



APPLICATION FOR SEWAGE SYSTEM FILE REVIEW

When enlarging or renovating a home or cottage, it is the property owner's responsibility to ensure that the existing sewage system can accommodate a potential increase of daily design sewage flow.

The required information in this application will allow the North Bay-Mattawa Conservation Authority (NBMCA) to assess whether the proposed construction will increase the dwelling's daily design sewage flow and thus initiate a reduction in sewage system performance level.

The application must be fully completed prior to submission with the NBMCA (North Bay or Parry Sound). The application and 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. Lot size, property dimensions, roads, existing rights-of-way, easements, or municipal/utility corridors;
3. Show and identify neighbouring properties, including wells on adjacent properties (document if any at all);
4. Show the location and size of all proposed and existing sewage system components (tanks, pump chambers, alarms, distribution bed);
5. Show the distances of sewage system components to structures;
6. Show the distances of sewage system components to all property lines, easements, rights-of-way, driveways, structures, and wells;
7. Show the direction of water flow (surface);
8. Show any surface water (creek, pond, lake) on or adjacent to the property and provide the common name, and;
9. 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 also provide a copy of any/all previously issued **Certificate of Approvals** and **Use Permits** or **Notice of Completion Forms** for the existing sewage system. Attach and submit a copy of both documents and any other supporting documentation with this application. If the applicant cannot provide the Certificate of Approval, Use Permit or Notice of Completion form for the sewage system, they may request a search and subsequent copy of any such documentation through the NBMCA North Bay office at an additional cost.

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 CONSTRUCTION)

Address: (If Different from Mailing Address)

Street Address: _____ Unit Number: _____

Town / City: _____ Province: _____

Postal Code: _____

Legal Description: (Required)

Lot _____ Concession _____ Sub-lot _____ Plan _____

Parcel _____ District _____ Township _____

Assessment Roll # _____

BUILDING INFORMATION – (BEDROOMS AND FLOOR AREA)

	EXISTING	+	NEW (Proposed)	=	TOTAL	OFFICE USE
# Bedrooms		+		=		
Floor Area (m²)	m ²	+	m ²	=	m ²	

BUILDING INFORMATION – (FIXTURE UNITS)

DESCRIPTION	# Existing fixtures	+	# New (Proposed)	=	Total # of Fixtures	X	Fixture Unit	=	<u>FIXTURE COUNT</u>	OFFICE USE
<u>Example only: Sink</u>	<u>1</u>	+	<u>1</u>	=	<u>2</u>	<u>X</u>	<u>1.5</u>	=	<u>3</u>	
Bath Groups (toilet, sink, tub/shower)		+		=		<u>X</u>	<u>6</u>	=		
Additional Flush Toilets		+		=		<u>X</u>	<u>4</u>	=		
Additional Bathtub/Showers		+		=		<u>X</u>	<u>1.5</u>	=		
Additional Sinks		+		=		<u>X</u>	<u>1.5</u>	=		
Dishwasher		+		=		<u>X</u>	<u>1.5</u>	=		
Washing Machine		+		=		<u>X</u>	<u>1.5</u>	=		
Laundry Tub		+		=		<u>X</u>	<u>1.5</u>	=		
Other (Please specify)		+		=		<u>X</u>		=		
<u>TOTAL FIXTURE UNITS (Addition of fixture count column)</u>								=		



DESCRIBE PLANS / RENOVATIONS

DESCRIBE NATIVE SOIL TYPE ON PROPERTY (DESIGN T-TIME)

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** 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.

FEE SCHEDULE – (SUBMIT WITH APPLICATION)

File Review (Use Permit and Certificate of Approval provided by customer)	\$100.00
File Review / Copy of Use Permit Required (NBMCA search for existing Use Permit and Certificate of Approval)	\$150.00

DECLARATION OF APPLICANT

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 Sewage System File Review.

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**