



Box 599, 3889 Rideau Valley Drive  
 Manotick, Ontario K4M 1A5  
 613-692-3571  
 www.rvca.ca

Application/File #:

Prior to application submission, please contact the RVCA for pre-consultation or visit [www.rvca.ca](http://www.rvca.ca)

Official Use Only Date Received Stamp	Related Files	Fee
	<input type="text"/>	<input type="text"/>
		Application/File #:

# Application for Permission under Section 28.1 of the *Conservation Authorities Act* and Ontario Regulation 41/24

Pursuant to Part VI of the *Conservation Authorities Act*

The Rideau Valley Conservation Authority will consider your application based on the information you provide below and through any supporting information. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return the application along with applicable scale drawings and other documents necessary as well as application fee. See "Schedule B" of RVCA's Fee Schedule.

### Contact Information (please print clearly)

Property Owner's Name(s):

Mailing Address (Street, P.O.)	City	Postal Code
Telephone:	Work	Mobile

E-mail:

Agent's Name:

*\* Property owner's letter of authorization required*

Mailing address (Street, P.O.)	City	Postal Code
Telephone: Home	Work	Mobile

E-mail:

### Location of Proposed Works

Property Assessment Roll Number (From Property Tax Notice)

Municipal Street

Municipality	Former Municipality	Watercourse/Drain	
Lot	Concession	Registered Plan Number	Sub-lot

Culvert Identification

**Please initial**

**Description of Works** (please check each that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Placement of fill, site alteration, changes in land elevation | <input type="checkbox"/> Interference with a wetland               |
| <input type="checkbox"/> Construction of a structure (building, septic system, pools)  | <input type="checkbox"/> Watercourse crossing (culvert or bridge)  |
| <input type="checkbox"/> Shoreline interference  | <input type="checkbox"/> Drainage works and ditching               |
| <input type="checkbox"/> Slope stabilization   | <input type="checkbox"/> Pond construction, cleanout and/or repair |
|  | <input type="checkbox"/> Other _____                               |

What is the purpose of the work?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Methods of undertaking work.  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed Starting Date	Completion Date
------------------------	-----------------

Existing use of property	Proposed use of property
(i.e., residential, commercial, vacant)	Details (e.g. Permit Number, Application Number)

- |   |  |
|---|--|
| Previous RVCA application on this property?   | <input type="checkbox"/> yes <input type="checkbox"/> no ..... |
| Planning approval required? (e.g. site plan approval or re-zoning, minor variance)                                | <input type="checkbox"/> yes <input type="checkbox"/> no ..... |
| Applications made to other agencies? (e.g., MNRF, MECP, Parks Canada, DFO)  | <input type="checkbox"/> yes <input type="checkbox"/> no ..... |
| Municipal Building Permit required?   | <input type="checkbox"/> yes <input type="checkbox"/> no ..... |
| Septic application/permits required?  | <input type="checkbox"/> yes <input type="checkbox"/> no ..... |
| Is fill remaining on site? (If the answer is "no" you must specify an address where the fill is to be removed to: | <input type="checkbox"/> yes <input type="checkbox"/> no ..... |
| If <b>yes</b> , please provide the total volume:  | Total Volume: <input style="width: 80px;" type="text"/>        |

**Notice of Collection:** Pursuant to the municipal Freedom of Information and Protection of Privacy Act, the personal information contained on this form is collected under the Authority of the Conservation Authorities Act, R.S.O. 1990, Chapter C. 27, and O. Regulation 41/24 RVCA Regulation of Prohibited Activities, Exemptions and Permits. This information is used to access applications and where approved issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.

**Please initial**

# Minimum Application Requirements

Pursuant to Ontario Regulation 41/24 and RVCA policies and procedures.

## How to send digital files

- Separate document for construction drawings
- Send electronic copies to [development@rvca.ca](mailto:development@rvca.ca), or provide documents on a USB flash drive. **(pdf file format only).**

## Complete Minimum Application Requirements

**NOTE:** See below for additional requirements.

- Based on your description of work above, please fill out the appropriate section(s).
- Application form sections completed in full – contact information, location of proposed works, description of works, roll number, etc.
- Signed and dated application form
- Signed and dated *Letter of Authorization* from applicant/landowner if application is being made by a contractor/agent
- Site plan: a plan of the subject property indicating the type and location of the development/alteration drawn to scale, indicating setbacks (a legal survey of the property by an OLS is the preferred reference document)
- Construction plans/drawings/details **with dimensions** (i.e.: plan view, cross-section, etc.)
- Submission of the prescribed fee set by the CA at time of submission for review of the application
- All pages have been initialed.

