



APPLICATION FOR
REVIEW OF GARAGE OR ACCESSORY BUILDING PROPOSALS

The required information in this application will allow the North Bay-Mattawa Conservation Authority (NBMCA) to review garage or accessory building applications to assess whether the proposed construction lies in accordance with Part 8 of the Ontario Building Code (OBC).

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. Provide a written description of the proposed development;
3. Lot sizes (area), property dimensions, roads, existing/proposed rights-of-way or easements, and 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);
6. Show the distances of sewage system components to structures;
7. Show the distances of sewage system components to all property lines, easements, rights-of-way, driveways, structures, and wells;
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.

If a site inspection is required, the applicant MUST flag lot lines and mark the approximate location of sewage system components as well as the proposed development site as to ensure NBMCA staff can properly complete an inspection.

FEE SCHEDULE – (SUBMIT WITH APPLICATION)

Ontario Building Code Clearance	\$50.00
OBC Clearance Site Inspection Required	\$200.00

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:** (_____) _____

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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 _____ Sub-lot _____ Concession _____ Plan _____

Parcel _____ District _____ Township _____

Assessment Roll # _____

LAKESHORE ROAD ALLOWANCE: OWNED UN-OWNED NOT APPLICABLE

Property Directions: (Required)

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.

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.

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**