

The Village of Viscount

Policy Title Building Move-In/Relocation		Adopted By Council	Policy Number 005	
Origin/Authority Village Administrator	Jurisdiction Village of Viscount		Effective Date September 15, 2010	Page 1
Reviewed By Administration			Amended:	

Preamble:

This policy governs the relocation within Village limits and the movement of any building from outside Village limits into the Village of Viscount.

This policy will provide a clear and timely procedure for the approval of the required Development Permit.

Definitions:

Development Permit:

A Permit issued by the Development Officer that authorizes development, but does not include a building permit. *The definition contained in the Village of Viscount Zoning Bylaw shall apply.*

Development Officer:

The administrator for the Village of Viscount.

Developmental Appeals Committee:

The Committee set as part of the Zoning Bylaw to review if necessary the issuance or refusal of Development Permits.

Policy:

1. All requests to relocate or move a building into or within the Village of Viscount require a Development Permit.
2. The request shall be made to the Village of Viscount office in the prescribed form.
3. The Village of Viscount Office will review and inspect the application and a decision will be rendered using the following guidelines.
 - Age, quality and structural integrity of the building proposed to be moved.
 - The area in which the building is proposed to be situated. Retaining the visual aesthetic of the area will be a significant factor in decisions of this policy.

4. The Development Permit may include any/all of the following;
 - Timelines to complete the relocation
 - Any upgrades to the building considered necessary by the Village of Viscount office. This may include but is not limited to the following;
 - Paint, siding, structural changes/upgrades, electrical, shingles etc
 - Timelines to completed any required upgrades
5. Final approval for the Development Permit will be made by the Council for the Village of Viscount.

Procedure:

1. The applicant shall submit to the Village of Viscount an application in the prescribed form along with the prescribed fees.
2. The Village Office will conduct a review/inspection and provide the applicant with the Permit and any required stipulations. This will be done in a timely manner.

Attachments:

Appendix: