



Permit Application Form

Section 28.1 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27
& Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits

Landowner Information

Name(s): _____ Address: _____

Organization: _____ Postal Code: _____

Bus. Tel.: _____ Email: _____

Cell: _____ Fax: _____

Agent Information

Name: _____ Address: _____

Organization: _____ Postal Code: _____

Bus. Tel.: _____ Email: _____

Cell: _____ Fax: _____

Pre-application Consultation

Pre-application consultation is encouraged to expedite the application process. This pre-consultation may be in the form of a phone conversation, meeting, email, or site visit.

An application must be deemed complete with all supporting documentation before being processed.

Insufficient information may delay or prevent processing of the application.

Have you conducted any pre-consultation with a Regulations Officer or Planner at South Nation Conservation to determine site issues and technical requirements for this application?

Yes No If yes, please specify and provide any records correspondence:



Location of Proposed Works

Property Assessment Roll No.: _____

Municipal Street Address: _____

Current Municipality: _____ Former Municipality: _____

Lot: _____ Concession: _____ Structure Identification No.: _____

Reg. Lot No: _____ Reg. Plan No: _____

Project or Property Coordinates (optional):

UTM Easting _____ UTM Northing _____

Latitude _____ Longitude _____

Other Identifier (ex. road crossing): _____

Proposed Works

- | | | |
|--|---|---|
| <input type="checkbox"/> Place or remove fill, or grading | <input type="checkbox"/> Construct new building | <input type="checkbox"/> Addition or renovation of building |
| <input type="checkbox"/> Erosion control or shoreline work | <input type="checkbox"/> Install sewage disposal system | <input type="checkbox"/> Construct pond or reservoir |
| <input type="checkbox"/> Change a watercourse (e.g. crossing, relocation, culvert, bridge) | <input type="checkbox"/> Install dock | |
| <input type="checkbox"/> Other (please specify):
_____ | | |

Project Details

Description of proposed works: _____

Proposed start date: _____ Anticipated date of completion: _____

Existing use of land (i.e. vacant, residential, etc.): _____

Proposed use of land: _____



Agent Authorization

This agent authorization section must be completed and signed by the property owner(s) if this application is submitted by an agent on behalf of the owner(s) or if the proposed works are to be carried out by an agent on behalf of the owner(s). If the owner is a corporation acting without an agent, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

Note to the owner(s): If the application is prepared by an agent, authorization should be withheld until the application and any supporting documents have been examined and approved by you, the owner(s).

I/We, _____ [print owner(s)'s name(s)], hereby authorize _____ [print agent's name or organization], to provide as my agent any required authorizations or consents, to submit the enclosed application to SNC, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by SNC Staff and the SNC Board of Directors relevant to the application for purposes of obtaining a permit under s.28.1 of the *Conservation Authorities Act*.

Signed at the city/town of _____.

Signature of Property Owner(s): _____ Date: _____

Signature of Property Owner(s): _____ Date: _____

Utility Providers — As appropriate, to be completed by utility providers. The following is considered landowner authorization and SNCA does not require additional documentation.

Right of Way/Public Place (Existing municipal right of way/public place and is permitted as agreed to by the utility company and the municipality or other landowner.)

Non-Road Allowance Occupations (Existing easement, agreement, license, lease, permit or property purchase.)

Private Property/New Subdivision (Project is located on private property that the utility company has been invited onto to install services.)

Terms and Conditions

- I. Permits or approvals may be required from other federal, provincial, and municipal agencies prior to undertaking the proposed work. SNC permission does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, or approvals that may affect the proposed work and the property or the use of same.
- II. Fees paid are for application processing only. SNC staff may attach conditions to a permit or refuse a permit based on their interpretation of Part VI of the *Conservation Authorities Act*, O. Reg. 41/24, and SNC Regulation Policies. SNC staff shall not refuse an application for a permit or attach conditions to a permit unless the applicant for the permit has been given an opportunity to request a hearing before the SNC Board of Directors.
- III. Permits are transferable so long as site conditions and plans remain unchanged from the date the permit was issued.
- IV. SNC may cancel or change a permit granted under Section 28.1 of the *Conservation Authorities Act* if (1) false information was submitted as part of the permit application or (2) the work deviates from the conditions of the permit without SNC's prior written approval.
- V. An SNC appointed officer may enter on private property, other than a dwelling or building, if the entry is for the purpose of considering permit application. SNC will not enter the property without first contacting the landowner for permission.



