



Wesley Acres Inc.
 1391 Wesley Acres Road
 Bloomfield, ON
 K0K 1G0

Phone: 613-393-3159
 Fax: 613-393-1720
 Email: info@wesleyacres.com

Permit Application

Section A – General Information (Required by all applicants)	
Leaseholder Name:	
Wesley Acres Lot:	Phone:
In a few sentences please describe the work to be completed:	
<hr/> <hr/> <hr/>	
Date Work to Commence:	Expected Completion Date:
Who will supervise the work:	Estimated Cost:

NOTE: Any permits, including a municipal building permit, and all associated costs are the responsibility of the lot lease holder. A copy of any other permits must be provided to the Wesley Acres office prior to any work being performed on the lot. *Permit applications may take 5-10 business days to process depending on a number of factors. Please plan accordingly.*

For Sections B to G, please only complete those that apply to your application request.

Section B – Trailer Installation / Renovation / Relocation / Removal					
Type of Work:	Installation	Renovation	Relocation	Removal	
Trailer Type:	Park Model	Cottager	5 th Wheel	Double Wide	Travel Trailer
Trailer Age: _____ years	<i>* If the trailer is not brand new, please attach 4 photos taken of each side of the trailer; an inspection and sign-off for safety will be required prior to moving into the park. * If the trailer is brand new, please attach the manufacturer's specification sheet.</i>				
Trailer Length:	Trailer Width:	Will the trailer tongue be removed?		YES	NO
Type of Sewage:	Hookup to Camp Sewer	Pump Outs	Is park staff required for installation?		YES NO
Is there a trailer currently located on this lot?		YES	NO		
If YES, where will that trailer be relocated to?					
Please describe any lot preparation that will be required (leveling, gravel, etc.):					
<hr/> <hr/> <hr/>					
Note: if any other structures will be installed with the trailer (deck, sunroom, etc.) please complete those sections as well.					

Section C – Deck Installation / Renovation		
Type of Work:	Installation of New Deck	Renovation of Current Deck
Deck Length:	Deck Width:	Deck Height:
Will this deck have a sunroom installed now or anytime in the future? YES NO If YES, the deck will require structural engineer drawings in order to acquire a municipal building permit.		

Section D – Sunroom Installation / Renovation	
Type of Work:	Installation of New Sunroom Renovation of Current Sunroom
Name of manufacturer (*only factory built sunrooms are permitted*):	

Section E – Shed Installation / Renovation / Relocation			
Type of Work:	Installation of New Shed	Renovation of Current Shed	Relocation of a Shed
Shed Length:	Shed Width:	Shed Height:	
Will there be electricity in the shed?	YES NO	Electrical appliances in the shed?	YES NO
Note: all electrical work will require an electrician to inspect and sign-off.			

Section F – Dock Installation / Renovation / Relocation			
Type of Work:	Installation of New Dock	Renovation of Current Dock	Relocation of a Dock
Location of Dock:		Dock Width:	
How many families use/share this dock?		Any shoreline work required?	YES NO
Will access need to be built (stairs, landing, etc.)?		YES	NO
Will there be a platform at shore?		YES (length: width:)	NO
Is a 10x40 foot space required for boat trailer storage during the summer?		YES	NO

Section G – Other Construction / Installation / Renovation
Description of Work: _____ _____

Signature and Date – By signing you agree to have read and understand your lease agreement regarding lot modifications	
Leaseholder Signature:	Date:

Section H – Drawing (Required by all applicants) Please draw all existing structures and trees as well as newly planned structures

Your drawing must include accurate measurements and locations of all structures.

