



PERMIT APPLICATION PACKAGE

April 28, 2008

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PERMIT APPLICATION PACKAGE

Terms and Conditions

1. Permits granted by the Lake Simcoe Region Conservation Authority (LSRCA) are non-transferable.
2. Permits are non-renewable.
3. Approvals may also be required from other agencies prior to undertaking the proposed work. Permission from the LSRCA does not exempt the owner/agent from complying with any or all other laws, statutes, regulations, ordinances, directives or approvals, etc. which may affect the property or the use of same.
4. The LSRCA will consider this application based upon the information provided. If the information provided is incorrect or untrue, the LSRCA reserves the right to withdraw any permission granted.
5. This application and supporting documents will be considered as public documents and available to the public on written request under the Freedom of Information and Protection of Privacy Act.
6. Permission is given to the LSRCA, its employees and authorized representatives to access this property for the purposes of obtaining information and monitoring any approved works.
7. Fees are subject to change without notice and are non-refundable.
8. Permit applications are subject to compliance with the Ontario Reg. 179/06, Lake Simcoe Protection Plan (LSPP) and LSRCA's Watershed Development Policies (www.lsrca.on.ca).

Please read all pages.



“SAMPLE APPLICATION FORM”

APPLICATION FOR A DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES PERMIT

(CONSERVATION AUTHORITIES ACT - ONT. REG. 179/06)

PLEASE CLEARLY PRINT ALL INFORMATION

- If you require content in an alternate format please contact us at 905-895-1281 or by email at Accessibility@lsrca.on.ca.

OWNER CONTACT INFORMATION: * DENOTES A REQUIRED FIELD

* OWNER’S NAME: JOHN DOE

* PHONE (BUS): 905-555-1111

* MAILING ADDRESS: 123 JOHN DOE ST

* PHONE (RES) : 705-555-1111

(Please note if different, we need the mailing address here not the project location address)

*TOWN: JOHNVILLE, ON

CELL: 705-705-7050

* FAX: 705-555-7050

*POSTAL CODE: L3Y 4X1

E-MAIL: JOHNDOEJOHNVILLE.COM

(If not owner - Please have a Landowner Authorization form completed and signed by the owner.)

* APPLICANT’S NAME: JOHN SMITH CONTRACTOR

* PHONE: 905-555-1111

* ADDRESS: BOX 555

FAX: 705-555-1212

* TOWN : JOHNVILLE, ON

CELL: 705-111-5555

* POSTAL CODE: L3Y 4X1

E-MAIL: JOHNVILLE.COM

* Project location:

Municipal Address of project: 123 JOHN DOE ST.

Lot: 25

Conc:

Plan Lot:

Plan: 658

Municipality: NEWMARKET

*Application is hereby made for: Check appropriate box(es)

☒ Demolition

☐ Deck

☐ Addition

☐ Work at Shoreline

☐ Watercourse Crossing

☐ Type & Origin of Fill: eg. silt/clay/sand, on-site, off-site fill, if off-site please provide documentation verifying the clean contents of the fill

☒ New Building

☒ Fence

☐ LOA

☐ Fill placement/Grade alteration

☐ Install a Septic System

☐ LEAP

☐ Alter a Watercourse/Crossing

☐ Construct a Pond

☐ Boathouse

* Description of proposed works: DEMOLITION AND CONSTRUCTION OF A NEW SINGLE FAMILY DWELLING AND FENCING

PLEASE CLEARLY PRINT ALL INFORMATION - * DENOTES A REQUIRED FIELD
This application must be accompanied by five (5) folded copies (6 copies in King Twp.) or digital submission of drawing via e-mail in .pdf format of all required drawings (ie. Detailed site plan, grading plan, build elevations, etc.) and payment of processing fee as determined by the Conservation Authority.

Please see page 6 for an example of a typical site plan.



NOTE: **Insufficient or inaccurate information may delay the processing of your application.** Please allow 30 days for processing. This application does not relieve the applicant of the obligation to secure any other necessary approvals. The fee is subject to change without notice. Permit approval is valid for the timeline stated on the conditions of approval.

