



**SSMRCA Requirements for
Planning & Permit Applications
February 2011**

The following checklist will assist applicants in the preparation of a complete application for submission to the Sault Ste. Marie Region Conservation Authority (SSMRCA) pursuant to Ontario Regulation 176/06.

Pre-consultation is strongly encouraged for all applications to determine the information which needs to be submitted as part of an application to be considered to be complete. The level of detail required to be submitted depends upon the natural hazards which are associated with the property as well as the scale and complexity of the proposal. Additional information may be required depending upon submission details.

Please note that incomplete applications are not subject to the SSMRCA's review timelines.

The following items must be submitted with your application:

Submitted	General Application Requirements
<input type="checkbox"/>	Completed application form and confirmation signed by the landowner/agent
<input type="checkbox"/>	Non-refundable application fee of \$ _____ (Cash or Cheque Only)
<input type="checkbox"/>	Detailed description on application or a Letter/Report describing the proposed work including details of construction, timing of works, building techniques, staging, limit of works.
<input type="checkbox"/>	4 sets of plans/drawings illustrating existing site conditions and proposed development and site alteration, including: <ul style="list-style-type: none"> - Location of property (in relation to cross roads, streams, etc.) - Property dimensions - Existing and proposed grades - Location and dimensions of existing/proposed structures or alterations (including location and use of buildings, fences, driveways, etc.) <ul style="list-style-type: none"> - Location of natural features on or adjacent to the subject property (i.e. wetlands, watercourses, ponds, ravines).
<input type="checkbox"/>	Status of any municipal approvals (Committee of Adjustments, Zoning, Sub-division Agreement), if applicable.
<input type="checkbox"/>	Landowner Authorization Form (if applicant is not the owner), if applicable.