

# REVIEW OF LANDS TO BE SOLD/DEVELOPED

## GUIDELINE

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

Unless otherwise specified NBMCA will conduct a site inspection 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 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 to 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 NBMCA cannot issue comments regarding this application. A site re-inspection fee will subsequently be required.**

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

<b>Existing lot site inspections</b> Sewage System Only	<b>\$350.00</b>
<b>Existing lot site inspections</b> Sewage System & O.Reg. 41/24 (DIA)	<b>\$630.00</b>

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## APPLICATION

Date Received: \_\_\_\_\_

Application # \_\_\_\_\_

CORRESPONDENCE TO BE MAILED TO (if different from project information address)			
Contact name			
Mailing address			Postal code
Telephone	Cell phone	Fax	
Email			

PROJECT INFORMATION			
Property owner's name		Telephone	
Property address		Postal code	
Municipality	Lot	Con.	
Plan	Sub-lot	Parcel	
Assessment roll number			

**LAKESHORE ROAD ALLOWANCE:**     owned     un-owned     not applicable

**Directions to property:** (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 \_\_\_\_\_ understand that it is my responsibility to ensure  
(print name)

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.

\_\_\_\_\_  
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 application.**

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**North Bay-Mattawa Conservation Authority**  
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[nbmca.ca](http://nbmca.ca)

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