I, JOHN SMITH declare that the above information is correct to the best of my
* **Please print** knowledge and I agree to abide by Ontario Regulation 179/06.

“I acknowledge that this application and supporting documents will be considered as public documents and available to the public upon written request under the *Municipal Freedom of Information and Protection of Privacy* (the Act). I understand that any and all personal information gathered by the LSRCA will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act.”

“I grant permission to LSRCA staff to enter onto my property to conduct site inspections”.

“I acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information.”

Signature: JOHN SMITH *Date: JAN. 1, 2013

*Please check ☒ Owner ☐ Agent/Applicant ☐ Other
☐ Call owner for pick up ☐ Call applicant for pick up ☐ Please mail permit ☒ Please e-mail permit

*Please check preferred method of correspondence: ☐ Phone ☐ Fax ☐ Mail ☒ E-mail

*Please note – Permits that are e-mailed out, are the original copy and will not be mailed.

* **Please note:** “That in accordance with the LSRCA’s File Dormancy Policy, a file shall be deemed dormant and closed if after a period of six (6) months, there has been no activity associated with the application. Once a file has been closed, an applicant wishing to proceed with their application will need to reapply for the proposed works – this will include the submission of a new application, documents to support the application and the appropriate processing fee.”

Processing fees are non- refundable

Application fees are not subject to HST

Paid by ☐ Cash ☒ Cheque ☐ Visa ☐ MasterCard ☐ Debit

Applications made under the *Conservation Authorities Act* and *O.Reg.179/06 – Private Residential Property and Municipal Permits*

	CATEGORY	Current FEE
X	General Permit Application – (culverts, permanent docks, garages, etc.)	\$500
	Permit Application –(decks, temporary docks, pools)	\$150
	Application – Large Fill Placement (>250m ³ of fill)	\$500 + 50 cents / m ³
	General Permit - Revisions	\$300
	Retroactive Permit	Double Permit Fee
	Permit – Unauthorized works – Large Fill Placement	Double Permit Base Fee + 50 cents / m ³
	Legal/Real Estate Inquiries	\$150
	Site Clearance Letter	\$100

Applications made under the *Conservation Authorities Act* and *O.Reg.179/06 – Subdivision Lands, Commercial, Industrial and Institutional Properties and Other Projects*

	CATEGORY	Current FEE
	Application – (grading, stormwater, outfalls, channel re-location, bridges, etc.)	\$1,500
	Permit Application – Large / Commercial Fill Placement (>250m ³ of fill)	\$1,500 + 50 cents / m ³
	Retroactive Permit	Double Permit Fee
	Retroactive Permit – Large Fill Placement	Double Permit Base Fee + 50 cents / m ³
	Green Energy Permits (non-complex)	\$1,000
	Green Energy Permits (complex - technical review)	\$4,000

Start date: _____ Finish date: _____

“To help us serve you better - please call for an appointment”



Violation Application

This application and fee are submitted by an Owner or Applicant with the intent of obtaining Authority approval for works which were completed without first obtaining a permit from the Conservation Authority. Submission of this application and payment of the required fee does not imply that Authority approval will be granted. All works must be shown to comply with Authority Watershed Development Policies prior to a permit being issued.

Please note: Approvals may also be required from other agencies prior to undertaking the proposed work. Permission from the LSRCA does not exempt the owner/agent from complying with any or all other laws, statutes, regulations, ordinances, directives or approvals, etc. which may affect the property or the use of same.

Minor Permit Application

A permit application shall be deemed to be ‘minor’ in nature if the development works proposed within an area regulated by the Lake Simcoe Region Conservation Authority (LSRCA) are deemed to be minor in nature,

such as:

Construction of a deck, fence, pool (in-ground or above ground), storage shed less than 100 square feet in size, septic system, and patios, demolition, minor docks – Permanent straight docks (no permanent fenders).

