



## Application Form

### *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation 170/06.*

In accordance with the provisions of Section 28 of the Conservation Authorities Act (R.S.O. 1990 as amended) permission must be obtained prior to any site grading and the temporary or permanent placing, dumping or removal of any material whether originating in the site or elsewhere; construction, reconstruction, or additions to a building or structure of any kind; straightening, changing, diverting or interfering in any way with a wetland or the existing channel of a river, creek, stream or watercourse. **Insufficient information will delay or prevent processing the application.**

#### Landowner Information

Landowner Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Bus. Tel: \_\_\_\_\_ e-mail: \_\_\_\_\_

Landowner Address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

#### Agent Information

Agent Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_ e-mail: \_\_\_\_\_

Agent Address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

#### Application is hereby made to:

Place or Remove Fill or Grading     Construct New Building     Add, Alter or Renovate Building

Water Crossing     Install Sewage Disposal System     Alter a Watercourse

Construct Pond, Reservoir     Construct retaining wall, erosion control

Other (Specify): \_\_\_\_\_



**Purpose of Work:** (or use a covering letter)

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**Description of Work:** (or use a covering letter)

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**Project Location:**

Lot: \_\_\_\_\_ Reg. Lot No: \_\_\_\_\_ Current Municipality: \_\_\_\_\_

Concession: \_\_\_\_\_ Reg. Plan No: \_\_\_\_\_ Former Municipality: \_\_\_\_\_

Municipal Address (St/Rd/Ave/Cr/etc.): \_\_\_\_\_

Property Roll no.: \_\_\_\_\_

Project/Property Coordinates:

UTM Northing \_\_\_\_\_ Latitude \_\_\_\_\_

UTM Easting \_\_\_\_\_ Longitude \_\_\_\_\_

**Existing Use of Land** (vacant, residential, etc.): \_\_\_\_\_

**Proposed Use of Land:** \_\_\_\_\_

**Proposed Start date:** \_\_\_\_\_ **Proposed Finish Date:** \_\_\_\_\_

**Name of Owner/Authorized Agent:** (Please print): \_\_\_\_\_

**Signature of Owner/Authorized Agent:** \_\_\_\_\_

(If agent, provide letter of authorization from owner)

Date

**Attach [Required Plans and Fee](#)**

Personal information contained on this form is collected under the authority of regulations made under Section 28 of the Conservation Authorities Act of Ontario as amended any may be shared with departments or agencies of local, provincial or the federal government having an interest in the same. Questions about this collection should be directed to the Conservation Authority.

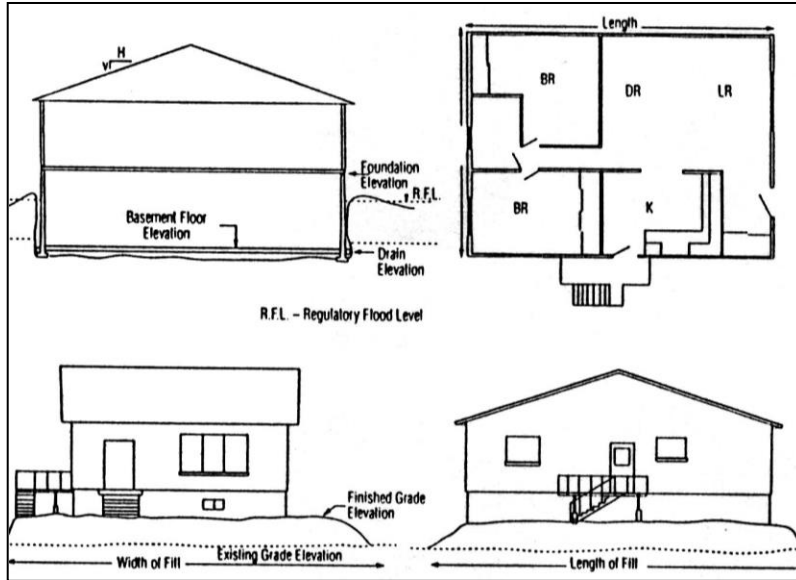


**Required Plans:**

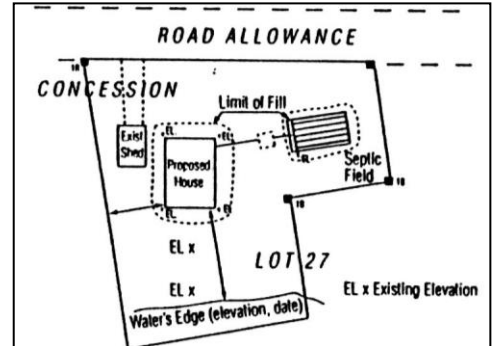
- 2 copies required if greater than 8 ½ x 11 inches.
- Draw to scale or give accurate measurements.

**Note:** The Authority may, at any time, withdraw any permission given under this Regulation, if, in the opinion of the Authority, the conditions of the permit are not complied with.

