



SETBACK PERMIT APPLICATION AND PROCESS

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

Permit #: _____

Please Print – Applicant Information

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 #: _____

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

Permit Type	Fee	Deposit	Total
Setback Permit (New Dwelling, Dwelling Addition or Any Other Structure)	\$250	\$750	\$1,000
Residential Entrance & Setback permit	\$300	\$750	\$1050 + Cost of Entrance Installation

For Office Use: Fee: _____ Date Issued: _____ By: _____

Deposit Received: _____ Deposit Returned: _____



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For this application to be reviewed, the following items must be submitted with this application. Applications that are missing information will not be processed.

Indicate by check mark that all documents are included:

- A copy of the legal registered plan/survey (R-Plan). Preferred in CAD or PDF Format.
- A copy of proof of ownership (deed of transfer, recent tax bill, etc.)
- A site plan / sketch showing the location of the structure and other landmarks on the property. **Please show Measurements.**
- A copy of your Conservation Permit or Clearance Letter (if applicable)
- A copy of your Authorized Agent Letter (if you are applying for a permit on behalf of the registered owner(s))
- A fee and deposit as set in the **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 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