Regular Permit Application

A permit application shall be deemed to be ‘regular’ in nature if the development works proposed within an area regulated by the Lake Simcoe Region Conservation Authority (LSRCA) are deemed to be regular in nature,

such as:

New structures (boathouses, houses, garages, shed >100sq.ft.), additions, grading, full permit docks – docks with permanent fenders and/or significant boulder ice protection, placement/removal of fill, repairing/replacing shoreline structures, in grade staircases.

LSRCA Standard Site Plan Requirements

A copy of the legal survey of the property **may be required** to process a permit application.

① Proposed Structure

- Indicate all dimensions of the proposed structure.
- Show any existing structures.
- Show setback distances from at least two property boundaries and other relevant features (ie. watercourses and waterbodies). This will enable us to plot the proposed structure on our mapping.

② Proposed Fill

- For all proposals, indicate all areas where fill will be placed and the limits of disturbance. Show the dimensions of the proposed fill area and the depth of fill required. **Provide details of the type of fill** proposed for use.
- Note, **a cross-section of the proposed fill is required**, showing the fill depths, side slopes and elevations.

③ Proposed Driveway or Road Construction

- Show the location of the proposed road.
- Indicate the type of material that will be used (i.e. crushed stone).
- If the road is not being constructed at grade, illustrate the depth and the limits of fill required for the road.
- Show the location of any proposed culverts. Include the length, diameter and pipe invert.



④ Natural Feature Identification

- Show the location of any watercourses, ditches, wetlands and forested areas.
- Indicate the location of any steep slopes.
- For works along the shoreline of Lake Simcoe, you may be required to provide a professionally prepared topographic survey that clearly identifies the location of the 219.15 metres above geodetic sea level elevation.

⑤ Erosion Control Measures

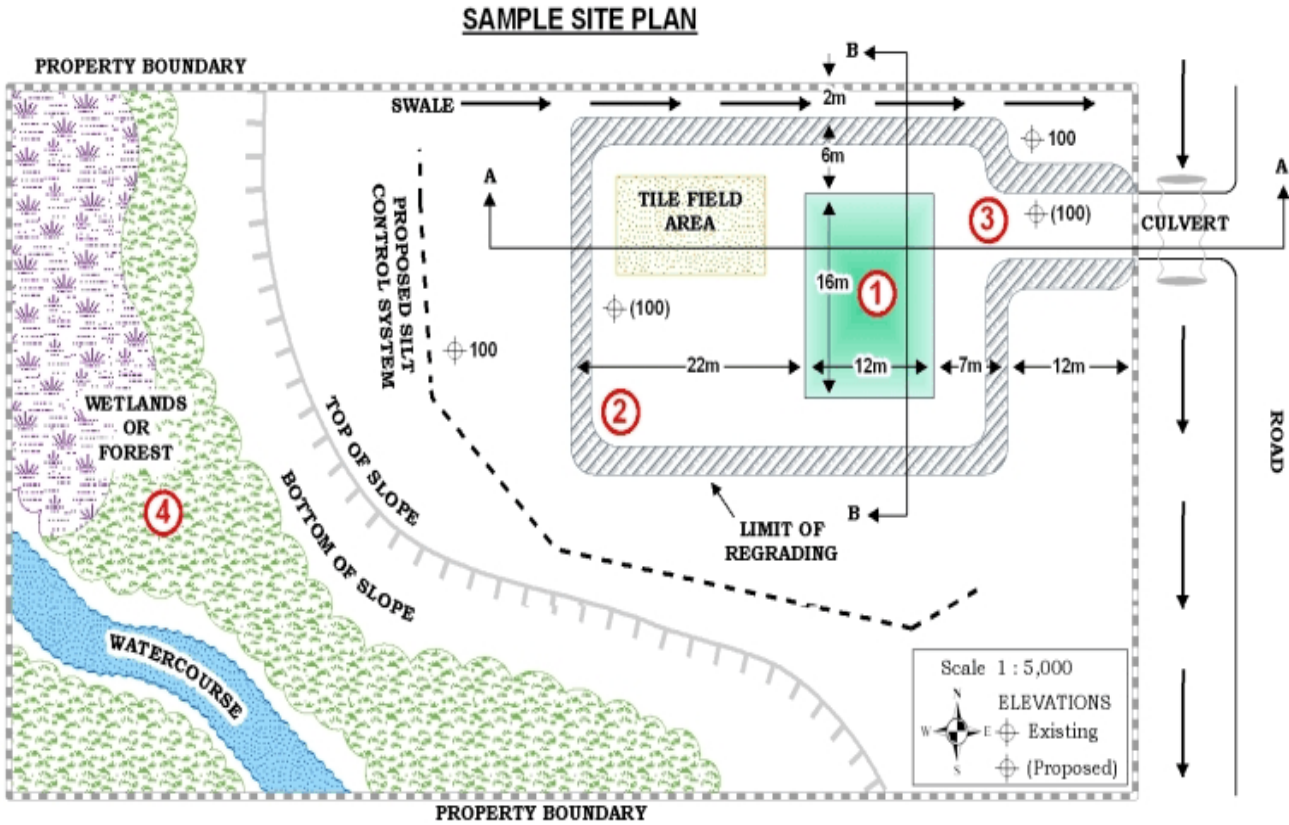
- Show **location** and **type** of erosion control measures, installation details , a sediment **maintenance** plan and if necessary, a site re-vegetation plan.

