



# Private Moorage - Marine

## Application Requirements Checklist

**The following requirements are part of the application and must be provided. Incomplete applications will be returned to the applicant.**

**In addition to the General Application Requirements included on the Application Form, the following items are required for all Private Moorage applications:**

- See the [Natural Resource Online Services website](#) for key requirements and advice on applications.
- You are required to provide at least the following [digital maps](#) (spatial data, .pdf, .jpg, or other commonly used format)
  - General Location Map
  - [Site Plans](#) A, B, and C
  - [Side profile](#) (including improvements, high and low water marks, profile of waterbed, dimensions in metres)
- Six photographs to provide a view of the site that the dock will occupy as well as a view of the shoreline in both directions.
- [Proof of adjoining upland ownership or leasehold tenancy](#) must be provided (such as a State of Title Certificate or a copy of Land Title System title search) displaying the full legal description of the adjoining upland parcel and the full legal names (s) of the registered owner. In the case of upland tenancy, a copy of the lease page (s) displaying the lessee's name and description of the land must be submitted. In cases where the applicant is not the registered owner(s) as shown on the document provided, a [Letter of Consent](#) from the registered owner must also be submitted.
- Written confirmation from local government that the proposal complies with the existing zoning bylaws (based on a review by the local government of the application or development plan).

### **AND**

- A [Management Plan](#), signed and dated, which includes the project overview, project description and additional information as necessary. Information is provided in the [Management Plan Application Guidance Document](#). Specific requirements for Private Moorage are listed below – be sure to include these in the relative sections of the Management Plan.
  - 2.1 Include dimensions and distances from property lines
  - 2.1 If other docks are located within 25 metres of the site plan, include these docks on the site sketch
  - 2.2 Explanation of why the moorage is required and indication of distance from closest marina/group moorage facility
  - 2.3 Type of use – number of boats, seasons, etc.

- 3.1 Description of existing structures such as type (dock, wharf, etc.), construction (pilings, floats, etc.) and materials (include any preservatives)
- 3.1 Size and dimensions of planned (and/or existing) improvements including floating docks, wharves, boathouses, retaining walls, pilings, or areas to be filled or dredged, as well as construction material used
- 3.2 Indicate how public access is maintained along the beach

Where the following information is relevant to your application and has been investigated, please provide details on how you are addressing these issues.

- 4.0 The applicant may be required to provide a Baseline Marine Habitat Assessment upon review of your application. It must be signed by a [qualified registered professional](#) acceptable to the Ministry in charge of the Land Act.
- 4.1.6 The applicant may be required to hire an [archaeologist](#) to assess potential impacts to archaeological values.

**Note:** Applicants should restrict management plan content to information that is directly relevant to the proposed project. Management Plans should not contain statements that are biased or judgmental or which may be harmful to other applicants, other licensed users of Crown land and resources, the general public, or businesses operating on private land.