- sheds require a 2' clearance from the edge of the lot
- trailers and decks require a 5' clearance from the edge of the lot
- all structures require a 10' clearance from the front of the lot
- * *NOTE: corner lots require a 10' clearance on all edges that face roads*

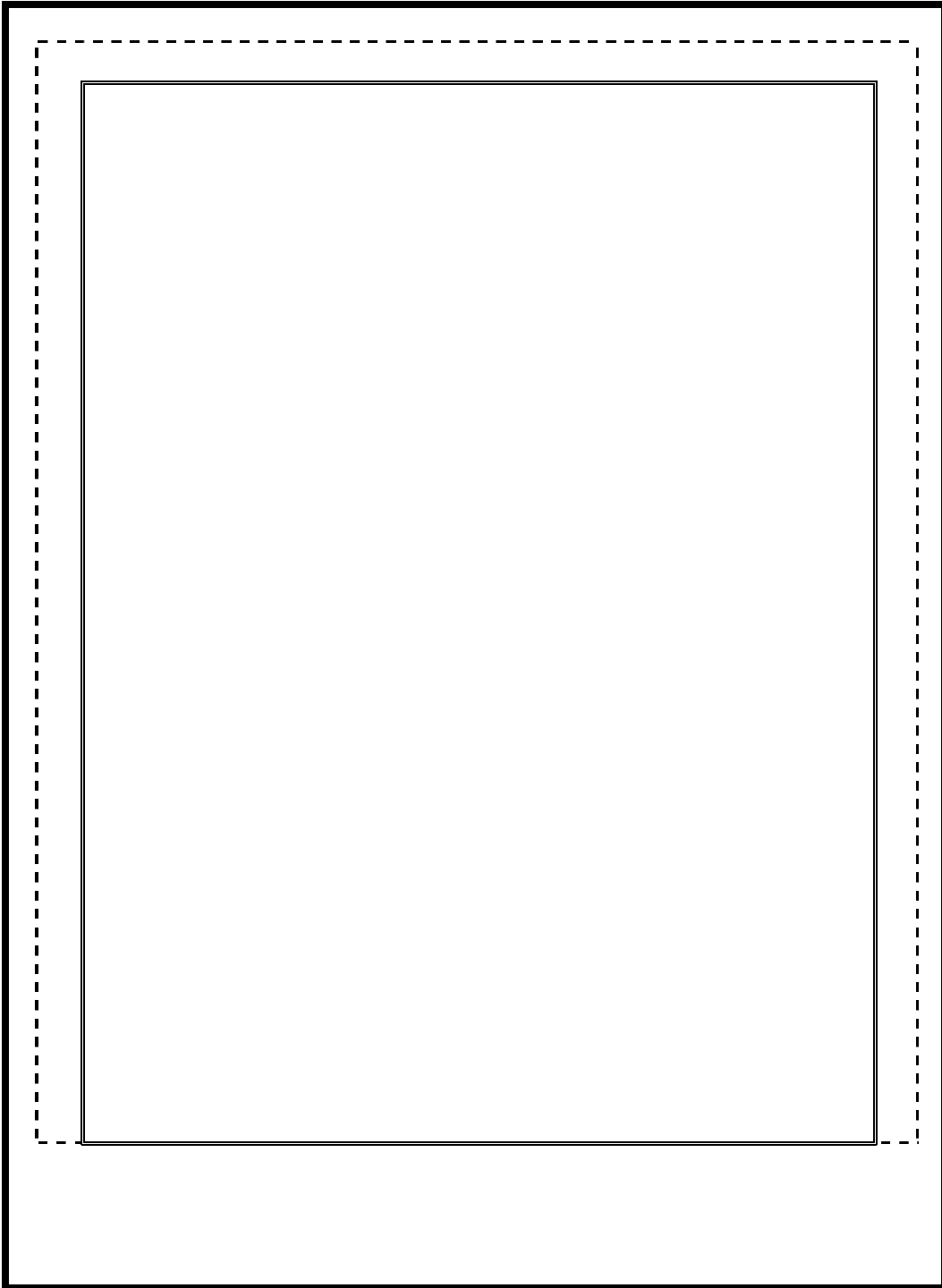
LEGEND

- Edge of Lot
- Trailer & Deck Clearance
- - Shed Clearance

Trailer, deck, shed, and paved driveway may not exceed 50% of lot's total square footage. Contact office for lot size.

LOT WIDTH (Back): _____

LOT DEPTH (Left): _____



LOT DEPTH (Right): _____

LOT WIDTH (Front): _____