Note: In certain areas, or for certain proposals, the LSRCA may require further information to process applications. Examples of that information may include, but may not be limited to:

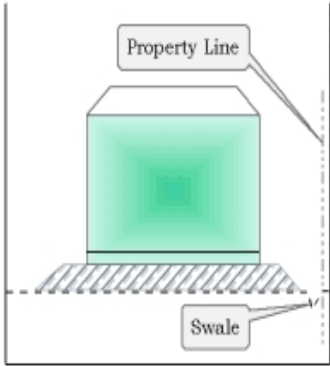
- A cross-section of the proposed structure, including all dimensions and the elevations of all building openings. Elevations may have to be supported by a professionally prepared topographic survey.
- A flood plain analysis to determine the extent of the flood plain in areas where flood plain mapping does not exist and/or a flood plain analysis to determine the effect of the proposed works on flooding up and down stream.
- An environmental impact statement to determine the effects of the proposed works on the natural environment.

For a list of information and studies that the LSRCA may request in support of your application please see Section 2.4 of the Watershed Development Policies, Ontario Reg, 179/06 and LSPP.

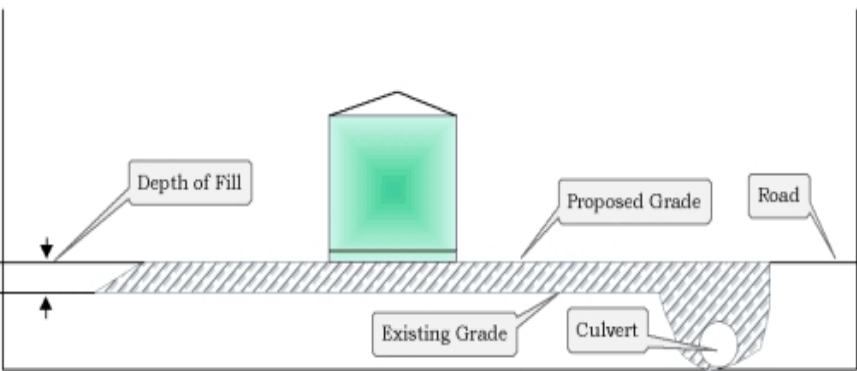
For more information on LSRCA Watershed Development Policies go to www.lsrca.on.ca



SAMPLE CROSS SECTION B-B



SAMPLE CROSS SECTION A-A





LSRCA Submission Requirements for Applications Submitted under
Ontario Regulation 179/06

The following checklist has been compiled by the Lake Simcoe Region Conservation Authority (LSRCA) to assist applicants in the preparation of a complete application for submission pursuant to Ontario regulation 179/06.

Pre-consultation is encouraged for all applications to determine the information which needs to be submitted as part of an application to be considered to be complete. The level of detail required to be submitted depends upon the natural hazards which are associated with the property as well as the scale and complexity of the proposal. Additional information may be required depending upon submission details.

