

# SEWAGE SYSTEM FILE REVIEW



## GUIDELINE

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

The application must be fully completed prior to submission to 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/or existing sewage system components (tanks, pump chambers, alarms, distribution bed);
5. Show the distances of sewage system components to proposed and/or existing 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 sewage system permits (Certificate of Approval / Sewage System Building Permit) and completion certificates (Use Permit/Notice of Completion) for the existing sewage system. Attach and submit a copy of both documents and any other supporting documentation with this application. If the applicant does not have a copy of the permit or completion certificate for the sewage system, NBMCA will perform a record search at an additional cost. If permits or completion certificates are not available for the sewage system, a detailed report from a licensed/qualified (BCIN holder) professional may be deemed acceptable if sufficient information is provided to carry out the assessment.

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

<b>File Review</b> (Use Permit and/or Notice of Completion provided by customer)	<b>\$225.00</b>
<b>File Review / Copy of Use Permit provided by NBMCA</b> (NBMCA search for existing Use Permit and/or Notice of Completion)	<b>\$325.00</b>

# Sewage System File Review



## Application

DATE RECEIVED: \_\_\_\_\_  
OFFICE USE ONLY

APPLICATION # \_\_\_\_\_  
OFFICE USE ONLY

PROJECT INFORMATION					
Property owners name				Telephone	
Contact persons name (if different from owner)				e-mail:	
Mailing address (if different from project information below)					
Project property location				Unit #	Postal code
Assessment roll #				Township	
Lot	Con.	Sub-lot	Plan	Parcel	

DESCRIPTION	DWELLING #1		BOATHOUSE		SLEEPING CABIN		Other: _____		# UNITS PER FIXTURE	FIXTURE UNITS
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed		
Bathroom group (toilet, sink, tub/shower)									x 6 =	
Additional toilet									x 4 =	
Bathtub or shower(*)									x 1.5 =	
Additional sinks(**)									x 1.5 =	
Kitchen sink(**)									x 1.5 =	
Dishwasher									x 1 =	
Washing machine									x 1.5 =	
Laundry tub									x 1.5 =	
Other: _____										
<b>FIXTURE UNITS</b>									Total:	
<b>Finished floor area</b>		m <sup>2</sup>		m <sup>2</sup>		m <sup>2</sup>		m <sup>2</sup>	Total: m <sup>2</sup>	
<b># OF BEDROOMS</b>									Total:	

\* Tub/shower combos count as 1.5 units

\*\* Sinks whether double (i.e. his & hers with a common trap) or single count as 1.5 units

### NOTE:

If there are existing fixtures, floor area or bedrooms to be removed, please indicate this by putting minus (-) in the proposed section. Example: 4 Existing – 2 Proposed, Total = 2.

Please contact the office if you require further assistance.

**DESCRIBE PLANS / RENOVATIONS**

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

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

Site Plans are an 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 (Guideline) of this application. These can be surveys or drawings as long as they are accurate.

**DECLARATION OF APPLICANT**

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

to ensure that the information provided is true and accurate and that North Bay-Mattawa Conservation Authority will not be held responsible for incorrect information provided to it by an applicant. By signing this document you agree that the information provided can be shared with your local municipality and/or designer/installer and/or other persons as deemed necessary or involved in the project on the property in question.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner/agent

**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  
septic.northbay@nbmca.ca  
[nbmca.ca](http://nbmca.ca)

North Bay-Mattawa Conservation Authority  
90 Bowes Street, Suite 202  
Parry Sound, ON P2A 2L7  
Telephone (705) 746-7566  
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[nbmca.ca](http://nbmca.ca)