# 1. Application to undertake “Development Activity”<sup>1</sup>

**NOTE:** Dependent on the proposal, the following may be required on a case-by-case basis. This is dependent on the proposed extent of intrusion into a regulated area and/or the hazard.

## A. Hazard: Floodplain / Areas of Reduced Flood Risk

- A grading plan – prepared by a qualified professional engineer (P. Eng), C.E.T., or O.L.S. - showing existing & proposed geodetic elevations of the property and of existing & proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations
- Drainage details before and after development
- A complete description of the type, location and amount of fill proposed to be placed, dumped or removed
- Technical studies/plans as required to meet the regulatory provisions of *CA Act S.28* and *O.Reg 41/24*— examples include: floodproofing designs, balanced cut and fill calculations by a qualified P. Eng., elevation surveys, etc.

**NOTE:** this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard

## B. Hazard: Slope Stability

- A grading plan – prepared by a qualified professional geotechnical engineer – showing existing & proposed geodetic elevations of the property and of existing & proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations
- Drainage details before and after development
- A complete description of the type, location and amount of fill proposed to be placed, dumped or removed
- Technical studies/plans as required to meet the regulatory provisions of *CA Act S.28* — examples include: geotechnical analysis by a qualified professional engineer, elevation surveys, etc.

**NOTE:** this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard

## C. Hazard: Regulated Wetlands (Change / Interference with Wetlands<sup>2</sup>)

- A grading plan with existing & proposed geodetic elevations of the property and of existing & proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations
- A complete description of the type, location and amount of fill proposed to be placed, dumped or removed
- Technical studies/plans as required to meet the regulatory provisions of *CA Act S.28* — examples include: geotechnical analysis by a qualified professional engineer, elevation surveys, etc.

## 2. Application to Change or Interfere with Shorelines and Watercourses<sup>3</sup>

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

- Photos of shoreline/culvert/bridge/watercourse
- Plan view (top down) and cross-section drawings **with dimensions and elevations.**
- A sediment and erosion control plan
- De-watering plan – as required
- Technical studies/plans as required to meet the regulatory provisions of CA Act S.28 and Ont. Reg. 41/24, 7.11.

**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)

## Glossary

**1 “development activity”** means,

- (a) The construction, reconstruction, erection or placement of a building or structure of any kind,
- (b) Any change to a building or a 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; (“activité d’aménagement”)

**2 “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; (“terre marécageuse”)

**3 “watercourse”** means a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs; (“cours d’eau”)

# Submission Requirements and Terms

- **Applications must be submitted digitally in pdf format with one set of plans to scale.**
- Permits or Approvals granted by the Rideau Valley Conservation Authority are non-transferable.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Rideau Valley Conservation Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.
- Fees paid are for application processing only; the RVCA reserves the right to refuse permission based on policy provisions and the applicant's right to a hearing under Section 28.1(5) of the Act.
- **Section 30.2 Conservation Authorities Act** — An officer appointed by the RVCA may enter on private property, other than a dwelling or building, if the entry is for the purpose of considering a request related to the property for permission that is required by a regulation. By signing this form consent is being granted.
- Cancellation fee may apply to applications that have been accepted.

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

I acknowledge that I have read and understood this form in its entirety and have completed all applicable sections, including the pre-application checklist, to the best of my ability.

By signing this application, consent is given to the Rideau Valley Conservation Authority, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works pursuant to Section 30.2 of the Act.

**Owner's name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
*please print clearly* *signature* *month day year*

**Authorized Agent:** \_\_\_\_\_  
*please print clearly* *signature*

**Letter of Authorization from owner must be attached if agent is signing off on all works**

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, and all fees are paid, an application will then be deemed to be complete. An application can be placed "on hold" or returned to the applicant if it is subsequently determined that further information is required.