Please note that incomplete applications are not subject to the LSRCA’s review timelines.

File Number: _____

Landowner: _____

Type of Application: _____

Pre-consultation Date: _____

Submission Date: _____

LSRCA Staff: _____

Complete Application: _____

The following information is required for all applications:

Note: All plans must be folded to 8.5” x 11”.

Applicable	Submitted	General Application Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form signed by the landowner/agent
<input type="checkbox"/>	<input type="checkbox"/>	Non-refundable Administration Fee of \$ _____. See Fee Schedule attached to Application Form.
<input type="checkbox"/>	<input type="checkbox"/>	Location map of property (in relation to surrounding roads, water bodies etc.
<input type="checkbox"/>	<input type="checkbox"/>	Location of Natural Features on or immediately adjacent to the property (i.e. wetlands, watercourses, ponds, ditches woodlots, forested areas, valley lands).
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing lot line dimensions and area of subject property (to scale)
<input type="checkbox"/>	<input type="checkbox"/>	Landowner Authorization Form (if applicant is not the owner).
<input type="checkbox"/>	<input type="checkbox"/>	Copy of legal survey
<input type="checkbox"/>	<input type="checkbox"/>	Status of any municipal planning approvals.
<input type="checkbox"/>	<input type="checkbox"/>	Letter/Report describing the proposed work.
<input type="checkbox"/>	<input type="checkbox"/>	Details regarding construction notes, timing of the works, building techniques, staging, limit of works.
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Agreement from any persons sharing right-of-ways, easements, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the site.
<input type="checkbox"/>	<input type="checkbox"/>	Certification from a qualified engineer that the “as built” works conform to the approved works.



Development Within a Flood-Regulated Area (including shoreline floodplain):

Note: your Flood Elevation is: _____ m ASL (metres above sea level)

Applicable	Submitted	Application Requirements for Development Within a Flood-Regulated Area
<input type="checkbox"/>	<input type="checkbox"/>	5 sets of stamped folded plans including the following information: Topographic survey of the property prepared by an Ontario Land Surveyor (OLS).
<input type="checkbox"/>	<input type="checkbox"/>	Contour of 219.15 metres Above Sea Level (for lakefront properties only).
<input type="checkbox"/>	<input type="checkbox"/>	Plan View showing locations and dimensions of all existing and proposed structures (include existing and proposed elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan (grading and/or fill) - include both existing and proposed elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections of proposed structures and proposed fill (include elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Delineation Study
<input type="checkbox"/>	<input type="checkbox"/>	Structures built within an area which is susceptible to flooding will require that the basement slab, foundation and walls be designed by a professional structural engineer to withstand flood depths and velocities at the site. Plans must be stamped and signed by a qualified engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Sediment and Erosion Controls including location and details.
<input type="checkbox"/>	<input type="checkbox"/>	Incremental Cut/Fill Balance prepared by a qualified registered professional engineer

Development Within/Adjacent to a Wetland:

Applicable	Submitted	Application Requirements for Development Within/Adjacent to a Wetland
<input type="checkbox"/>	<input type="checkbox"/>	5 sets of stamped folded plans including the following information: Topographic survey of the property prepared by an Ontario Land Surveyor (OLS).
<input type="checkbox"/>	<input type="checkbox"/>	Plan View showing locations and dimensions of all existing and proposed structures and fill (include existing and proposed elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan (grading and/or fill) - include both existing and proposed elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections of proposed structures and proposed fill (include elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Sediment and Erosion Controls including location and details
<input type="checkbox"/>	<input type="checkbox"/>	A Scoped or Full Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of the LSRCA. It is strongly recommended that the applicant pre-consult with LSRCA staff prior to the preparation EIS to ensure that it addresses the issues that need to be addressed.
<input type="checkbox"/>	<input type="checkbox"/>	A Hydrogeological Assessment (Water Balance) prepared by a qualified hydrogeologist.



Development Within a Meanderbelt:

Note: Work is generally not permitted within 30 metres of a coldwater stream and within 15 metres of a warm water stream.