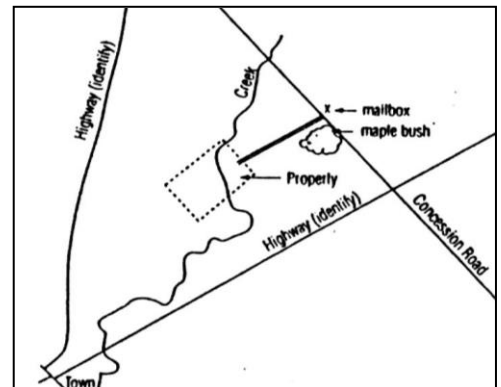
**Construction Drawings (include original and final grades)**



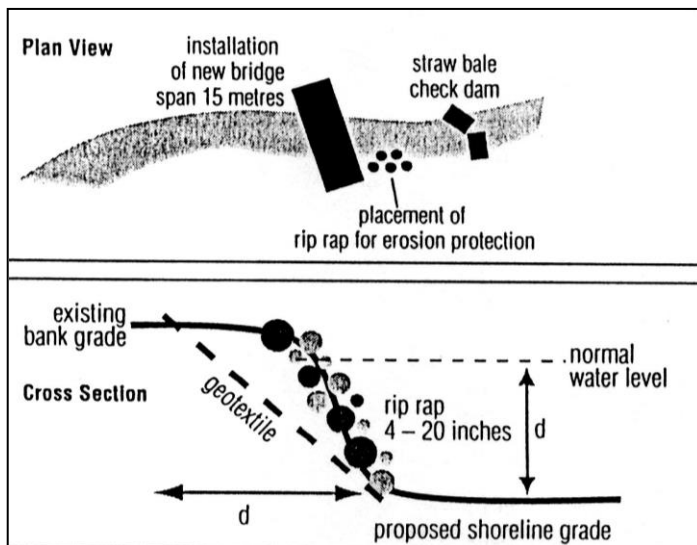
**Site Plan**



**Location Map or Plan**



**Channelization, Bank Stabilization, Erosion Control**



These drawings are not for design purposes. They are examples to illustrate the minimum level of detail required to enable Conservation Authority staff to process the application. Please ensure that your application is complete (Regulation 170/06 – copies available) so that there will be no delay in the review process.

**It is an offense to contravene any regulation made under Section 28 of the Conservation Authorities Act (R.S.O. 1990) and on summary conviction the perpetrator is liable to a fine of not more than \$10,000 or to a term of imprisonment of not more than three months (S.28 (16)). An order may also be issued for removal of the offending structure or material (S.28 (17) (18) (19)).**



**MINIMUM APPLICATION REQUIREMENTS**

**O. Reg. 170/06 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, under Section 28 of the *Conservation Authorities Act* (R.S.O. 1990)**

Pre-consultation is encouraged. All required information listed below and the correct application fee must accompany the submission before an application will be processed. To meet the requirements of Ontario Regulation 170/06 the following minimum information is required:

**1. GENERAL REQUIREMENTS — ALL APPLICATIONS**

<input type="checkbox"/>	Completed application form signed and dated by applicant or authorized agent.
<input type="checkbox"/>	Correct application fee included.
<input type="checkbox"/>	Location map of subject property (in relation to surrounding roads, buildings, waterbodies etc.) providing clear travel directions.
<input type="checkbox"/>	Location of any natural features on or adjacent to the property such as: — watercourses, wetlands, ponds, drainage routes (including seasonal/annual spring flood areas), drains and/or swales, woodlots, wetlands, forests, valleylands.
<input type="checkbox"/>	Plan of property showing lot line dimensions and area of subject property to scale (submission of a survey plan preferred).
<input type="checkbox"/>	Location, area and dimensions of existing structures, wells and septic system to scale on the property.
<input type="checkbox"/>	Statement of the dates when the work will begin and be completed.
<input type="checkbox"/>	Letter describing the nature of the development proposed.

**2. CONSTRUCTION / RECONSTRUCTION — NEW BUILDING**

In addition to the general requirements, the following is required:

<input type="checkbox"/>	Location, area and dimensions of all proposed structures, wells and septic system on the property.
<input type="checkbox"/>	Both existing and proposed final grades (including development envelope, area of septic system, road frontage and private drive) referenced to a geodetic datum.
<input type="checkbox"/>	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 (basement, crawl space, etc.).
<input type="checkbox"/>	Grade elevation(s) of the lowest and all exterior openings (windows, doors etc.) in relation to final grades and elevation of basement floor slab/crawl space floor etc.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout the construction period (if required).



### 3. ALTERATIONS, ADDITIONS AND / OR RENOVATIONS TO A BUILDING

In addition to the general requirements, the following is required:

<input type="checkbox"/>	Location, area and dimensions of all proposed structures, wells and septic system on the property.
<input type="checkbox"/>	Construction drawings to scale in plan view and cross sectional detail for each level of building showing proposed use of each floor including area under main floor (basement, crawl space, etc.) in any addition to a building.
<input type="checkbox"/>	Grade elevation(s) of the lowest and all exterior openings (windows, doors etc.) in relation to final grades as well as elevation of basement floor slab/crawl space floor etc.).
<input type="checkbox"/>	Both existing and proposed final grades (including development envelope, area of septic system, road frontage and private drive) referenced to a geodetic datum.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout the construction period (if required).

### 4. PLACE OR REMOVE FILL

In addition to the general requirements, the following is required:

<input type="checkbox"/>	Location, type, source and amount (in cubic metres) of fill material (provide the same information for cut where applicable).
<input type="checkbox"/>	Plan view and cross-sectional detail to scale showing existing grade and proposed final grade elevations referenced to a geodetic benchmark.
<input type="checkbox"/>	Site restoration plan including planting detail.
<input type="checkbox"/>	Construction techniques including phasing, if any, and method of filling.
<input type="checkbox"/>	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 or leda clay or unstable bedrock.
<input type="checkbox"/>	“Fill deposit” where required.
<input type="checkbox"/>	Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout the construction period.



## 5. ALTERATION TO AN EXISTING WATERCOURSE

In addition to the general requirements, the following is required:

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

### **Please Note:**

Permission does not relieve applicants of responsibility for obtaining other approvals associated with federal, provincial or municipal law. Permission is not intended to imply or confer any right of occupation or use of public land or private land.