Waterfront Approval Contact Sheet

A worksheet for tracking three approval layers at once

Conservation Authority

1 **Name of the authority and watershed**

Write down which authority covers your property before contacting anyone else.

2 **Date contacted and documents requested**

Keep a record of what was asked for, so nothing has to be tracked down twice.

3 **Status of the application**

Note whether it is submitted, under review, or approved, and the date of each update.

Municipality

1 **Building department contact**

Record who you spoke with and what zoning or setback questions came up.

2 **Building permit status**

Track this separately from the Conservation Authority file, since the two are reviewed independently.

Federal review

1 **Self-assessment tool result**

Note the outcome and the date you ran the assessment, in case it is asked for later.

2 **Any follow-up requested**

Record any additional information requested and when it was provided.

Track all three layers together, not one at a time.

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