

**APPLICATION FOR PRELIMINARY 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:

LOCATION OF WORK:

Attach a scaled drawing 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.

LAND USE:

Total lot area required (in square metres): _____ Zoning: _____
 Existing use (if applicable): _____ Proposed use (if different than existing): _____

Attach a letter from the Municipal unit having jurisdiction of this harbour stating that this proposal meets existing zoning and other development requirements.

HARBOUR AUTHORITY CONSENT:

Attach a letter from the Harbour Authority (HA) managing this harbour stating that this proposal has been discussed and approved by resolution of the Board of Directors at a Harbour Authority meeting in accordance with the HA bylaws of incorporations and duly recorded in the minutes of that same meeting.

Note: The applicant must be aware that if the SCH / HA long range development plan (LRP) for the harbour indicates that this proposal might have a negative impact on existing or proposed SCH harbour facilities, that a revised LRP must first be prepared. If a long range plan has not yet been approved for the harbour, or if a revised plan has to be prepared, the LRP will first have to be approved and signed off by the Harbour Authority, SCH Area Chief, and the SCH Regional Engineer prior to preliminary approval from SCH for this application.

I, the undersigned, submit for preliminary 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 understood that this is a preliminary application only and does not authorize any work to proceed until final written permission is issued by the Regional Director, Small Craft Harbours. It is also clearly understood that subsequent to preliminary approval, the applicant must then submit the documents outlined in Schedule 'A' (attached) when requesting final approval to proceed with the proposal.

 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 SMALL CRAFT HARBOURS USE ONLY	
Package received by SCH Area Chief: _____	(signature / date)
Reviewed by SCH Chief, Operations: _____	(signature / date)
Reviewed by SCH Regional Engineer: _____	(signature / date)
SCH recommendation (circle one):	Approval pending LRP update / Preliminary Approval / Proposal Denied
Concurrence by SCH Regional Director: _____	(signature / date)
Letter to applicant advising decision: _____	(signature / date)
Minimum liability insurance (if required): _____	(\$ amount)

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APPENDIX 'A'

Once written preliminary approval is issued from Small Craft Harbours (SCH), the following items must then be submitted to the SCH Regional office for final approval to construct, alter, install, reconstruct, extend, and/or modify one or more buildings on property administered by an incorporated Harbour Authority:

APPLICATION FOR FINAL APPROVAL:

The applicant must submit the "Application for final approval from Small Craft Harbours to construct, expand and/or modify buildings on property administered by incorporated harbour authorities" (SCH form: APPLICATION-BUILDING-FINAL).

DETAILED PLANS SHOWING LOCATION OF WORK:

The applicant must submit detailed plans, preferably engineering drawings, that indicate all property that will be affected, for not only buildings, but other areas and services required. The plans must clearly indicate the location, size and type of construction of all proposed new buildings or existing buildings to be modified, as well as property boundaries and public access roads. The final requested boundaries of the sublease area are also to be shown.

ENVIRONMENTAL ASSESSMENT or EXCLUSION FORM:

If proposal is for a new building or expansion of an existing building**, the applicant must submit an environmental assessment pursuant to the *Canadian Environmental Assessment Act (CEAA)*, that has been signed and approved by the SCH Area Chief, and is acceptable to the SCH Regional Engineer. SCH can provide the applicant a standard assessment template document, however it is the responsibility of the applicant to have the environmental assessment carried out by a person or company that is qualified and experienced in this field (to the satisfaction of SCH).

** CEAA is triggered if the proposed modification or expansion of an existing building increases the building footprint or height more than 10% or if the work will be carried out within 30 meters of a water body (high normal tide). Bait sheds and gear sheds <100 square metres in floor area and <5 metres in height do not require a full environmental assessment, but instead require the SCH CEAA Project Exclusion Form signed and approved by the SCH Area Chief.

CANADA LABOUR CODE – PART II

The Canadian Labour Code Part II (DIVISION I; 2.2(1)) requires that the design and construction of buildings on Federal property must be in accordance with the National Building Code of Canada. The applicant must assure SCH that the applicant's proposal complies with this requirement either by having the detailed drawings certified (stamped) by a Professional Engineer, or by attaching a valid building permit (which indicates approval by the local building inspector).

BUILDING PERMIT

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

LIABILITY INSURANCE

The applicant must provide proof of valid liability insurance of a minimum amount to be determined by the Harbour Authority and Small Craft Harbours. The minimum insurance amount required will be advised in the letter from the SCH Regional Director when (if) preliminary approval is issued.