

# ON-SITE SEWAGE SYSTEM REVIEW – PLANNING ACT PROPOSAL

## GUIDELINE

It is very important to consult with the planning approval authority at the beginning of the planning process before submitting an application. In a growing number of municipalities/planning boards pre-consultation is a requirement. Pre-consultation will ensure you are aware of what information and supporting materials may be required, and what provincial and local interests may need to be addressed as part of your application. Providing complete information when you submit an application will ensure timely consideration of the application. As part of your complete application to the planning approval authority you may require supporting documentation such as an on-site sewage system review.

The required information in this application will allow North Bay-Mattawa Conservation Authority (NBMCA) to review your planning proposal in accordance with Part 8 of the Ontario Building Code (OBC), NBMCA policies for lot creation, municipal zoning by-laws and other applicable law. It is the responsibility of the applicant to include all relevant information and documents that establish compliance with such law(s). It is important to note that NBMCA is not the approval authority for planning applications. NBMCA does, however, consult with the appropriate approval authority to ensure they receive the proper information needed to make a decision.

NBMCA will conduct site inspections and provide comments on lots less than 4 ha (10 acres) in size. Lots that are greater than or equal to 4 ha in size may require a site inspection if there are constraints associated with development, however, in the majority of cases they are subject to a desktop review. Unless otherwise specified, NBMCA on-site sewage system comments are based on the ability of a proposed lot to accommodate development (a single-family dwelling, a well, and room to accommodate an initial and a replacement Class 4F on-site sewage system) based on the OBC minimum requirements for a 3-bedroom single family dwelling (with less than or equal to 20 fixture units and less than 200m<sup>2</sup> floor area). On-site sewage system sizing calculations are based on a fully raised system with a T-time of 50. The retained lands are also assessed to ensure that the minimum setbacks as required under the OBC are maintained from proposed lot lines.

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 as to ensure NBMCA staff can properly identify all components of the proposed planning application.**

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

<b>Planning Comments (Desktop Review)</b> All lots (severed and retained) <b>greater</b> than 4 ha (10 acres) in size with no constraints	<b>\$225 plus \$75 for each additional lot, Minimum \$300</b>
<b>Planning Site Inspection + Comments</b> \$375.00 for the application plus \$125.00 for each new lot or part lot created (minimum charge of \$500.00 per application)	<b>\$375 plus \$125 for each additional lot, Minimum \$500</b>
<b>Subdivision/Plan of Condominium (Part 8, OBC)</b>	<b>\$1,800.00 up to 10 lots</b>

# ON-SITE SEWAGE SYSTEM REVIEW – PLANNING ACT PROPOSAL APPLICATION

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

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

## 1.0 PLANNING APPROVAL AUTHORITY CONSULTATION

**1.1 Have you consulted with the municipality/planning board/ MMA regional municipal services office prior to submitting this application to the NBMCA?**

☐ Yes      ☐ No      ☐ N/A

If yes, and if known, indicate the Planning Approval Authority name and file number

**1.2 Has your planning proposal been approved by the planning authority?**

☐ Yes      ☐ No

If yes, please attach the conditions of approval.

## 2.0 APPLICANT INFORMATION

**2.1 Name of owner(s)**

Mailing address/municipality

Postal code

Home telephone no.

Business telephone no.

Email address

**2.2 Agent/Applicant** Name of person who is to be contacted about this application, if different than the owner.  
(This may be a person or a firm acting on behalf of the owner)

Mailing address/municipality

Postal code

Business telephone no.

Email address

## 3.0 LOCATION OF SUBJECT LAND

District

Municipality

Former municipality

Geographic Township in territory  
without municipal organization

Property address

Con.

Lot

Sub-lot

Plan

Parcel

Assessment roll no.

PIN no.

