property noted above wishes to apply for a Conditional Permit in accordance with the Building Code Act Section 8(3).

**Describe the Proposed Development:**

**The financial impact is as follows:**

**The following are the project timelines:**

SPA, Approval in Principal date:

Full Site Plan Approval date (expected):

Tree Management Approval Required?:

Heritage Approval Required?:

Committee of Adjustment Required?:

Record of Site Condition Required?:

Engineering Division Approval Required?:

Encroachment Agreement(s) Required?:

ie: tie backs on private or public land

Demolition Permit Application Submitted?:

Demolition Commencing and Duration:

Conditional Permit Construction start:

(i.e. Excavation, site servicing, footing & foundation)

Permit Application for Balance of Construction:

Anticipated application submission date:

Balance of Construction:

Start date:

Completion date:

**Terms and Conditions:**

Should a Conditional permit be issued for this property, the Owner agrees to satisfy the following terms:

- (a) compliance with by-laws passed under sections 34 and 38 of the Planning Act and with such other applicable law as may be set out in the Building Code has been achieved in respect of the proposed building or construction;
- (b) The Chief Building Official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and
- (c) the applicant and such other person as the chief building official determines agree in writing with the municipality to:
  - i. assume all risk in commencing the construction,
  - ii. obtain all necessary approvals in the time set out in the agreement or, if none, as soon as practicable,
  - iii. file plans and specifications of the complete building in the time set out in the agreement,
  - iv. at the applicant's own expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement,
  - v. comply with such other condition as the chief building official considers necessary, including the provision of security for compliance with subclause (iv), and
  - vi. The owner acknowledges that if construction does not significantly start within six months the issued permit will be canceled and the site restored within thirty days of canceling the permit.

Sincerely,

Owners name:

Title:

Contact information:

Consultant/Applicant name:

Title:

Contact information: