

Minimum Application Requirements

Section 28 of *Conservation Authorities Act* and Ontario Regulation 174/06

Specific information required from an applicant in support of an application for development in identified “hazard” areas:

Note: four paper copies are required unless submitting digitally; in which case, digital files and one paper copy may be submitted.

Permission to undertake “development”¹

- signed application form
- a plan of the property affected showing the type and location of the development drawn to scale (a legal survey plan of the property drawn by an OLS is the preferred reference document for the plan)
- statement of the proposed use of the buildings and structures before and following completion of the development
- the start and completion dates of the development
- the geodetic elevations of existing buildings, if any, as well as existing grades and proposed elevations of buildings and grades after development
- drainage details before and after development
- a complete description of the type of fill proposed to be placed or dumped or removed
- technical studies/plans as required to meet the regulatory provisions of *CA Act* S.28 — examples include: elevation surveys, geotechnical evaluations, floodproofing designs, etc. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the Hazard. Major applications generally require more complex technical studies)
- submission of the prescribed fee set by the CA at time of submission for review of the application

¹ “development” means,

- (a) the construction, reconstruction, erection or placing of a building or structure of any kind,
- (b) any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- (c) site grading, or
- (d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere; (“aménagement”)

Application to interfere with wetlands and alterations to shorelines and watercourses

- signed application form with land owner authorization for the CA to enter property (as provided on form)
- four copies of a plan of the property drawn to scale showing, both in plan view and in cross-sectional detail, the area and scope of the proposed alteration (a survey plan of the property drawn by an OLS is a preferred reference document for the plan) or interference
- a description of the methods to be used in carrying out the alteration or interference
- the start and completion dates of the alteration or interference
- a statement of the purpose of the alteration or interference
- technical studies/plans as required to meet the regulatory provisions of *CA Act S.28* (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the associated potential negative impacts with major applications generally requiring more complex technical studies)
- submission of the prescribed fee set by the CA at the time of submission for review of an application

Alteration to a watercourse includes shoreline erosion protection, culvert installation (new and replacement) bridge construction, any channelization on any watercourse.

“watercourse” means an identifiable depression in the ground in which a flow of water regularly or continuously occurs; (“cours d’eau”)

“wetland” means land that,

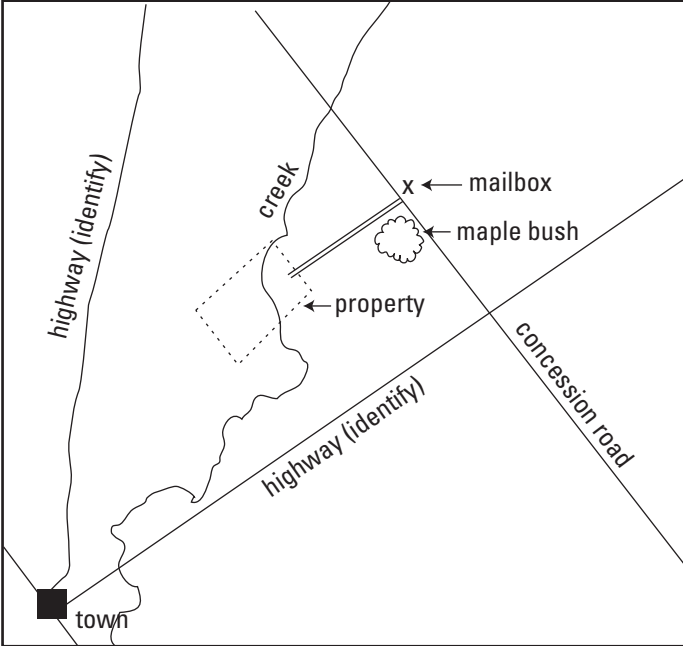
- (a) is seasonally or permanently covered by shallow water or has a water table close to or at its surface,*
- (b) directly contributes to the hydrological function of a watershed through connection with a surface watercourse,*
- (c) has hydric soils, the formation of which has been caused by the presence of abundant water, and*
- (d) has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water, but does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause (c) or (d). (“terre marécageuse”) 1998, c. 18, Sched. I, s. 12.*

When all of the information listed above is received in a form satisfactory to the Conservation Authority, and a pre-consultation or site assessment is conducted as necessary, an application will then be deemed to be complete. An application can be put “on hold” or returned to the applicant if it is subsequently determined that further information is required.

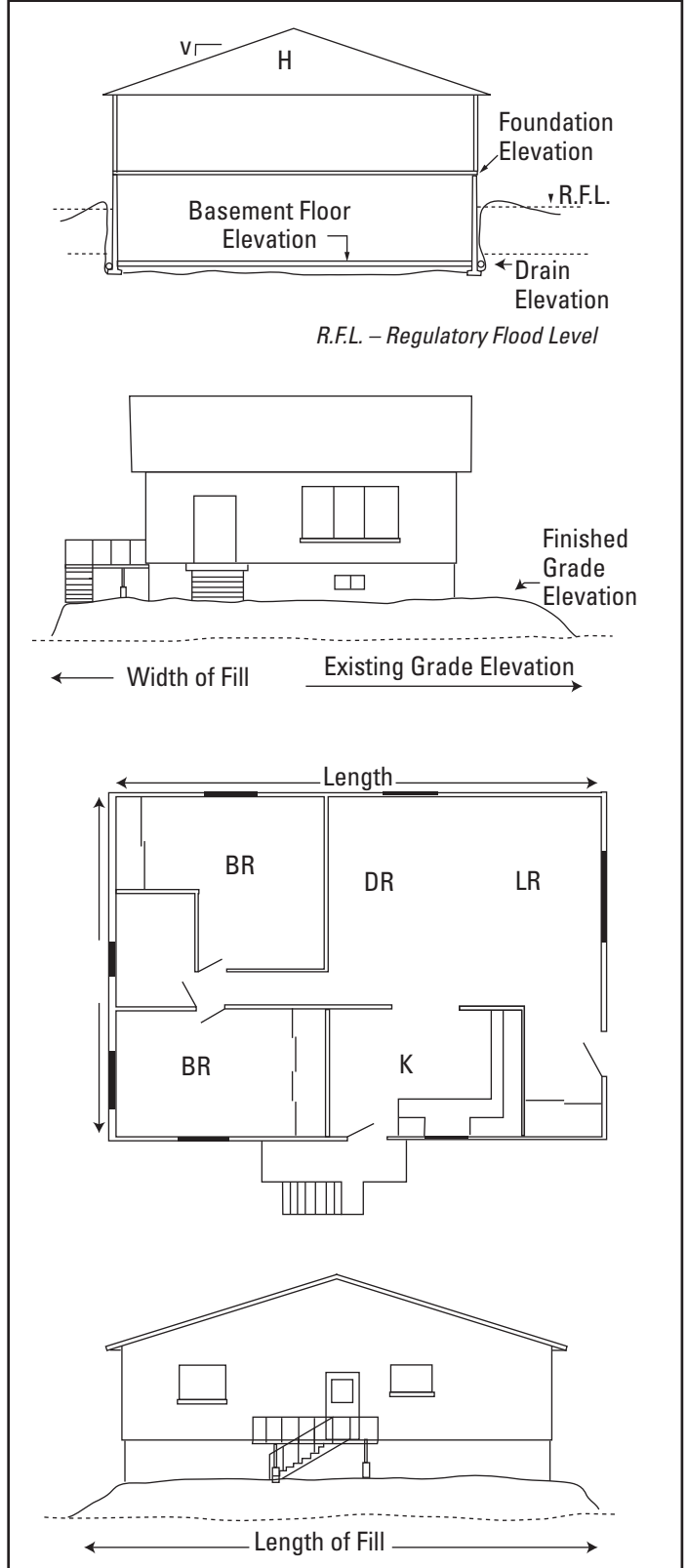
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Location Plan: (draw to scale or give accurate distance measurements)



Construction Drawings (drawn to scale)



Site Plan: (draw to scale or give accurate distance measurements and provide existing and proposed grades by OLS/P.Eng. as required)

