



# SAULT STE. MARIE NORTH PLANNING BOARD

669 Wellington Street East, Sault Ste. Marie, Ontario P6A 2M6  
T: 705-254-6649 • F: 705-946-4286 • saultnorthpb@shaw.ca

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

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### 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:
  - 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.



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OFFICE USE	
File Number: _____	Date: _____
Current Zoning: _____	

1. Application Information	
<b>1.1 Owner(s) Information:</b> (Note: An Owner's authorization is required, if the applicant is not the owner.)	
Name of Owner(s):	Home Phone:
Mailing Address:	Business Phone:
	Cell Phone:
	Email:
<b>1.2 Applicant/Agent Information</b> (Person who is to be contacted about the application, if different than the owner.)	
Name of Applicant/Agent(s)	Home Phone:
Address:	Business Phone
	Cell Telephone No.
	Email:

2. DESCRIPTION/LOCATION OF SUBJECT LAND	
Roll No.	Township:
Section or Concession No./ Subdivision No. and Lot(s)/Block No. or Reference Plan/Part No./Island No.	
911 Address / Road Name _____	

3. Dimensions of Subject Land		
Area:	Frontage:	Depth:
State Use(s) & Year (s) Built of all main and accessory building(s) existing on the property		
State Proposed Land Use(s). (e.g. 24' x 24' Garage or 10m x 12m Residential Dwelling)		
Required By-Law Set Backs		Proposed Setbacks
(Water side if applicable or roadside) Front:		
Side:		
Side:		
Rear:		
Height:		

4. 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:

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**Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of (city/Township) \_\_\_\_\_ in the  
(Province/Territory) of \_\_\_\_\_ make oath and say (or solemnly declare) that  
the information contained in this application is true and that the information contained in the  
documents that accompany this application is true.

\_\_\_\_\_  
Applicant Signature

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**Authorized Agent**

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)

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**Consent Of Owner(s) to the Use and Disclosure of Personal Information**

I/We \_\_\_\_\_, am/are the owner(s) of the land that  
is the subject of this consent application and for the purposes of the *Municipal Freedom of Information  
and Protection of Privacy Act*, I 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

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**Permission To Enter**

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.

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

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**Applicant's Checklist: Have you remembered to attach:**

- The complete application forms?
- The sketch?
- The required fee, payable through cash, cheque Money order and EFT  
(EFT email is snpb-admin@shaw.ca)
- A copy of your deed?

## **FURTHER INFORMATION**

Also check for other approvals and restrictions that may influence building locations on your property.

- a) Buildings must be setback the proper safe distances for power lines on or near your property.  
For further information contact;

**Algoma Power Inc.**  
**Customer Service**  
**2 Sackville Road**  
**Sault Ste. Marie, Ont., P6B 6J6**  
**(705)256-3850 or 1-877-457-7378**

- b) All new access points to a Provincial Highway require approval of the Ministry of Transportation corridor manager. For further information contact;

