

# **CROWE VALLEY CONSERVATION AUTHORITY ONTARIO REGULATION 159-06**

## **APPLICATION GUIDE (2 pages)**

### **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

1. The permit procedure can be time consuming, therefore allow as much time as possible.
2. To ensure your application will be processed in a timely manner, please ensure that all sections of the application are completed in full. **Processing will NOT begin if any part of the application is incomplete or if incorrect payment is received.**
3. **This permit is only valid for 1 year.**
4. **Your permit must be posted on site and a copy must be given to your contractor.**

### **ALL PLANS MUST INCLUDE 2 COPIES OF EACH OF THE FOLLOWING**

1. Legal survey of subject property and a location map in relation to major intersections.
2. Site Plan showing proposed works, property, boundaries/ dimensions, location of surrounding buildings/ roads/ watercourses/ drainage features (ditches/ culverts), existing site conditions (grades, structures, watercourses). Include construction methods and access routes. Please see attached samples for further information.
3. Site Rehabilitation Plans.
4. Engineered drawings of the proposed structure illustrating structural development, design, dimensions and cross-sections.
5. Additional information may be required (i.e. Geotechnical Study, Cross-section/ Elevation plans).

### **REMEMBER**

1. To sign and date the application.
2. To sign and date your site plans.
3. To enclose payment.
4. To give accurate and detailed directions to your property.
5. To provide contact information where you can be reached during business hours.
6. Accurately stake out location of proposed project.

## **ADDITIONAL INFORMATION**

1. You are responsible for all required permit approvals for your project to be in place before any work can commence (MNR, DFO, Health Unit, Municipality and County).
2. You need to check to see if you own your Shoreline Allowance or need to apply for a minor variance through your local municipality.
3. In accordance with the provisions of the *Conservation Authorities Act*, minimum development is generally not permitted:
  - A) Within 120 metres of wetlands;
  - B) Within 30 metres of a river bank;
  - C) Within 30 metres from a lake or other water course, or
  - D) Within 15 metres of the top of a slope containing a river or stream valley or lake.



**CROWE VALLEY  
CONSERVATION AUTHORITY**

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K0K 2M0

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**APPLICATION FOR THE  
DEVELOPMENT, INTERFERENCE WITH WETLANDS &  
ALTERATIONS TO SHORELINES & WATERCOURSES APPLICATION**

**Office Use Only** Permit# \_\_\_\_\_ Application Date \_\_\_\_\_  
Method of Payment \_\_\_\_\_ Amount Paid\$ \_\_\_\_\_  
Credit Card# \_\_\_\_\_ Expiry Date \_\_\_\_\_

APPLICATION APPROVED \_\_\_\_\_ OFFICER \_\_\_\_\_

**PLEASE READ, COMPLETE EACH SECTION AS REQUIRED, DATE & SIGN**  
**Correct address is essential to receive correspondence from CVCA.**

**(PLEASE PRINT)**

**Owner's Name** \_\_\_\_\_

**Owner's Complete Mailing Address** \_\_\_\_\_

\_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Telephone Residence/Business #** \_\_\_\_\_ **Other** \_\_\_\_\_

**Contractor's/Agent's Name** \_\_\_\_\_

**Contractor's/ Agent's Mailing Address** \_\_\_\_\_

\_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Contractor's/ Agent's Telephone #** \_\_\_\_\_ **Other** \_\_\_\_\_

**PROPERTY INFORMATION**

Lot \_\_\_\_\_ Conc. \_\_\_\_\_

Municipality \_\_\_\_\_ Lake/River/Other \_\_\_\_\_

Civic Address \_\_\_\_\_

\_\_\_\_\_

Directions to Property (Please provide accurate driving directions and provide flags/markers to locate your site location and size).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREFERRED WORK DATES**

**Please Note: Accurate dates are required to comply with other agencies' policies and procedures.**

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

**Description of Proposed Work (Attach copy of all Plans and Specifications)  
(Please place check where applicable)**

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**FILLING**

**i.e. landscaping, shoreline projects, grading.**

Placing Fill       Removing Fill

Type of FILL to be used:

Sand       Gravel       Crushed Stone       Quarry Stone

Top Soil       Other \_\_\_\_\_

Amount (cu. yds) \_\_\_\_\_

Please explain work \_\_\_\_\_

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**CONSTRUCTION/ DEVELOPMENT**

**i.e. including but not limited to: installation of new septics, replacement of existing septic systems, cottages, additions, garages, and boat houses.**

