



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

REQUIREMENTS:

1. The application fee of **\$100** payable by cash, cheque, money order or Electronic Funds Transfer to billing@ssmnpb.ca. 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.
*******Note: Applications that are incomplete will be returned*******
Do not return this instruction sheet with completed application.
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. All planning documents, including the Sault North Zoning By-Law, can be found on the Planning Board's website at www.ssmnpb.ca. If you are unsure what your property is zoned as or are having difficulty understanding the By-law requirements, please contact the Planning Board staff for assistance.
5. By-law setbacks refer to how far your proposed structure or development is "set back" from the property line. The Planning Board relies on the property owner to accurately represent their property lines; failure to do so may result in the application being void even after it has been approved by the Board.
6. Proof of ownership is required, ideally a Deed or Land Transfer Agreement. Other proof of ownership may be considered by SSMNPB staff.
7. 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 units. The site plan must all indicate the following:
 - The boundaries and dimensions of the subject lands;
 - 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;
 - 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);
 - 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;
 - If access to the subject lands is by water only, the location of the parking and docking facilities to be used;
 - The location and nature of any easements affecting the subject lands;
 - The current use(s) on the subject lands; and
 - The use(s) of lands that are adjacent to the subject lands.



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OFFICE USE

File Number: _____

Date Received: _____

Cross Reference: _____

Hearing Date: _____

Notes: _____

Payment Ref: _____

1. APPLICATION INFORMATION

Registered Landowner(s) of Subject Land: (Note: A Landowner's Authorization Form is required if the applicant is not the owner.)

Name of Registered Owner(s):

Mailing Address:

Home Phone

Other Phone:

Email:

Authorized Agent Information

***Person who is to be contacted if different from the landowner – Landowner Authorization Form will be required on file

Authorized Agent Form Required? Yes ☐ No ☐

If Yes, is form attached? Yes ☐ No ☐

Name of Authorized Agent(s):

Authorized Agent Address:

Authorized Agent Home Phone:

Authorized Agent Other Phone:

Authorized Agent Email:

2. DESCRIPTION/LOCATION OF SUBJECT LAND

Roll Number:

Current Zoning

911 Address /Civic Address (If assigned):

Geographic Township

Legal Description:

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3. DIMENSIONS OF SUBJECT LAND

Area:

Frontage:

Depth:

Existing building(s), year of building (s) and use of building currently on the property:

Proposed building(s) and use (e.g. 24' x24' residential dwelling):

*****If there are more than two proposed buildings, please consult with staff.

<u>REQUIRED MINIMUM ZONING BY-LAW SET-BACKS</u>			<u>PROPOSED PLANS</u>	
<u>Based on what your parcel is zoned as.</u>			<u>In metres where each structure will be located?</u>	
	Building 1 (e.g. Cottage, Garage)	Building 2, if applicable (e.g. Cottage, Garage)	Building 1 (e.g. Cottage, Garage)	Building 2, if applicable (e.g. Cottage, Garage)
Structure(s):				
Front Yard Set Back: Water side If Applicable				
Side Yard Set Back: N S E W				
Side Yard Set Back: N S E W				
Rear Yard Set Back:				
Maximum Height:				
Ground Floor Area:				
Coverage (%):				

4. ACCESS TO THE SUBJECT LANDS AND ROAD MAINTENANCE

Is access road publicly owned and maintained?

Yes

No

If Yes, state road name, who maintains the road and whether it is maintained seasonally or year-round:

If No, please attach a separate sheet detailing name and distance to public road. If water access only, please indicate parking and docking facilities.

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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.

Date

Signature of Registered Owner(s)

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 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

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.

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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APPLICATION SKETCH REQUIREMENTS

The Planning Act Requires that Sketches, Drawings, or surveys show the following information. All measurements must be shown in metric (metres) and drawn to scale. If deficiencies be found , you may be required to re-apply. Applicants are required at least one copy of the sketch reduced to letter size (8.5 inches x 11 inches), and the sketch must contain all of the following information:

- ☐ The boundaries of the subject land, with dimensions indicated.
- ☐ The boundaries of all of the lands adjacent to the subject land that is owned by the applicant or in which the applicant has an interest (may be a small key plan)
- ☐ The location of any land previously severed from the subject property.
- ☐ The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines.
- ☐ The location, width and name of any roads within or highways abutting the subject land, indication whether they are public-owned and maintained travelled roads or private right-of-way and the location of the nearest public road /public access point.
- ☐ The location and nature of any easements, right-of-way and/or restrictive covenants affecting the subject land.
- ☐ The location of any natural or artificial features on the subject land and on land adjacent to the subject land (e.g. trees, roads, watercourses, river or streams banks, wetlands, wooded areas, drainage ditches, wells, septic tanks, buildings, and railways).
- ☐ The current uses on land that is adjacent to the subject land.

For certain applications where it is determined that a sketch will not adequately provide the information required, the Planning Board may request that a site plan or survey be completed by a qualified professional as a part of a complete application.

APPLICANT'S CHECKLIST, REQUIRED INFORMATION:

- ☐ Complete application forms
- ☐ Required fee, payable through cash, cheque money order and EFT (email is billing@ssmnpb.ca)
- ☐ If required, Landowner's Authorization Form attached
- ☐ Required sketch
- ☐ Attached copy of your deed

FURTHER INFORMATION

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

Algoma Power Inc. Customer Service 2 Sackville Road Sault Ste. Marie, Ont., P6B 6J6 (705)256-3850 or 1-877-457-7378 Buildings must be setback the proper safe distances for power lines on or near your property. Contact for further information.	MTO - Highway Corridor Management https://www.hcms.mto.gov.on.ca/ All new access points to a Provincial Highway require approval of the Ministry of Transportation Corridor Manager. Note: A Building and Land use permit may be required.	Algoma Public Health 294 Willow Avenue Sault Ste. Marie, ON, P6B 0A9 (705) 942-4646 Algoma Public Health is the principal authority for the enforcement of the Ontario Building Code & Act as they relate to private on-site sewage systems in all areas within the District of Algoma.
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