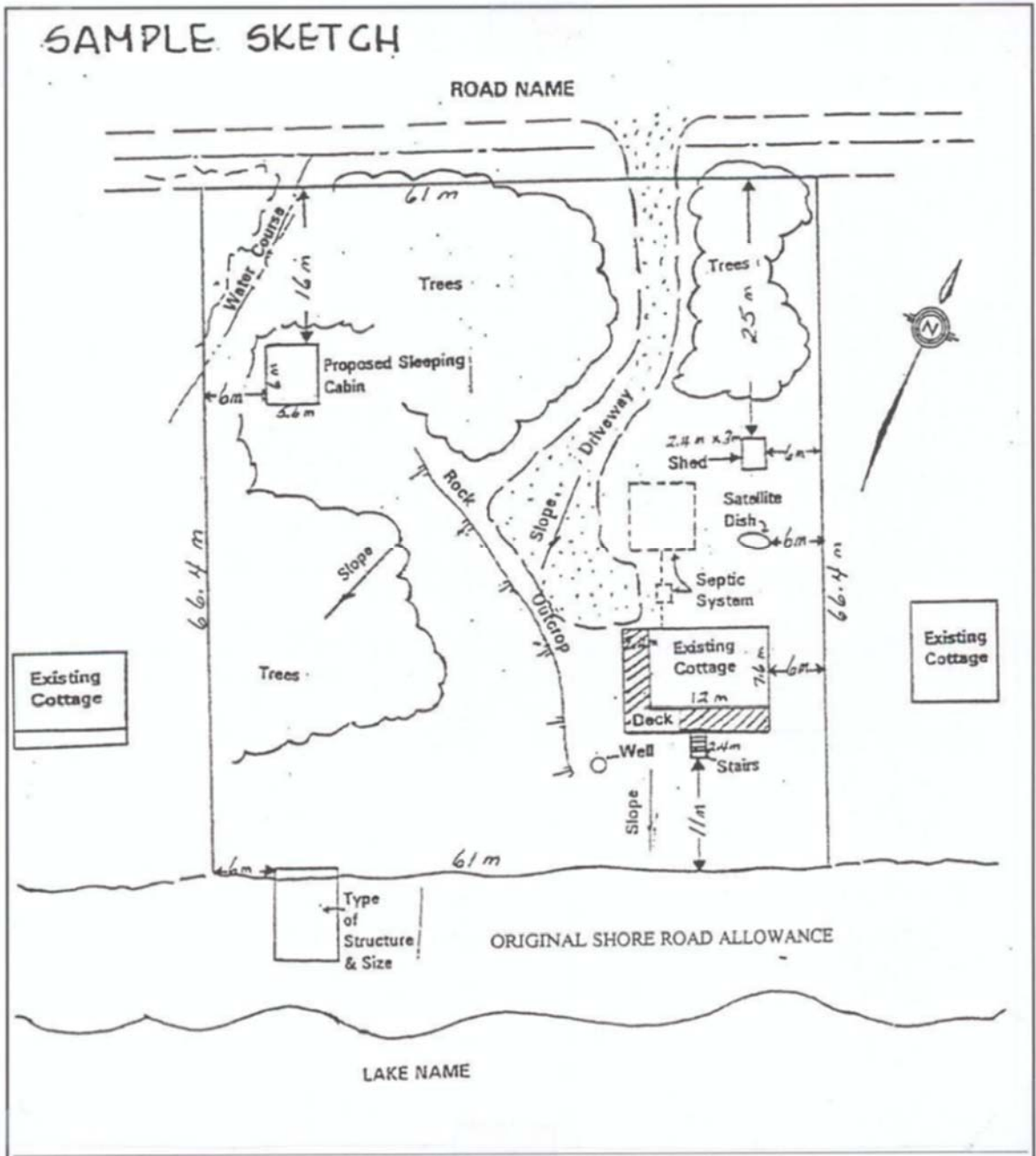
**MTO - Operational Services**  
**70 Foster Drive, 4<sup>th</sup> Floor, Suite 420**  
**Sault Ste. Marie, Ont. P6A 6V4**  
**Phone: (705) 945-6611 or 1-877-366-0669**

### **Sketch (See Example Below)**

A sketch must be included, drawn at suitable scale, and must show:

- a) The boundaries of the subject land, with dimensions.
- b) The location, widths and names of all roads or highways within or abutting the property, indicating whether they are publicly-owned, and maintained travelled roads, or private right-of-way and the location of the closest public road as well as public access points.
- c) The boundaries of all of the land adjacent to the subject land that is owned by the applicant or in which the applicant has an interest. (This can be shown on a small key plan.)
- d) The relationship of the boundaries of the subject land to the boundaries of the township lot/section and to the boundaries of any adjacent lots or registered plans.
- e) The location and dimensions of all existing and proposed structures on the subject land, and all yard setbacks.
- f) Natural and artificial features such as buildings, (siting measurements may be required for some applications, i.e. where the siting of a building would encroach on a required side yard or front yard, etc.), railways, highways, pipelines, watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the subject land.
- g) The nature of the existing uses of land within a radius of 300 metres of the property.
- h) The slope of the land, in order to establish the relationship between the grade of abutting highways and the grade of the subject land and to determine the drainage of the land (this information may be given in the form of contours, spot elevations, or written description.
- i) Easements, right-of-way, and/or restrictive covenants.

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Example Sketch