I/We the undersigned hereby certify to the best of my/our knowledge and belief that all the above-noted, attached and/or supporting documentation information is correct and true. I/We further solemnly declare that the contents of the application and specifically the terms and conditions, and the declaration which is written below have been read.

By signing this application, the owner(s) grants SNC, its employees, and authorized representatives' access to the property for the purposes of obtaining information and monitoring any approved works. SNC will not enter the property without first contacting the landowner for permission.

Name of Owner(s): _____

Signature: _____

Date: _____

Name of Agent: _____

Signature: _____

Date: _____

Collection of Information

Personal information is collected in accordance with Part VI of the *Conservation Authorities Act* and O. Reg. 41/24. Information submitted in this application may be disclosed to departments or agencies of local, provincial, or federal government for review and comment. It may also be disclosed to members of the public in accordance with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. Questions about the collection of information should be directed to South Nation Conservation.

Minimum Application Requirements

The following information is required to meet the requirements of Ontario Regulation 41/24. All items listed below that are applicable to your application must be indicated and accompany the submission before your application can be deemed complete.

Additional information prepared by qualified professionals may be required to process a permit application including, but not limited to:

- a. topographic surveys or lot grading/drainage plans;
- b. flood plain analysis/delineation studies, hydrology/hydraulic analysis;
- c. environmental impact studies;
- d. stormwater management plans; and
- e. slope stability and erosion studies.



General Requirements
(all applications)

- Completed application form signed and dated by applicant(s) or authorized agent.
- Correct application fee included. If the fee amount is to be determined after the submission, this requirement is not applicable.
- Location map of subject property in relation to surrounding roads, buildings, and waterbodies providing clear travel directions. If subject property assessment roll number is provided, this requirement is not applicable.
- Plan of property showing lot line dimensions and area of subject property to scale. Submission of a survey plan is preferred.
- Site rehabilitation or restoration plan, if required.
- Letter describing the nature of the proposed works if further details are necessary.
- Provide photographs of the area to be altered.

From the list below, please identify and complete the sections pertinent to the project:

1. Construction of New Building or Reconstruction or Additions, and/or Renovations to a Building

- Location, area and dimensions of existing structures, wells and septic system to scale on the property.
 - Both existing and proposed final grades including development envelope, area of septic system, road frontage and private drive referenced to a geodetic datum.
 - Construction drawings to scale in plan view and cross-sectional detail showing proposed use of each floor or level of building including area under main floor (i.e. basement, crawl space, etc.).
 - Grade elevation(s) of the lowest and all exterior openings (i.e. windows, doors, etc.) in relation to final grades and elevation of basement floor slab/crawl space floor.
 - Flood proofing measures prepared by a professional engineer in accordance with SNC policy or geotechnical report prepared by a professional engineer where unstable slopes or soils involved.
 - Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout the construction period, if required.
-



