



## Local Improvement Program Information Package

Town of Quispamsis  
12 Landing Court  
Quispamsis, NB E2E 4R2  
Phone 506-849-5778  
Fax 506-849-5799  
Email: [quispamsis@quispamsis.ca](mailto:quispamsis@quispamsis.ca)  
Website: [www.quispamsis.ca](http://www.quispamsis.ca)

Please find enclosed an application, along with *Local Improvement By-Law No. 11*, which outlines the procedures for requesting a local improvement.

If you have any comments or questions please contact Jeff Rogers at 849-5994 to discuss the program at your convenience.

Note: Application deadline is June 15th for the calendar year.

### CHECKLIST

- Completed Application for Local Improvement
- Site Plan showing your property *ie. location of your dwelling, Accessory Buildings, etc.* on the property with the front, side and rear line setbacks written clearly on the plan.
- Cover Letter addressed to Mayor & Council briefly outlining reason for request.
- Yes Have adjacent property owners been contacted?  
 No
- Yes If so, are they interested in the program?  
 No

### ADJACENT PROPERTY OWNERS INFORMATION

Name

Address

Phone Number

Name

Address

Phone Number

### PLEASE NOTE

The Town of Quispamsis may request additional information over and above what is contained in this package.



# Local Improvement Application

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APPLICANT INFORMATION			
OWNER			
MAILING ADDRESS			
HOME NUMBER	WORK NUMBER	CELL NUMBER	
EMAIL ADDRESS			
PROPERTY INFORMATION			
ADDRESS			
LOT NO.			
PID		PAN ( <i>Property Tax Info</i> )	
LOT DIMENSIONS		AREA	
SETBACKS	FRONT	SIDE	REAR
EXISTING LAND USE			
LOCAL IMPROVEMENT INFORMATION			
What type of local improvement is being requested? Please check appropriate items below.			
<input type="checkbox"/> Street	<input type="checkbox"/> Planting grass, tree, etc.		
<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Storm Sewer		
<input type="checkbox"/> Utility Sewer	<input type="checkbox"/> Other (describe)		
Reason for Request			
Describe request			
Payment Preference <input type="checkbox"/> Lump Sum <input type="checkbox"/> Installments			
Previous Applications and dates			
SIGNATURES			
By signing this application, the owner/applicant hereby gives consent for a town employee to visit on-site.			
Signature		Date	

The personal information gathered on this form is voluntarily provided by individuals. If provided, the information will be used or disclosed only for the purposes for which it was collected in accordance with the *New Brunswick Right to Information and Protection of Privacy Act*. If you have any questions regarding the collection and use of this information, please contact the Engineering Manager for the Town of Quispamsis at (506)849-5768.

# SITE PLAN

SHOW LOCATION OF PROPOSED IMPROVEMENT WITH MEASUREMENTS TO ALL PROPERTY LINES

\*\*PLEASE INCLUDE THE LOCATION OF DRIVEWAY ON THE PROPERTY \*\*

