

# SETBACK PERMIT APPLICATION AND PROCESS

**FOR OFFICE USE**



555 Courthouse Road  
Cobourg, ON K9A 5J6  
Phone (905)372-3329 or (800) 354-7050  
transportationdept@northumberland.ca

Permit # \_\_\_\_\_  
Fee: \_\_\_\_\_  
Issued By: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please Print**

Registered Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

How would you like to receive your approved Entrance Permit:

Email  Fax  Pick-Up  Mail

I hereby make application to: Construct / New  Alter / Improve

a \_\_\_\_\_ (Ex: house, garage, deck, fence, pool, etc.) at:

Lot \_\_\_\_\_ Concession \_\_\_\_\_ in the Township/Town/village of \_\_\_\_\_ on the  
(North / East / South / West) \_\_\_\_\_ side of County Road number \_\_\_\_\_.

Property Roll #: \_\_\_\_\_ Civic # (if applicable): \_\_\_\_\_

**Is there also an Entrance Permit Application?** Yes  (fee included with entrance) No

**Is a Conservation Permit required?** Yes  No

Contact your local Conservation Authority to see if you require a Permit or Clearance Letter.

**Proposed distance from the County Road Centerline to proposed structure is** \_\_\_\_\_

The closest point of this structure to the centerline of the existing road will be no less than 30 meters (100 feet).

### Fee Schedule

Condition	Fee	Deposit	Total
Setback Permit (New Dwelling, Dwelling Addition or Any Other Structure)	\$250	\$750	\$1,000
Entrance & Setback Permit	\$300	\$750	\$1,050 + Cost of Entrance Installation

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Issued By: \_\_\_\_\_

Date: \_\_\_\_\_

## The following items must be submitted with this application:

1. Attach a copy of the legal registered plan/survey (R-Plan). Preferred in CAD or PDF format.
2. Attach a copy of proof of ownership (deed of transfer, recent tax bill, etc.)
3. Attach a site plan / sketch showing the location of the structure and other landmarks on the property. **Please show measurements.**
4. Attach a copy of your Conservation Permit or Clearance Letter (if applicable)
5. Attach a copy of your Authorized Agent Letter (if you are applying for a permit on behalf of the registered owner(s))
6. A **fee and deposit** as set in **Fee Schedule** paid by cheque, debit, credit card (MasterCard or Visa), or cash. Cheque made payable to "Treasurer, Northumberland County". This deposit may be used by the County to correct any damage to the County Road or County property resulting from construction activity by the applicant and/or his/her agents. The deposit will be returned when the applicant has requested a final inspection and it has been determined that there is no damage within the County Right-of-Way.

I / we understand that this is only an application and no construction can begin until the permit has been paid for and issued by Northumberland County staff.

I/we understand that in addition to this permit I/we **must** obtain a building permit from the Municipality as well as any other permits required prior to construction. **If the applicant has not requested a final inspection within two (2) years from the date of approval, the deposit will be absorbed by the County.**

This application is approved on the understanding that all County/Municipal regulations/by-laws are complied with.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

**FOR OFFICE USE**

Deposit Received: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_