**4.0 PURPOSE OF THE APPLICATION****4.1 Type and purpose of the proposed application**

Transfers: ☐ New lot(s)      ☐ Lot addition      ☐ Easement or Right-of-way      ☐ Other: \_\_\_\_\_

**4.2 If a lot addition, identify the lands to which the parcel will be added.****5.0 DIRECTIONS TO PROPERTY****6.0 DESCRIPTION OF SUBJECT LAND (attach a separate sheet if necessary)**

		Severed Lot #1	Severed Lot #2	Severed Lot #3	Retained
<b>6.1 Description</b>	Frontage(m)				
	Depth (m)				
	Area (ha)				
<b>6.2 Use of property</b>	Existing use(s)				
	Proposed use(s)				
<b>6.3 Buildings or Structures</b>	Existing				
	Proposed				
<b>6.4 Water Supply</b>	Publicly owned and operated piped water system				
	Privately owned and operated individual well				
	Privately owned and operated communal well				
	Lake or other waterbody				
	Other means				
<b>6.5 Private On-site Sewage System</b>	Details of existing on-site sewage system(s)  (Class, size, age, permit number)				
<b>6.6 Lakeshore Road Allowance</b>		<input type="checkbox"/> owned <input type="checkbox"/> not owned <input type="checkbox"/> not applicable			

**7.0 LAND USE**

**7.1** What is the existing Official Plan designation(s) of the subject land?

**7.2** What is the existing zoning?

**7.2.1** Is your proposal on a waterbody? Lake/River (Circle one if applicable) ☐ Yes ☐ No  
If yes, name of waterbody:

**7.2.2** Is the waterbody at development capacity for the creation of new lots? ☐ Yes ☐ No

**7.2.2.1** Is a 300m setback required for the on-site sewage system for the proposed severed lots?  
☐ Yes ☐ No

**7.2.2.2** Has a study been undertaken and approved to allow an encroachment within 300m of the waterbody? ☐ Yes ☐ No

If yes, please attach the study and planning board/municipal approval.

**7.3** Is there a Development Agreement with the Municipality regarding the placement of an on-site sewage system?  
☐ Yes ☐ No If yes, please attach the agreement and requirements.

**8.0 SKETCH (IMPORTANT)**

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. The boundaries and dimensions of the subject land; the part(s) that is to be severed and the part that is to be retained;
3. 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;
4. The existing uses on adjacent lands, including the location of: wells, structures, and sewage systems ;
5. The location and size of all existing on-site sewage system components (tanks, pump chambers, alarms, distribution bed if applicable);
6. The distances of on-site sewage system components to: structures; property lines, easements, rights-of-way, driveways, structures, wells, lakes, streams, wetlands (if applicable);
7. Show the direction of water flow (surface);
8. Show the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks, steep slopes, and narrow waterbodies; and
9. Indicate the direction of North on the site plan.

**9.0 OTHER INFORMATION**

Is there any information that you think may be useful to NBMCA in reviewing this application? If so explain below or attach a separate page.

**10.0 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 applicant

**11.0 AUTHORIZATION**

**11.1** If the applicant is not the owner of the land that is subject to this application, the written authorization of the owner, that the applicant is authorized to make the application, must be included with this form or the authorization set out below must be completed.

**AUTHORIZATION OF OWNER FOR AGENT TO MAKE THIS APPLICATION**

I \_\_\_\_\_ am the owner of the land that is the subject of  
  
this application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

**11.2** If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner, concerning personal information set out below.

**AUTHORIZATION OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act,

I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

Please submit this application to the appropriate office of the North Bay-Mattawa Conservation Authority at:

**North Bay-Mattawa Conservation Authority**  
15 Janey Avenue  
North Bay, ON P1C 1N1  
Telephone (705) 474-5420  
Fax (705) 474-9793  
septic.northbay@nbmca.ca  
[www.nbmca.ca](http://www.nbmca.ca)

**North Bay-Mattawa Conservation Authority**  
69 Bowes Street  
Parry Sound, ON P2A 2L5  
Telephone (705) 746-7566  
Fax (705) 746-7553  
septic.parrysound@nbmca.ca  
[www.nbmca.ca](http://www.nbmca.ca)