A) Erect a New Building/ Structure       Type \_\_\_\_\_

B) Alter an existing structure: Addition       Renovation

Other \_\_\_\_\_

C) Install a septic system: New       Replacement   
Type \_\_\_\_\_

Please explain work \_\_\_\_\_

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**ALTERATIONS TO SHORELINE/ WATERCOURSE/WETLANDS**

Dam/ Dyke/ Levee <input type="checkbox"/>	Shore Protection <input type="checkbox"/>
Watercourse Crossing <input type="checkbox"/>	Channelization/ Dredging <input type="checkbox"/>
Boat Launch/ Ramp/ Dock <input type="checkbox"/>	Shore well <input type="checkbox"/>
Other _____	

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**NOTE:** *The information supplied by the owner or applicant in this application form is being collected and will be used for the purposes of administering the Regulation enacted pursuant to Section 20 of the **Conservation Authorities Act, R.S.O. 1990, c 27.** This application together with any supporting documentation that may be received relating to this application may be released in whole or in part to other persons in accordance with the **Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c M-56 as amended.***

**CONDITIONS OF PERMIT:**

The owner and the applicant, by acceptance of and in consideration of the issuance of this permission, agree to the following conditions:

1. The owner as applicant is solely responsible for applying for and obtaining any approvals, permits or authorization that may be required by any municipal, provincial or federal agency pursuant to any By-law, Act or Regulation.
2. Authorized representatives of the Crowe Valley Conservation Authority may at any time enter onto these lands described herein in order to make any surveys, examinations, investigations or inspections which are required for the purpose of insuring the works authorized by the permit are being carried out in accordance with approved plans, specifications and conditions.
3. The owner and the applicant agree to indemnify and save harmless the Crowe Valley Conservation Authority and its officers, employees and agents from and against any and all damages, losses, costs, claims, demands, actions or proceeding whether with or without merit arising out of or resulting from any act or omission of the owner or the applicant or any of their agents, employees, or contractors that may arise out of or be related to the application of the permit or any condition attached to any permit that may be issued pursuant to this application or arising from or arising out of or as a result of any work done by the owner or applicant pursuant to this application. The owner and applicant further agree to advise the Crowe Valley Conservation Authority immediately upon receipt of any complaints arising out of or as a result of any work done by the owner or applicant or their agents, employees or contractors pursuant to this application.
4. The permit is not transferable and applies only to the lands shown on the attached plans which are by the applicant or to those for which he/she is an authorized agent.
5. The owner and applicant agree that should the works be carried out contrary to the terms of this permit, Crowe Valley Conservation Authority may enter onto the property and cause the terms to be satisfied, at the expense of the owner.
6. The work shall be carried out as per the approved plans and specifications submitted in support of the application and as amended by the approval of this permit.
7. The owner and applicant agree to install and maintain all sediment controls as directed by Authority staff, until all disturbed areas have been stabilized.
8. Any areas that have been disturbed by any work done by the owner or the applicant shall be seeded, sodded or stabilized by the owner or applicant in a manner acceptable to the Authority immediately upon completion of the work authorized by this permit and in any event prior to the expiry of the permit.
9. The owner and applicant agree to maintain all existing drainage patterns, and not to obstruct external drainage from other adjacent private or municipal lands.
10. The permit granted under this regulation is valid for ONE year from the date of issue.
11. The owner and applicant agree to contact the Crowe Valley Conservation Authority upon the commencement of any development authorized by this permit to arrange for the inspection of development by the Crowe Valley Conservation Authority.
12. It is the responsibility of the owner to ensure that a valid permit is in effect at the time the work is occurring.
13. The owner and applicant may appeal any or all of the stated conditions of the permit to the Board of the Conservation Authority.

I HEREBY DECLARE THAT I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS APPLICATION AND THE PERMIT ISSUED PURSUANT TO THE APPLICATION. I HEREBY FURTHER DECLARE THAT ANY INFORMATION PROVIDED BY MYSELF OR MY AGENT IS TRUE AND CORRECT AND I ACKNOWLEDGE THAT THE CROWE VALLEY CONSERVATION AUTHORITY RELIES ON THE INFORMATION PROVIDED BY MYSELF AND MY AGENT IN THIS APPLICATION AND THAT THE CROWE VALLEY CONSERVATION AUTHORITY MAY REVOKE THIS PERMIT IN THE EVENT THAT ANY INFORMATION PROVIDED HEREIN IS INCORRECT OR UNTRUE.

Signature of Owner \_\_\_\_\_

Signature of Contractor/ Agent \_\_\_\_\_

Date \_\_\_\_\_

***Note: Signature or written Authorization of owner is MANDATORY***

**LANDOWNER AUTHORIZATION (For Subject Property)**

If this application is to be submitted by a solicitor/ contractor/ 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 OWNER(S)**

Please note that Crowe Valley Conservation Authority staff reserve the right to discuss any or all aspects of the permitting process with the property owner.