Applicable	Submitted:	Application Requirements for Development Within a Meanderbelt
<input type="checkbox"/>	<input type="checkbox"/>	5 sets of stamped folded plans including the following information: Topographic survey of the property prepared by an Ontario Land Surveyor (OLS).
<input type="checkbox"/>	<input type="checkbox"/>	Plan View showing locations and dimensions of all existing and proposed structures and fill (include existing and proposed elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan (grading and/or fill) - include both existing and proposed elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections of proposed structures and proposed fill (include elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Sediment and Erosion Controls including location and details.
<input type="checkbox"/>	<input type="checkbox"/>	Meanderbelt Allowance Assessment prepared by a qualified Fluvial Geomorphologist or Water Resources Engineer.

Development on or Adjacent to Steep Slopes/Erosion Prone Areas:

Note: Steep slopes are defined as slopes greater than 3:1 except in sandy soils where steep slopes are defined as 5:1. Erosion prone areas adjacent to Lake Simcoe are defined as the 100 year erosion limit.

Applicable	Submitted	Application Requirements for Development On or Adjacent to Steep Slopes/Erosion Prone Areas
<input type="checkbox"/>	<input type="checkbox"/>	5 sets of stamped folded plans including the following information: Topographic survey of the property prepared by an Ontario Land Surveyor (OLS).
<input type="checkbox"/>	<input type="checkbox"/>	Plan View showing locations and dimensions of all existing and proposed structures and fill (include existing and proposed elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan (grading and/or fill) - include both existing and proposed elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections of proposed structures and proposed fill (include elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Sediment and Erosion Controls including location and details
<input type="checkbox"/>	<input type="checkbox"/>	A slope stability and erosion analysis carried out by a Professional Geotechnical Engineer. This analysis must be carried out in accordance with the Authority and Ministry of Natural Resources (MNR) guidelines and will determine the stable top-of-bank, and the minimum development setback to address potential erosion hazards.
<input type="checkbox"/>	<input type="checkbox"/>	Structures built on or adjacent to steep slopes must be designed by a qualified engineer. Plans submitted must be stamped and signed by the engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Site restoration and planting plan.



Development On/Adjacent to the Lake Simcoe Shoreline:

Note: Your Shoreline Flood Elevation is: _____ m ASL (metres Above Sea Level)

Applicable	Submitted	Application Requirements for Development On/Adjacent to the Shoreline of Lake Simcoe
<input type="checkbox"/>	<input type="checkbox"/>	5 sets of stamped folded plans including the following information: Topographic survey of the property prepared by an Ontario Land Surveyor (OLS).
<input type="checkbox"/>	<input type="checkbox"/>	Contour of 219.15 metres Above Sea Level (for lakefront properties only).
<input type="checkbox"/>	<input type="checkbox"/>	Plan View showing locations and dimensions of all existing and proposed structures and fill (include existing and proposed elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Limit of disturbance to be shown on all plans.
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan (grading and/or fill) - include both existing and proposed elevations.
<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections of proposed structures and proposed fill (include elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Sediment and Erosion Controls including location and details.
<input type="checkbox"/>	<input type="checkbox"/>	Method of construction and staging areas
<input type="checkbox"/>	<input type="checkbox"/>	Re-vegetation plan
<input type="checkbox"/>	<input type="checkbox"/>	Boathouses must be designed by a professional structural engineer and constructed to withstand the forces of wave and ice action
<input type="checkbox"/>	<input type="checkbox"/>	A Coastal Engineering Assessment prepared by a qualified coastal engineer.

