



Permit Application – Applicant’s Checklist

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

South Nation Conservation (SNC) recommends applicants pre-consult with Staff to identify application requirements. Missing information will cause delays in deeming an application complete. Applicants must submit the following for their application to be deemed complete:

- ☐ 1) Completed application form
- ☐ 2) Site plan showing the type and location of the proposed development or a site plan of the area including plan view and cross-section details of the activity to change or interfere with the existing channel of a watercourse, or change or interfere with a wetland
- ☐ 3) Statement of the purpose of the work and proposed use of any buildings or structures
- ☐ 4) Proposed construction methodology
- ☐ 5) Existing and proposed building elevations (if applicable)
- ☐ 6) Existing and proposed grading and drainage details (if applicable)
- ☐ 7) A description of any type of fill proposed to be placed or dumped (if applicable)
- ☐ 8) Subject property ownership:
 - municipal tax bill, deed, or parcel register
 - written confirmation of authorization if the applicant is not the owner
- ☐ 9) Studies or information identified in pre-consultation that may include:

erosion control plan	flood plain survey
technical drawings	slope stability study
hydraulic or hydrologic analysis	other _____
- ☐ 10) Application fee (confirmed by SNC once application is processed):

Pay by cheque to:

South Nation Conservation
38 Victoria Street, PO Box 29
Finch, ON K0C 1K0

Pay by credit card:

Call reception at 613-984-2948
(2.4% service fee applies)

Complete applications or questions can be emailed to regulations@nation.on.ca



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. Pre-consultation may be in the form of a phone conversation, meeting, email, or site visit.

SNC cannot deem an application complete without all supporting information and documents. Insufficient information may delay or prevent processing of the application.

Have you conducted a pre-consultation with South Nation Conservation Approvals Staff to determine requirements for this application?

☐ Yes ☐ No If yes, please specify and provide any records of 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

- | | | |
|--|---|---|
| ☐ Place or remove fill, or grading | ☐ Construct new building | ☐ Addition or renovation of building |
| ☐ Erosion control or shoreline work | ☐ Install sewage disposal system | ☐ Construct pond or reservoir |
| ☐ Change a watercourse (e.g. crossing, relocation, culvert, bridge) | ☐ Install dock | |
| ☐ 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. 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.
- IV. 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.



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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: _____