2. Place or Remove Fill

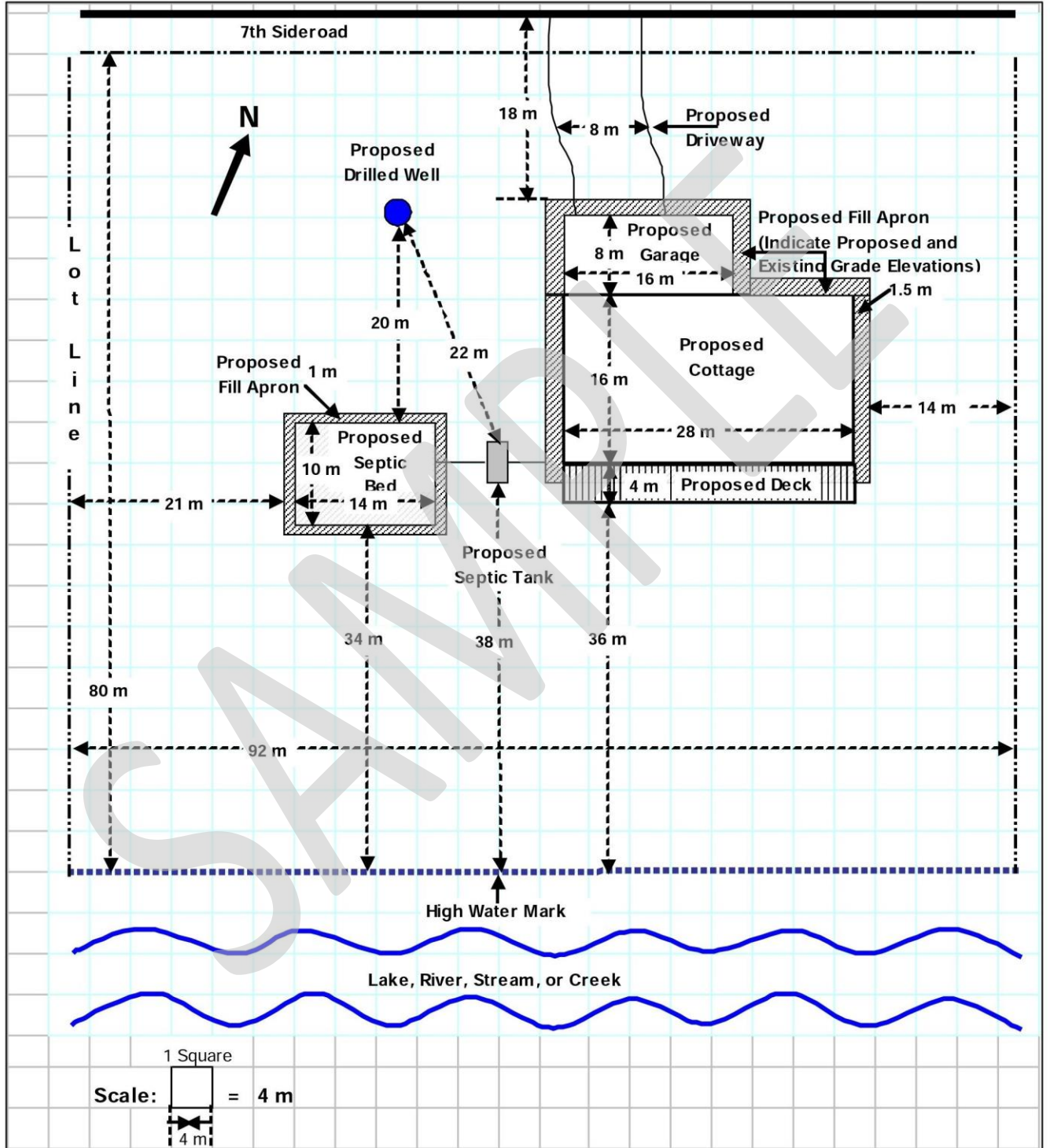
- Site restoration plan including planting detail.
 - Location, type, source and, amount in cubic metres of fill material. Note: Please provide the same information for cut, where applicable.
 - Plan view and cross-sectional detail to scale showing existing grade and proposed final grade elevations referenced to a geodetic benchmark.
 - Construction techniques including phasing, if any, and method of filling.
 - Geotechnical report prepared by a professional engineer in accordance with established standards and procedures when adjacent to steep and/or unstable slopes or when situated on organic soils, leda clay, or unstable bedrock.
 - Fill deposit, where required.
 - Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout the construction period.
-

3. Straighten, Change, Divert, or Interfere with a Watercourse

- Construction style drawing to scale showing, in plan view and cross-sectional detail, the existing and proposed watercourse or watercourse crossing detail.
 - Erosion and sediment control measures to be implemented prior to commencement of work and throughout the construction period.
 - Site restoration plan including planting details.
 - Details of staging of construction (i.e. commencement, order of works, completion, etc.)
 - Detailed description of construction techniques and materials to be utilized.
-



