

## Front Line Administration – Tracy and Lisa

**Q: What is the PC-SP mil rate?**

A: 8.5%

**Q: How are municipal taxes calculated?**

A: For your property tax, you multiply your assessed value by the mil rate. Then if you are serviced with water and/or sewer you add the applicable annual fee.

Example: Total Property assessed value = \$100,000.00  
Mil Rate = 8.5 mils  
Taxes:  $100,000 \times .0085 = \$850.00$

**Q: What is the annual water and sewer tax?**

A: Yearly water tax is \$168.00, yearly sewer tax is \$144.00, both water and sewer is \$312.00

**Q: How do I get information about my property assessment?**

A: The Municipal Assessment Agency reviews and completes the assessments. You may contact them by phone at 724-1532 or check out their website at [www.maa.nf.ca](http://www.maa.nf.ca).

**Q: How do I pay on my account?**

A: Visa, MasterCard, Interac, Electronic (via the internet, telephone banking, ATM), Cash and/or Cheque.

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## Planning & Development Department

### Frequently asked questions

**Q: Are there conditions or regulations that apply to the development of property?**

A: The Town has adopted a Municipal Plan and Development Regulations that establishes guidelines for the use and development of all land and resources within the Municipality.

No person shall carry out any development within the Municipal Planning Area (Town of Portugal Cove-St. Philip's) unless the Town has issued a permit for the development, except where otherwise provided in the Town's Municipal Plan and Development Regulations. Council implements the Plan and Regulations by issuing Permits.

**Q: What process does an individual have to follow to develop land?**

A: Individuals or land developers are required to fill out a "Building Permit & Development Application Form" (Application available at the Town Office) and provide a copy of land survey for the proposed property and a scaled plot plan showing the location of the proposed development in relation to all boundaries and the length, width and height of the proposed development. The Planning Staff along with the Planning and Development Committee of Council will review the application in relation with the Town's Municipal Plan and Development Regulation the Committee will then recommend either a conditional approval or rejection of the application to Council who may ratify the Committee's recommendation or reject. The applicant is then notified regarding Council's decision.

**Q: What fees are involved in developing property?**

A: An application-processing fee is required for the processing of applications. Once an application is processed, and pending on the proposed development there may be other fees such as: Zoning fees, Plan Amendment fees, engineering fees, lot development fee, recreation fee, and permit fees. For more detailed information on fees, please refer to the Town's Fee Structure Table.

**Q: How long does it take to process a building application?**

A: An application that requires Councils decision will usually vary from one week to three weeks, pending on the time of the application submission. Applications that can be processed by the Planning and Development Department will usually vary from one day to several days depending on the number of applications pending review.

**Q: Does a person need a permit to repair a dwelling?**

A: Yes, all development within the boundaries of the Town requires the issuance of a permit, as per Municipal Plan and Development Regulations.

**Q: What is the fee to repair a dwelling?**

A: All general repairs and maintenance repairs made to existing dwellings requires that the applicant pick up a “General Repairs and Maintenance Permit at a cost of \$ 25.00.

**Q: Does a person require a permit to build a garage or shed (accessory building)?**

A: Yes, no development shall be carried out within the “Planning Area” (Town of Portugal Cove-St. Philip’s) without a permit being issued by the Town, as per Municipal Plan and Development Regulations.

**Q: What is the distance from boundaries does an accessory building have to be?**

A: An accessory building shall not be closer than three (3) meters from another building, not closer than one (1) meter from the side and rear property line and not closer than one (1) meter from any utility easement.

**Q: What is the maximum size of an accessory building?**

A: Development Standards:

Lot Size	Accessory Building Size	Maximum Height
470 m <sup>2</sup> but less than 1860 m <sup>2</sup>	9% of total lot size or 56 m <sup>2</sup> whichever is less	4.0 m
1860 m <sup>2</sup> but less than 4050 m <sup>2</sup>	70 m <sup>2</sup>	4.5 m
4050 m <sup>2</sup> and greater	70 m <sup>2</sup> Discretion of Council with Public Notice where proposed size is greater than 70 m <sup>2</sup>	5.0 m

**Q: What is the fee to build a garage or shed?**

A: The cost of an accessory building permit is \$ 0.25 per square foot.

