



TOWN OF CARLYLE POLICY MANUAL

POLICY DESCRIPTION:

Moving a Building into Town

POLICY NUMBER: BLD 0010**DATE APPROVED:** November 7, 2007**DATE REVIEWED:** October 12, 2011

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 into 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 is a new RTM or modular home, the moving permit application must be accompanied by plans for renovations or upgrades, along with a time frame that the work will be done, and a \$1,500 deposit.
6. The moving permit application, along with photographs and site plan, renovation work and time frame, 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, and providing no damage is done to the streets or lanes because of the move.