

Manufactured Home Relocation Development Application Package Checklist

Provide ALL of the following items for your application to be deemed complete. Incomplete submissions will delay processing of your development permit application.

<input type="checkbox"/> Application Form	Application must be completed in full and signed by the property owner(s).
<input type="checkbox"/> Applicant's Authorization for Development Application Form	Registered owner or an agent acting on their behalf must complete this document, or provide a letter of consent, if the applicant is <u>not</u> the property owner.
<input type="checkbox"/> Application Fee	Fees are set by Town of Millet Council, see Schedule A Fees Related to a Development
<input type="checkbox"/> Detailed Site Plan	Refer to the sample site plan for requirements to include in your site plan.
<input type="checkbox"/> CSA Number	
<input type="checkbox"/> Serial Number	
<input type="checkbox"/> Year of Manufacture	
<input type="checkbox"/> Make & Model	
<input type="checkbox"/> Copy of the Bill of Sale	
<input type="checkbox"/> Copy of Photo ID	
<input type="checkbox"/> Contact The Inspections Group Inc.	Contact The Inspections Group to determine which permit applications you will be required to complete. You must obtain all other required permits to ensure the applicable safety codes inspections are completed. Visit their website at www.inspectionsgroup.com , or call 780-454-5048.
<input type="checkbox"/> Contact Town of Millet Enforcement Services	<u>After</u> the Development Permit has been issued request a permit for the safe transportation of a manufactured home by emailing enforcement@millet.ca , or by phone 780-387-4554.