**Q: How do I find information on the Town’s zoning requirements?**

A: Information on the Town’s zoning requirement can be viewed on the Town’s web site or you can contact the Planning Department Staff at 709-895-8000.

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**Recreation Department  
Frequently asked Questions**

**Q: What is the Cost of Renting the Recreation Centre?**

A: Non-alcohol Event (including youth functions) \$50 rental fee plus an additional \$50 refundable damage deposit.

Alcohol Event \$100 rental fee plus an additional \$100 refundable damage deposit.

**Q: What is the capacity of the Recreation Centre for hosting catered events?**

A: The Recreation Centre will hold 120 seated comfortably.

**Q: When is the Portugal Cove – St. Philip's Regatta Festival?**

A: Begins on the Monday following the Canada Day Celebrations and ends on the Saturday with the Regatta and the Regatta Dance.

**Q: Where could I get information on what groups, activities, and special events that the Town of Portugal Cove - St. Philip's has to offer?**

A: All information; including non-profit groups, clubs, organizations and businesses in the Town of Portugal Cove - St. Philip's are listed in the Community Directory for Parks, Recreation, Leisure & Business Services. This directory can be picked up at the Town Office or can be mailed out to you if you call the Recreation Department at 895-8000.

**Q: What recreation facilities does the Town of Portugal Cove - St. Philip's have?**

- A:
- Recreation Centre located on Rainbow Gully Road.
  - Rainbow Gully Park located on Rainbow Gully Road. It is equipped with a ball diamond, a playground, and a Skateboard Park.
  - Voiseys Brook Park located on Indian Meal Line. It is equipped with a ball diamond, a playground, a basketball court, and a new soccer pitch.
  - Kiddie Lane Playground.
  - Walking Trails throughout the Community.
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### **Snowclearing Operations**

**Q: Is there a phone number I can call for snow clearing emergency services?**

A: Yes! There are two numbers that are available. First **693-8441**, if no response, please call **690-8037**. These are both emergency phone numbers.

**Q: Is the Town carrying out all the snow clearing operations in the Town or is there a portion tendered out?**

A: The Town snow clearing all of the Town's Roads with its' own equipment and staff.

**Q: What is the priority for snow clearing of the Town Roads?**

A: The first priorities are the Bus Runs. After these, the main connector roads and hilly areas, and then the side roads.

**Q: When will my Road be plowed?**

A: Under average snowfalls, the Town will have all of the Roads opened by at least 8 am. After this the widening of the roads will commence.

**Q: When does the Town begin to snow clear the Roads?**

A: Under normal winter conditions you can expect to have snowclearing operations begin on the Town's Road's by 3:30 am. During the winter months the Town has set up shift arrangements as to have an employee on call 24 / 7. Also the employee begins work at 3 am. Monday to Friday.

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### **Water And Sewer Operations**

**Q: If I here a noise in my water pipes should this be of a concern.**

A: Absolutely! The pipes installed in the ground are copper and can relay vibrations over long distances. The hint of a hissing or vibrating noise indicates a possible leak in the service line to your residence. If not detected early on this will interrupt the water service to your home. Please inform the Town of any unfamiliar sounds as soon as possible.

**Q: If I find the water pressure less than normal what should I do?**

A: The lack of pressure can be traced to several possibilities. The most common would be a blockage in the Pressure Reducing Valve in your dwelling. The valves should be cleaned annually to prevent total blockage. Contact the Public Works Department if this is found not to be the cause.

**Q: At times of heavy rains I experience water in my basement. Can I drain this through the sewer outlet in my basement floor?**

A: Definitely not! The introduction of storm wastewater into the sanitary sewer system is not permitted under any circumstances. A pamphlet will be circulated in the near future outlining the possible implications associated with this cross connection.