

**TOWN OF CARLYLE
POLICY MANUAL**

POLICY DESCRIPTION:

Moving an Existing Building into Town

POLICY NUMBER:

BLD00010

DATE APPROVED: November 7, 2007

DATE REVISED:

RESOLUTION #8

RESOLUTION #

Purpose of Policy: To ensure that buildings which are moved into the Town of Carlyle meet appropriate standards.

The Town of Carlyle may permit existing buildings to be moved into the Town providing those buildings meet certain criteria.

Process:

1. All requests are to be approved by Council prior to any work being undertaken.
2. Any property owner wishing to move a building in to town must complete the appropriate moving permit application.
3. The moving permit application must be accompanied by a site plan for the proposed location of the building.
4. The moving permit application must be accompanied by photographs of the building to be moved in. These photographs must clearly show all sides of the building.
5. Unless the building to be moved in is a new RTM or modular home, the moving permit application must be accompanied by plans for renovations or upgrades, along with a timeframe that the work will be done, and a \$1,500.00 deposit.
6. The moving permit application, along with photographs and site plan, and renovation work and timeframe, will be presented to Council for its decision.
7. The decision of Council will then be communicated to the property owner as soon as practicable after the meeting at which the decision was reached.
8. The \$1,500 deposit will be refunded to the property owner upon completion of the upgrades to the satisfaction of the Town.