

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 of 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 dwelling's daily design sewage flow 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)

File Review (Use Permit and/or Notice of Completion provided by customer)	\$175.00
File Review / Copy of Use Permit provided by NBMCA (NBMCA search for existing Use Permit and/or Notice of Completion)	\$265.00

SEWAGE SYSTEM FILE REVIEW



DATE RECEIVED: _____

APPLICATION # _____

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

PROJECT INFORMATION				
Property Owner's name			Telephone	
Building number, street name			Unit no.	Postal code
Assessment roll no.				
Lot	Con.	Sub-lot	Plan	Parcel

BUILDING INFORMATION (Bedrooms and Floor Area)						
	EXISTING	+	NEW (Proposed)	=	TOTAL	OFFICE USE
# Bedrooms		+		=		
Floor Area (m ²)	m ²	+	m ²	=	m ²	

BUILDING INFORMATION – (Fixture Units)										
DESCRIPTION	# Existing fixtures	+	# New (Proposed)	=	Total # of Fixtures	X	Fixture Unit	=	<u>FIXTURE COUNT</u>	OFFICE USE
<u>Example only: Sink</u>	<u>1</u>	+	<u>1</u>	=	<u>2</u>	X	<u>1.5</u>	=	<u>3</u>	
Bath groups (toilet, sink, tub/shower)		+		=		X	<u>6</u>	=		
Additional flush toilets		+		=		X	<u>4</u>	=		
Additional Bathtub/Showers		+		=		X	<u>1.5</u>	=		
Additional sinks		+		=		X	<u>1.5</u>	=		
Dishwasher		+		=		X	<u>1.5</u>	=		
Washing machine		+		=		X	<u>1.5</u>	=		
Laundry tub		+		=		X	<u>1.5</u>	=		
Other (Please specify)		+		=		X		=		
<u>TOTAL FIXTURE UNITS</u> (Addition of fixture count column)									=	

DESCRIBE PLANS / RENOVATIONS

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

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** 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
(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.

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 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
Fax (705) 474-9793
www.nbmca.ca

North Bay-Mattawa Conservation Authority
69 Bowes Street
Parry Sound, ON P2A 2L5
Telephone (705) 746-7566
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