Alteration to a Watercourse:

Applicable	Submitted	Application Requirements for Alteration to a Watercourse
<input type="checkbox"/>	<input type="checkbox"/>	5 sets of stamped folded plans including the following information: Topographic survey of the property prepared by an Ontario Land Surveyor (OLS) or qualified Professional Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Plan View showing locations and dimensions of all existing and proposed structures and fill (include existing and proposed elevations).
<input type="checkbox"/>	<input type="checkbox"/>	Survey of existing cross-sections and profiles of the watercourse that is to be altered.
<input type="checkbox"/>	<input type="checkbox"/>	Detailed grading plan illustrating how the proposed works will blend in with the adjacent undisturbed areas. Bankfull width must be clearly illustrated. Drawings should delineate the limit of work/disturbance area.
<input type="checkbox"/>	<input type="checkbox"/>	Section and profile detail of proposed habitat features (e.g. pools, riffles).
<input type="checkbox"/>	<input type="checkbox"/>	Details regarding staging, phasing, sediment and erosion control measures, site dewatering, equipment, materials, access to and from the work area, site supervision, timing restrictions, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	A hydraulic analysis by a qualified Professional Engineer. The analysis must address flood conveyance and storage, verifying that there will be no increase in flood levels to adjacent properties, no increase on-site flood risks and that stage storage-discharge relationships of the floodplain will be maintained. The assessment must be completed for the full range of rainfall events (typically 2, 5, 10, 25, 50 100 year and regional Storm). It is recommended that a pre-consultation meeting be held with LSRCA Engineering staff to discuss this analysis.
<input type="checkbox"/>	<input type="checkbox"/>	A fluvial geomorphological assessment by a qualified fluvial geomorphologist or a qualified Professional Engineer to ensure the design of a stable channel based on natural channel design principles.
<input type="checkbox"/>	<input type="checkbox"/>	Monitoring plan identifying what and how monitoring will be undertaken during construction and post construction.
<input type="checkbox"/>	<input type="checkbox"/>	Aquatic Ecology/Fisheries Assessment.
<input type="checkbox"/>	<input type="checkbox"/>	Site restoration and planting plan.



Other Requirements Specific to This Application:

This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.



LANDOWNER AUTHORIZATION

For Subject Property:

Twp. Lot _____ Conc. _____ Plan Lot _____ Plan _____

Property Address _____

Municipality _____

If this application is to be submitted by a solicitor or agent on behalf of the owner(s), this Landowner Authorization must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, 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 TO BE PREPARED BY A SOLICITOR OR AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU.

I/WE _____

HEREBY AUTHORIZE _____

(PRINT FULL NAME OF SOLICITOR OR AGENT)

TO SUBMIT THE ENCLOSED APPLICATION TO THE LAKE SIMCOE REGION CONSERVATION AUTHORITY, AND TO APPEAR ON MY BEHALF AT ANY HEARING(S) OF THE APPLICATION AND TO PROVIDE ANY INFORMATION OR MATERIAL REQUIRED BY THE BOARD RELEVANT TO THE APPLICATION FOR PURPOSES OF OBTAINING A PERMIT FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS, ALTERATIONS TO SHORELINES AND WATERCOURSES IN ACCORDANCE WITH THE REQUIREMENTS OF ONTARIO REGULATION 179/06.

DATED AT THE _____ OF _____,
(Location) (Town, City, Municipality)

This _____ Day of _____, 20 _____

SIGNATURE OF OWNER(S) _____



APPLICATION FOR A DEVELOPMENT, INTERFERENCE WITH WETLANDS AND
ALTERATIONS TO SHORELINES AND WATERCOURSES PERMIT

(CONSERVATION AUTHORITIES ACT - ONT. REG. 179/06)

PLEASE CLEARLY PRINT ALL INFORMATION

- If you require content in an alternate format please contact us at 905-895-1281 or by email at Accessibility@lsrca.on.ca.

OWNER CONTACT INFORMATION: * DENOTES A REQUIRED FIELD

* OWNER’S NAME: _____

* PHONE (BUS): _____

* MAILING ADDRESS: _____

* PHONE (RES) : _____

(Please note if different, we need the mailing address here not the project location address)

*TOWN: _____

CELL: _____

* FAX: _____

*POSTAL CODE: _____

E-MAIL: _____

(If not owner - Please have a Landowner Authorization form completed and signed by the owner.)