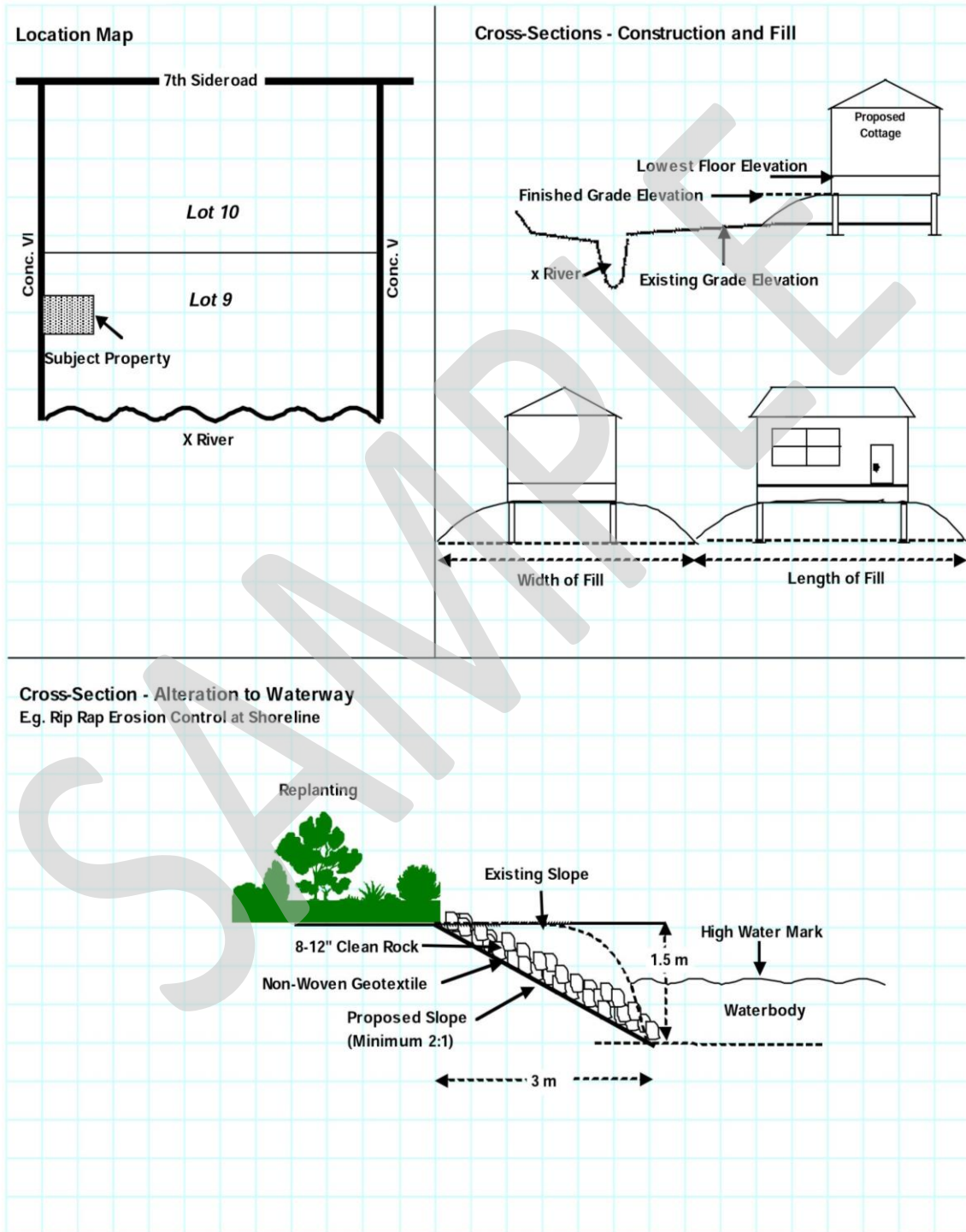
Sample Site Plan



This sample site plan is not for design purposes. It is an example to illustrate the minimum level of detail required to enable SNC to process permit applications.



Sample Drawings



These sample drawings below are not for design purposes. They are examples to illustrate the minimum level of detail required to enable SNC to process permit applications.