

**APPLICATION FOR FINAL APPROVAL FROM SMALL CRAFT HARBOURS
TO CONSTRUCT AND/OR MODIFY BUILDINGS
ON PROPERTY ADMINISTERED BY AN INCORPORATED HARBOUR AUTHORITY**

GENERAL INFORMATION (PLEASE PRINT):

Harbour Name / Province: _____
Name of Applicant and/or Owner: _____
Company: _____
Mailing Address (Civic address or P.O. Box): _____
(Town / Village): _____
Postal Code: _____ Daytime telephone: _____ Facsimile: _____

The following information must be included with this application:

DETAILED DRAWINGS:

Attach detailed plans, preferably engineered drawings, indicating all Small Craft Harbours (SCH) property that will be affected by this proposal, including all associated activities such as parking and service areas, access, and all associated services such as utility, water sources, sewage, water intake and discharge lines, etc. The location, size, and outline of any existing or proposed buildings that will be affected by the proposal must also be indicated, as well as property boundaries, public access roads, and sublease area.

ENVIRONMENTAL ASSESSMENT or EXCLUSION FORM:

Attach an environmental assessment pursuant to the *Canadian Environmental Assessment Act (CEAA)*. The document must be completed by a qualified / experienced person or company, and then signed and approved by the SCH Area Chief; **or** attach the SCH CEAA Project Exclusion Form that has been signed and approved by the SCH Area Chief. The exclusion form must confirm that the proposal does not require a full environmental assessment, pursuant to the *Canadian Environmental Assessment Act (CEAA)*, Exclusions List Regulations, Part I or V, Section 1, 3, 4, 32, 33, 34, 35 or 36.

CANADA LABOUR CODE – PART II

In accordance with the Canada Labour Code, Part II and the National Building Code of Canada, the detailed drawings must either be certified (stamped) by a Professional Engineer, or approved by the local building inspector (as per the building permit).

BUILDING PERMIT

Attach a copy of the building permit from the Municipal unit having jurisdiction for the proposed project. The building permit must also include approval from Department of Transportation and Departments of Environment and Health.

LIABILITY INSURANCE

Attach proof of valid liability insurance. Indicate liability amount: \$ _____.

I, the undersigned, submit for final approval, this application (and attached documents) to request to construct, install, expand, reconstruct and/or modify one or more buildings on property administered by an incorporated Harbour Authority. I declare that the information and statements contained in this application are true and that the proposal and plans submitted are for the construction / modifications described. It is clearly understood that this application does not authorize any work to proceed until final written permission is issued by the Regional Director, Small Craft Harbours, and that any changes in design from this point forward must also be approved by the Regional Director prior to start of work.

Signature of applicant _____ Date

Mail completed package to: SCH Area Chief or forward package to the
Small Craft Harbours Branch SCH Business Manager for
the area in which the harbour
mentioned above is located.

For SCH Use Only	Received by SCH Area Chief _____ (initials / date)
SCH decision (circle one):	Final Approval / Approval pending more information from applicant
Concurrence by SCH Regional Director:	_____ (signature / date)
Letter to applicant advising decision:	_____ (signature / date)
First year sublease fee (if approved):	_____ (\$ amount)