*APPLICANT’S NAME: _____

* PHONE: _____

*ADDRESS: _____

FAX: _____

* TOWN : _____

CELL: _____

* POSTAL CODE: _____

E-MAIL: _____

* Project location:

Municipal Address of project: _____

Lot: _____

Concession: _____

Plan Lot: _____

Plan: _____

Municipality: _____

*Application is hereby made for: Check appropriate box(es)

☐ Demolition

☐ Deck

☐ Addition

☐ Work at Shoreline

☐ Watercourse Crossing

☐ Type & Origin of Fill: eg. silt/clay/sand, on-site, off-site fill, if off-site please provide documentation verifying the clean contents of the fill _____

☐ New Building

☐ Fence

☐ LOA

☐ Fill placement/Grade alteration

☐ Install a Septic System

☐ LEAP

☐ Alter a Watercourse/Crossing

☐ Construct a Pond

☐ Boathouse

* Description of proposed works: _____

PLEASE CLEARLY PRINT ALL INFORMATION - * DENOTES A REQUIRED FIELD
This application must be accompanied by five (5) folded copies (6 copies in King Twp.) or digital submission of drawing via e-mail in .pdf format of all required drawings (ie. Detailed site plan, grading plan, build elevations, etc.) and payment of processing fee as determined by the Conservation Authority.

Please see page 6 for an example of a typical site plan.



NOTE: **Insufficient or inaccurate information may delay the processing of your application.** Please allow 30 days for processing. This application does not relieve the applicant of the obligation to secure any other necessary approvals. The fee is subject to change without notice. Permit approval is valid for the timeline stated on the conditions of approval.

I, _____ declare that the above information is correct to the best of my
* **Please print** _____ knowledge and I agree to abide by Ontario Regulation 179/06.

“I acknowledge that this application and supporting documents will be considered as public documents and available to the public upon written request under the *Municipal Freedom of Information and Protection of Privacy* (the Act). I understand that any and all personal information gathered by the LSRCA will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act.”

“I grant permission to LSRCA staff to enter onto my property to conduct site inspections”.

“I acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information.”

Signature: _____ *Date: _____

*Please check ☐ Owner ☐ Agent/Applicant ☐ Other
☐ Call owner for pick up ☐ Call applicant for pick up ☐ Please mail permit ☐ Please e-mail permit

*Please check preferred method of correspondence: ☐ Phone ☐ Fax ☐ Mail ☐ E-mail

*Please note – Permits that are e-mailed out, are the original copy and will not be mailed.

* **Please note:** “That in accordance with the LSRCA’s File Dormancy Policy, a file shall be deemed dormant and closed if after a period of six (6) months, there has been no activity associated with the application. Once a file has been closed, an applicant wishing to proceed with their application will need to reapply for the proposed works – this will include the submission of a new application, documents to support the application and the appropriate processing fee.”

Processing fees are non- refundable	Application fees are not subject to HST
Paid by <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Debit	

Applications made under the *Conservation Authorities Act* and *O.Reg.179/06 – Private Residential Property and Municipal Permits*

CATEGORY	Current FEE
General Permit Application – (culverts, permanent docks, garages, etc.)	\$500
Permit Application –(decks, temporary docks, pools)	\$150
Application – Large Fill Placement (>250m ³ of fill)	\$500 + 50 cents / m ³
General Permit - Revisions	\$300
Retroactive Permit	Double Permit Fee
Permit – Unauthorized works – Large Fill Placement	Double Permit Base Fee + 50 cents / m ³
Legal/Real Estate Inquiries	\$150
Site Clearance Letter	\$100

Applications made under the *Conservation Authorities Act* and *O.Reg.179/06 – Subdivision Lands, Commercial, Industrial and Institutional Properties and Other Projects*

CATEGORY	Current FEE
Application – (grading, stormwater, outfalls, channel re-location, bridges, etc.)	\$1,500
Permit Application – Large / Commercial Fill Placement (>250m ³ of fill)	\$1,500 + 50 cents / m ³
Retroactive Permit	Double Permit Fee
Retroactive Permit – Large Fill Placement	Double Permit Base Fee + 50 cents / m ³
Green Energy Permits (non-complex)	\$1,000
Green Energy Permits (complex - technical review)	\$4,000

Start date: _____ Finish date: _____

“To help us serve you better - please call for an appointment”