



APPLICATION FOR REVIEW OF LANDS TO BE SOLD / DEVELOPED

The required information in this application will allow the North Bay-Mattawa Conservation Authority (NBMCA) to review lands intended to be developed. Subsequently the NBMCA will assess whether the proposed development lies in accordance with Part 8 of the Ontario Building Code (OBC).

Unless otherwise specified the NBMCA will conduct site inspections and provide comments on lands intended to be sold or developed. 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 200m² 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. 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;
3. Show and identify neighboring properties, include wells, structures, and sewage systems on adjacent properties (document if any at all);
4. Show the direction of water flow (surface);
5. Show any surface water (creek, pond, lake) on or adjacent to the property and provide the common name, and;
6. 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 to ensure NBMCA staff can properly complete an inspection. Lots that have not been properly marked will not be evaluated; consequently the NBMCA cannot issue comments regarding this application. A site re-inspection fee will subsequently be required.

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)

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.

FEE SCHEDULE – (SUBMIT WITH APPLICATION)

Existing Lot Site Inspections Septic Only	\$200.00
Existing Lot Site Inspections Septic & Fill Regs	\$300.00

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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North Bay-Mattawa Conservation Authority
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