

SAULT STE. MARIE NORTH PLANNING BOARD

669 WELLINGTON STREET EAST, SAULT STE. MARIE, ONTARIO P6A 2M6

TELEPHONE (705) 254-6649 - 254-6640

FAX (705) 946-4286

GENERAL EMAIL saultnorthpb@shaw.ca

APPLICATION FOR ZONING CONFORMITY PERMIT BY-LAW NO. 1999-01

REQUIREMENTS:

1. The application fee of \$50.00 payable by cash, cheque, or money order. Cheques or money orders payable to the Sault Ste. Marie North Planning Board.
2. One (1) original application form. *All questions on the application form must be answered. Incomplete applications shall be returned to the applicant.*
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a site plan (8.5" x 11") is required. *Indicate the scale being used, include a north arrow and identify all dimensions in metric or imperial units.* The site plan must all indicate the following:
5.
 - a. The boundaries and dimensions of the subject lands;
 - b. The location, size, and type of all existing and proposed buildings on the subject lands, indicating the distance of the buildings from the front, rear and side lot lines;
 - c. The approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e. buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks and systems);
 - d. The location, width and name of any roads within or abutting the subject lands, indicating whether it is a public travelled road, an unopened road allowance, a private road, or a right-of-way;
 - e. If access to the subject lands is by water only, the location of the parking and docking facilities to be used;
 - f. The location and nature of any easements affecting the subject lands;
 - g. The current use(s) on the subject lands; and
 - h. The use(s) of lands that are adjacent to the subject lands.

LETTER OF CONFORMITY APPLICATION FORM

File No:	Tax Roll No. (on your tax bill)	
Registered Owner(s):		
Mailing Address:		
Telephone: Home:	Bus.	Cell:
Email:		
Name and Address of Agent (if applicable)		
Agent Telephone:		Email:
Legal Description of Subject Lands		
Township:	911 No. & Street /Road Name:	
Lot No.		
Section No. or Concession No. /Subdivision No. and Lot(s)/Block/ or Reference Plan No./Part No./Island No.		
Dimensions of Subject Land:		
Area	Frontage	Depth
State Use(s) & Year(s) Built of all main and accessory building(s) existing on this Property:		
State Proposed Land Use(s): E.g. (24' x 24' Garage) or (10m x 12m Single Family Dwelling)		
Required By-law Setbacks		Proposed Setbacks
(Water side if applicable or road side)		
Front		
Side		
Side		
Rear		
Height		
Access to the subject lands and road maintenance		
If publicly owned and maintained, state road name, who maintains the road and whether it is maintained seasonally or year round:		
If access is by private road/right of way/easement, please indicate name of access, if any, name and distance to the nearest publicly owned/maintained road:		
If access is by water indicate parking & docking facilities used or to be used and distance of such facilities from the subject lands:		

DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We (Print) _____, hereby declare all of the information provided above to be correct.

Date

Signature of Registered Owner(s) or Authorized Agent

AGENT AUTHORIZATION

I/We _____ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to

_____ to act on my/our behalf in regard to this application.

Date

Signature of Registered Owner(s)

**PERMISSION TO ENTER & CONSENT OF OWNER(S)
TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/We hereby authorize the members of the staff of the Sault Ste. Marie North Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Also, that the land subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Registered Owner(s) or Authorized Agent

The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Applicant's Checklist:	Have you remembered to attach:	Yes
	• The complete application form?	<input type="checkbox"/>
	• The sketch?	<input type="checkbox"/>
	• The required fee, payable to the Sault Ste. Marie Planning Board	<input type="checkbox"/>
	• A copy of your deed?	<input type="checkbox"/>

REQUIRED SKETCH

See page 1 of this application package for the requirements. See the Sample Sketch on the reverse (this page) for additional assistance.

SAMPLE SKETCH