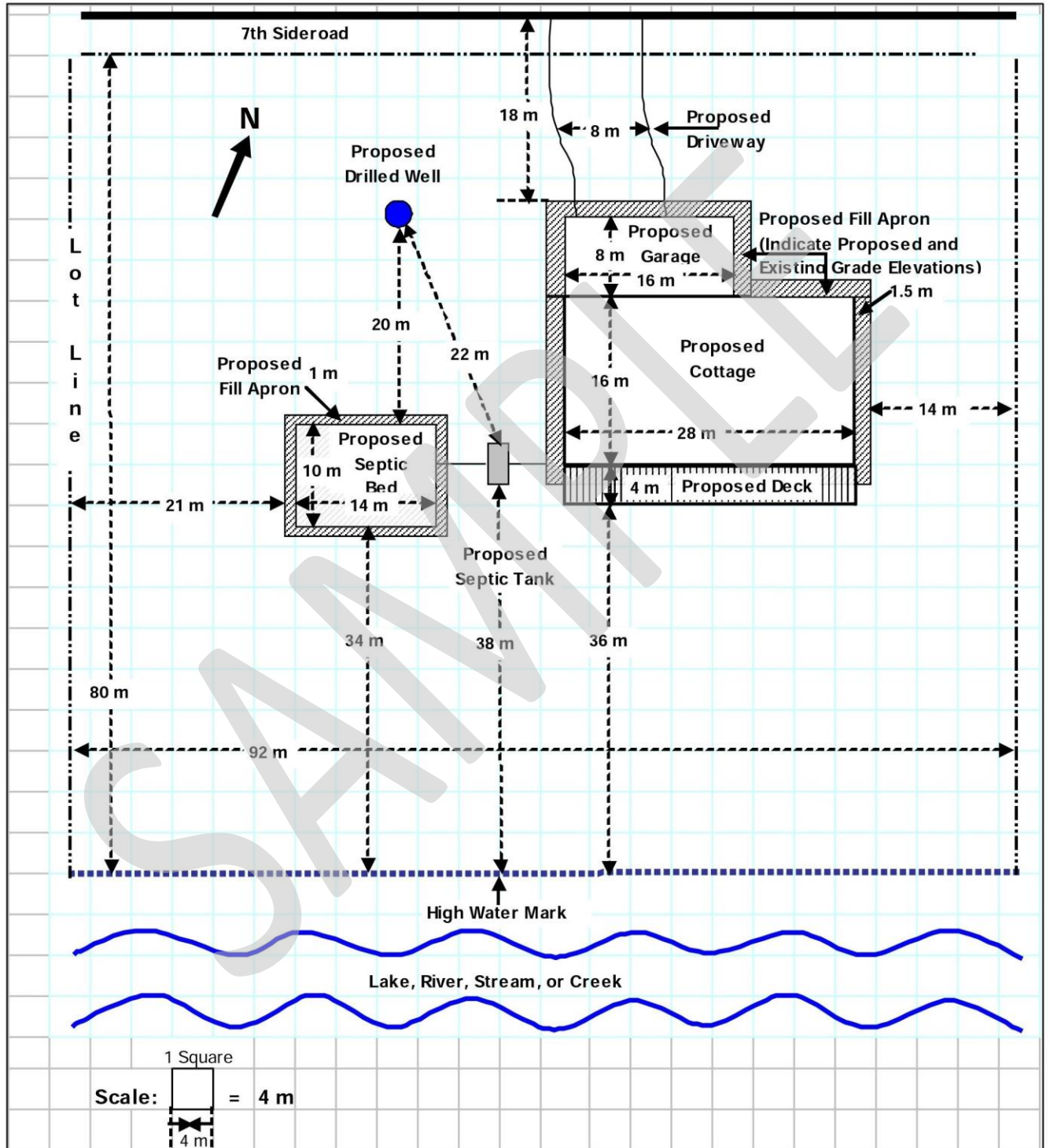
Date: _____

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.



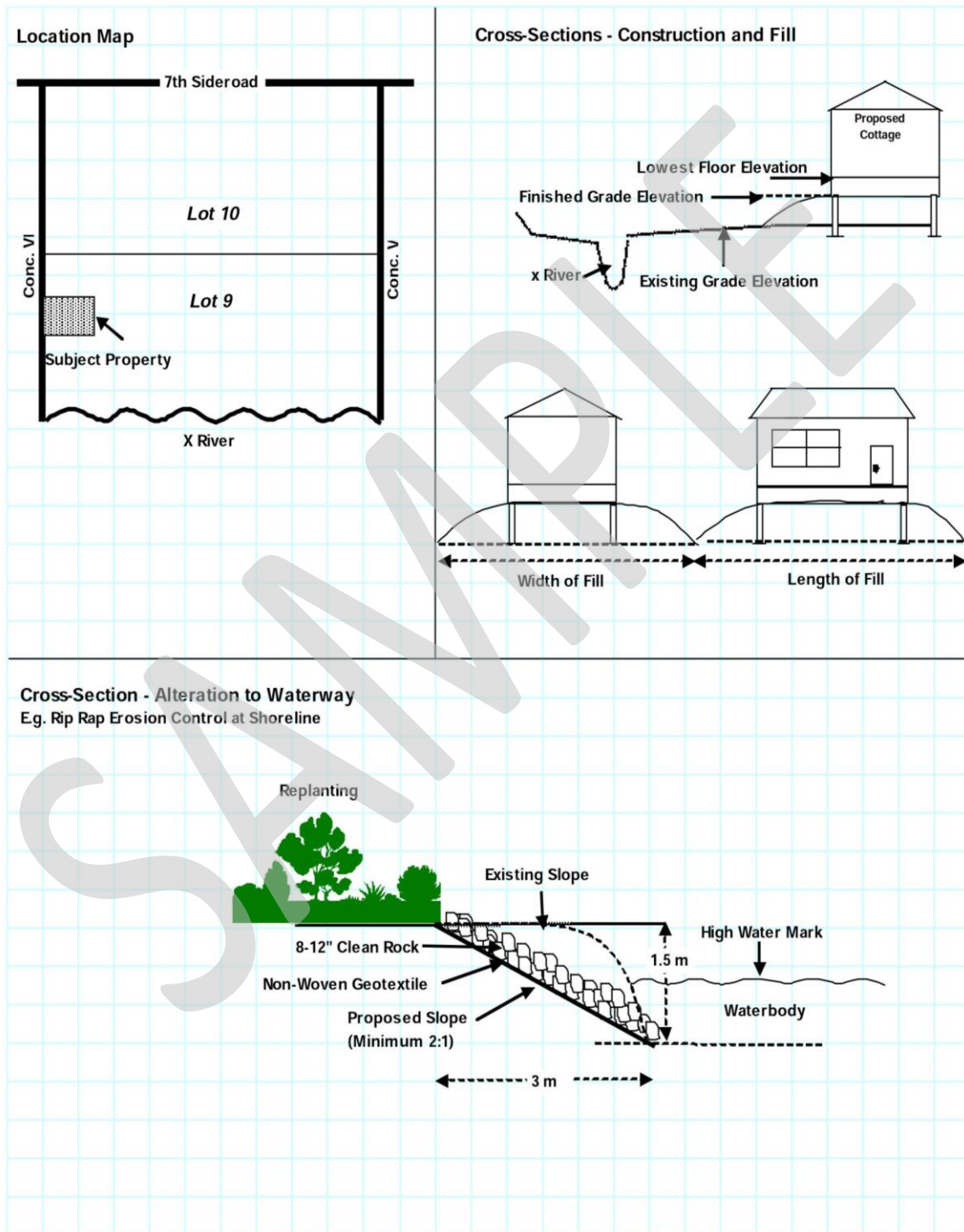
Sample Site Plan



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.