

PART 1



WASAUKSING FIRST NATION

COTTAGE LOT APPLICATION FORM

<i>OFFICE USE ONLY</i>			
APPLICATION FOR: <input type="checkbox"/> RENOVATION <input type="checkbox"/> DOCK INSTALLATION/REPAIR <input type="checkbox"/> LOT ALTERATION <input type="checkbox"/> STRUCTURE RELOCATION			
<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> TREE REMOVAL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION/REPAIR <input type="checkbox"/> ADDITION			
FILE#	FEES \$	DATE RECEIVED	RECEIPT #

Contact Information

CONTRACTOR NAME :	OWNER(S) (LEASE HOLDER):
COMPANY NAME:	OWNER(S) (LEASE HOLDER):
ADDRESS:	MAILING ADDRESS:
PHONE:	PHONE (HOME):
BCIN/LICENSE #:	PHONE (OTHER):
COMMERCIAL INSURANCE POLICY #:	EMAIL:

Legal Description of the Property

LOT	PLAN	FIRE ROUTE:
PROPOSED USE OF STRUCTURE/BUILDING AND/OR REASON FOR TREE REMOVAL:		
LEASE REGISTRATION #		
*AS CONTAINED IN WASAUKSING LANDS REGISTRY		

Complete for New Construction, Renovations, Repairs, Alterations, Installations

TYPE OF STRUCTURE:	DISTANCE FROM LOT BOUNDARIES (FT):
DISTANCE FROM SHORELINE (FT):	DISTANCE FROM HIGH WATER MARK (FT):
GENERAL NATURE OF DEVELOPMENT <i>(attach additional pages if necessary)</i>	

NOTE: If the applicant is not the registered owner of the property concerned, then the lease holder's signature is required on this application.

I certify that the above information is true and I am responsible for all liability and costs to the above work and/or clean up. Any approved work will adhere to minimum NBC standards and DFO/MNRF minimum standards where applicable. Also, that no adverse effects to the environment will take place. A WFN Representative will notarize any changes to the above. I accept responsibility for delays in processing caused by incorrect or insufficient submissions. Contact the WFN Tax Administrator if you have any further questions.

Signature of Applicant / Agent

Date

Signature of Land Owner(s) / Lease Holder(s)

Date

Application Process:

- 1.) Applicant submits Part 1 Cottage Lot Application, Part 2 Site Plan Layout and Schematic drawings/plans
- 2.) Tax Administrator reviews documents and either a.) Asks for additional information b.) Approves application c.) Approves application conditionally d.) Denies application.
- 3.) Upon approval, Applicant pays associated fees to Wasauksing First Nation.
- 4.) Upon receipt of fees, the Tax Administrator will provide the applicant with a Wasauksing Cottage Lot permit to be posted on the approved Cottage Lot.

Please inform the Tax Administrator two weeks prior to the start of your construction, to arrange for an inspector to visit the site.

OFFICE USE ONLY:

APPLICATION IS:	<input type="checkbox"/> COMPLETE	<input type="checkbox"/> INCOMPLETE (PROVIDE COMMENTS BELOW)
CHECKED FOR COMPLETION BY:		
	WFN Approving Authority	Date

WASAUKSING FIRST NATION

COTTAGE LOT SITE PLAN LAYOUT

First Nation:	Wasauksing First Nation	Date of Application:	
Owner:		Applicant/ Installer:	
Address:		Address:	
Lot	Fire Route #		

Note any alterations must be approved by WFN prior to completion of work

Preliminary Inspection/Approval	Date: / /	Wasauksing Staff
Final Inspection	Date: / /	Wasauksing Staff

ATTACHMENT A

SITE PLAN LAYOUT, SCHEMATIC AND/OR DESIGN DRAWINGS

The objective of the submission of drawn or illustrated documents is to provide a visual of the nature of work to be completed and where the proposed work will be done on the Cottage Lot in relation to boundary lines, shorelines, and existing structures.

Information to be provided

A Site Plan Layout, drawings and supporting documentation shall include the following information:

1. The legal description and fire route address of the cottage on which the development is proposed.
2. A plan showing the location of proposed work and existing structures on the cottage lot with distances (in ft.), to high water mark on shorelines and lot boundary lines.
*If applicable, location of trees to be removed.
3. Complete sets of drawings, plans, diagrams, from the contractor, engineer, company, or manufacturer that include dimensions.
4. If the work will be constructed in phases, a schedule identifying the phases.
5. If an agent on behalf of the lease holder is submitting the Site Layout Plan, a written statement of authorization from the lease holder is required.

ATTACHMENT B SCHEDULE OF COST AND FEES

Fee (including but not limited to)	Cost	
New Construction - cottages, sheds, garages, decks, gazebos, bunkies, etc.	\$200	Included in fee the following are applicable. 1. Plans review 2. Site Inspections and Excavation 3. Footing Inspections 4. Foundation, Drainage and Waterproofing 5. Structural Framing Inspections 6. Insulation and Vapor Barrier Inspection 7. Final Inspection: Interior & Exterior for Occupancy
Relocations - Any moving of structures on a Cottage lot	\$200	
Additions - increasing size or adding to an existing structure	\$200	
Renovations (remodels)	\$200	
Demolition - removal of an existing structure	\$200	
Repairs - involving structural changes or changes to the Lot	\$200	
Septic Installation, Repair, Removal	\$200	
Dock Removal	\$50	
Dock Installation	\$50	Qualified, licensed, and insured installers permitted only. *fees may vary based on installation requirements.
Dock Repair	\$50	
Tree Removal	\$50	
Alteration to Lot - adding gravel or fill, excavating	\$50	
Large Appliance Installation* - hot tubs*, fire places, wood stoves, HVAC units	\$50	
Subsequent Inspections *per additional inspection	\$50	

PAYMENT

Payment is required in order for a permit to be issued. Fees can be paid directly to:

Wasauksing First Nation
C/O Cottage Lots
1508 Lane G
P.O. Box 250 Parry Sound, ON
P2A 2X4

Enquiries regarding the policies & procedures and the fee schedule for Cottage Lot Applications can be made to the following:

**Wasauksing First Nation
Tax Administrator**
Telephone: (705) 746-2531
Email: Taxadmin@wasauksing.ca

Parry Island Indian Reserve No 16

NOTES