



## APPLICATION FOR REVIEW OF PLANNING PROPOSALS

The required information in this application will allow the North Bay-Mattawa Conservation Authority (NBMCA) to review planning applications for consents to sever, lot additions, plans of sub-division. Subsequently the NBMCA will further assess whether the proposed planning application lies in accordance with Part 8 of the Ontario Building Code (OBC).

The NBMCA will conduct site inspections and provide comments on lots less than 4.05 Hectares (10 Acres) in size. Lots that are greater than or equal to 4.05ha in size may require site inspections, however in the majority of cases they are subject to a desktop review. Unless otherwise specified, NBMCA sewage system comments are based on the OBC minimum requirements for a 3-bedroom dwelling with less than or equal to 20 fixture units, less than 200m<sup>2</sup> floor area, sewage system sizing calculations based on a fully raised system.

The application must be fully completed prior to submission with the NBMCA (North Bay or Parry Sound).

All plans and/or site maps must be completed **IN INK**. Plans and site maps must not be drawn on paper exceeding 11"x 17" in size. They must be **LEGIBLE** and contain **ALL** information as listed below.

1. Applicants name, property address (civic);
2. Detailed site map of retained lands, lot additions, and all proposed severed lots;
3. Lot sizes (area), property dimensions, roads, existing/proposed rights-of-way or easements, municipal/utility corridors, and all owned or un-owned lakeshore road allowances;
4. Show and identify neighboring properties, include wells, structures, and sewage systems on adjacent properties (document if any at all);
5. Show the location and size of all existing sewage system components (tanks, pump chambers, alarms, distribution bed if applicable);
6. Show the distances of sewage system components to structures (if applicable);
7. Show the distances of sewage system components to all property lines, easements, rights-of-way, driveways, structures, and wells (if applicable);
8. Show the direction of water flow (surface);
9. Show any surface water (creek, pond, lake) on or adjacent to the property and provide the common name, and;
10. Indicate the direction of North on the site plan.

To ensure that the application can be processed without delays, the applicant must confirm that the application is complete, with all information requested and forms completed to a level of detail that does not leave any uncertainty.

**The applicant MUST flag lot lines and mark the parcels with signage indicating "severed" and "retained" as to ensure NBMCA staff can properly identify all components of the proposed planning application. Lots that have not been properly marked will not be evaluated; consequently the NBMCA cannot issue comments regarding the proposed planning application. A site re-inspection fee will subsequently be required.**

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### **THESE FIELDS TO BE COMPLETED BY APPLICANT – (PLEASE FULLY COMPLETE)**

#### **PROPERTY OWNER**

First Name: \_\_\_\_\_ Last Name : \_\_\_\_\_

#### **MAILING ADDRESS**

Street Address: \_\_\_\_\_ Unit Number : \_\_\_\_\_

Town / City: \_\_\_\_\_ Province : \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Telephone:** (\_\_\_\_\_) \_\_\_\_\_ **Work:** (\_\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_\_) \_\_\_\_\_

**PROPERTY DESCRIPTION** – (LOCATION OF PROPOSED PLANNING APPLICATION)

**Address: (If Different from Mailing Address)**

Street Address: \_\_\_\_\_ Unit Number : \_\_\_\_\_

Town / City: \_\_\_\_\_ Province : \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Legal Description: (Required)**

Lot \_\_\_\_\_ Sub-lot \_\_\_\_\_ Concession \_\_\_\_\_ Plan \_\_\_\_\_

Parcel \_\_\_\_\_ District \_\_\_\_\_ Township \_\_\_\_\_

Assessment Roll # \_\_\_\_\_

LAKESHORE ROAD ALLOWANCE:     OWNED     UN-OWNED     NOT APPLICABLE

**Property Directions: (Required)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLANNING PROPOSAL (Check all that apply)**

NEW LOT(S)     SUB-DIVISION PLANS     LOT ADDITION

PROPERTY DESCRIPTION	
Area of Property	Present Use of Property (list all existing structures and uses)
Details of Existing Sewage System(s) (Class, Size, Age, etc.)	

PLANNING PROPOSAL – SEVERANCE					
SEVERANCE		RETAINED (Lot #1)	SEVERED (Lot #2)	SEVERED (Lot #3)	SEVERED (Lot #4)
Size	Frontage				
	Depth				
	AREA				
SEVERANCE		SEVERED (Lot #5)	SEVERED (Lot #6)	SEVERED (Lot #7)	SEVERED (Lot #8)
Size	Frontage				
	Depth				
	AREA				

**LOT ADDITIONS** – (DETAIL BELOW AND/OR ADD COMMENTS TO SITE DIAGRAM)

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**SITE PLANS** – (SUBMIT WITH APPLICATION)

Site Plans are the most important part of the application. All plans or site maps must be completed **IN INK** and must not be drawn on paper exceeding 11”x 17” in size. They must be **LEGIBLE** and contain **ALL** information as listed on Page 1 of this application. These can be surveys or drawings as long as they are accurate and to scale.

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**FEE SCHEDULE** – (SUBMIT WITH APPLICATION)

<b>Severance / Zoning Site Inspections</b> Lots <b>Greater</b> than 10Acres in Size (retained lands, severed lands, lot additions)	<b>\$80.00 / Lot</b>
<b>Severance / Zoning Site Inspections</b> Lots <b>Less</b> than 10Acres in Size (retained lands, severed lands, lot additions)	<b>\$175.00 / Lot</b>

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**DECLARATION OF APPLICANT**

I \_\_\_\_\_ I understand that it is my responsibility to ensure  
(print name)

that the information provided is true and accurate and that the North Bay-Mattawa Conservation Authority will not be held responsible for incorrect information provided to it by an applicant.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Property Owner

**NOTE:**

**If the person signing the application is not the owner; a signed letter from the owner authorizing the person to act on the owner’s behalf must accompany the Planning Review Application.**

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**SUBMIT APPLICATION WITH THE APPROPRIATE OFFICE**

**North Bay-Mattawa Conservation Authority**  
**15 Janey Avenue**  
**North Bay, ON P1C 1N1**  
**Telephone (705) 474-5420**  
**Fax (705) 474-9793**

**North Bay-Mattawa Conservation Authority**  
**69 Bowes Street**  
**Parry Sound, ON P2A 2L5**  
**Telephone (705) 746-7566**  
**Fax (705) 746-7553**