*If the application is to be prepared by a solicitor/ contractor/ agent, authorization should not be given until the application and its attachments have been examined and approved by you the owner(s).*

I/ We \_\_\_\_\_  
Print full name of owner

Hereby Authorize \_\_\_\_\_  
Print full name of Solicitor/ Contractor/ Agent)

To submit the enclosed application to Crowe Valley Conservation Authority and to provide any further information or material required by Authority Staff relevant to the application for the purpose of obtaining a permit to fill, construct or alter a watercourse in accordance with the requirements of the Ontario Regulations.

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

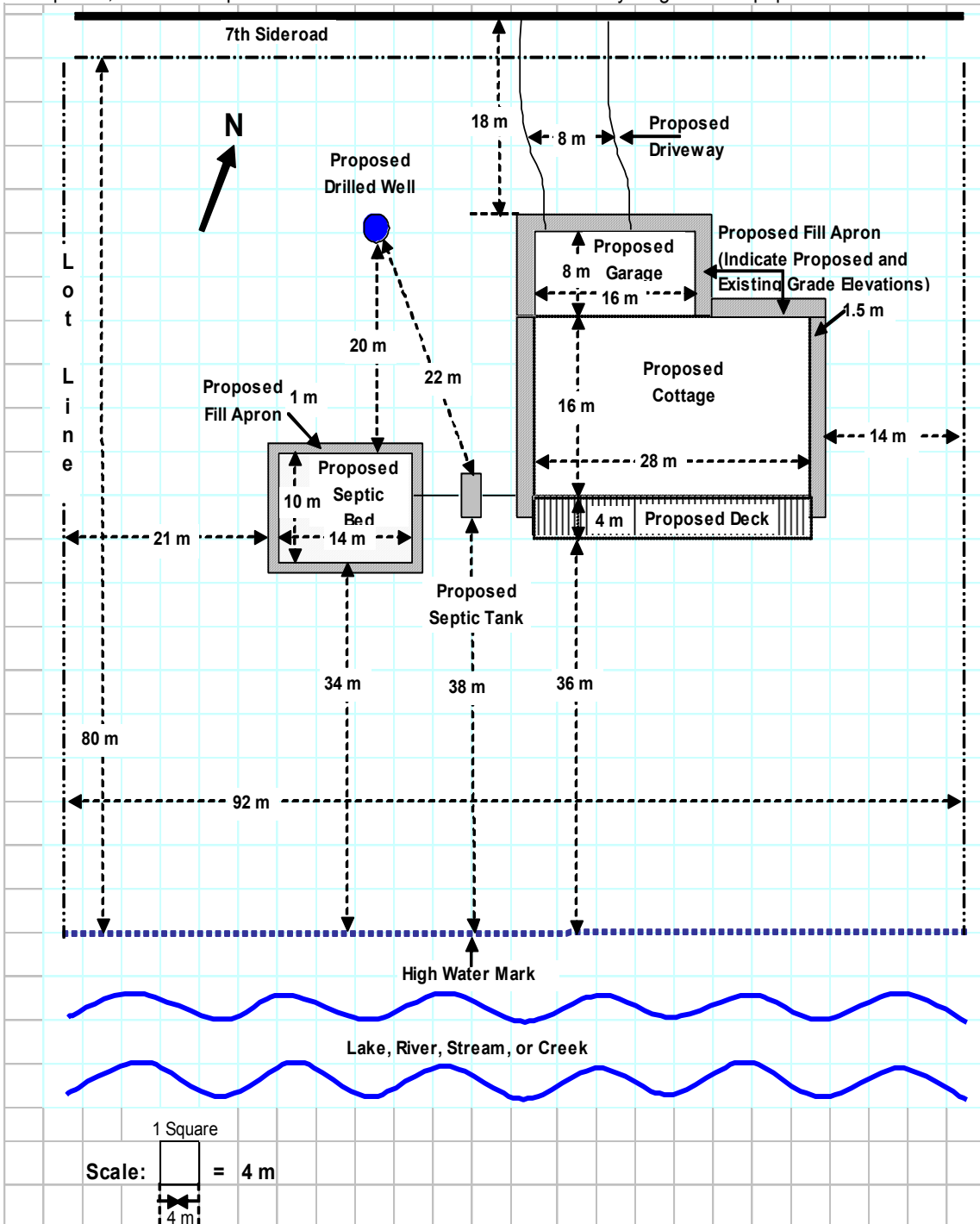
Signature of Solicitor/ Contractor/ Agent \_\_\_\_\_ Date \_\_\_\_\_

### Sample Site Plan

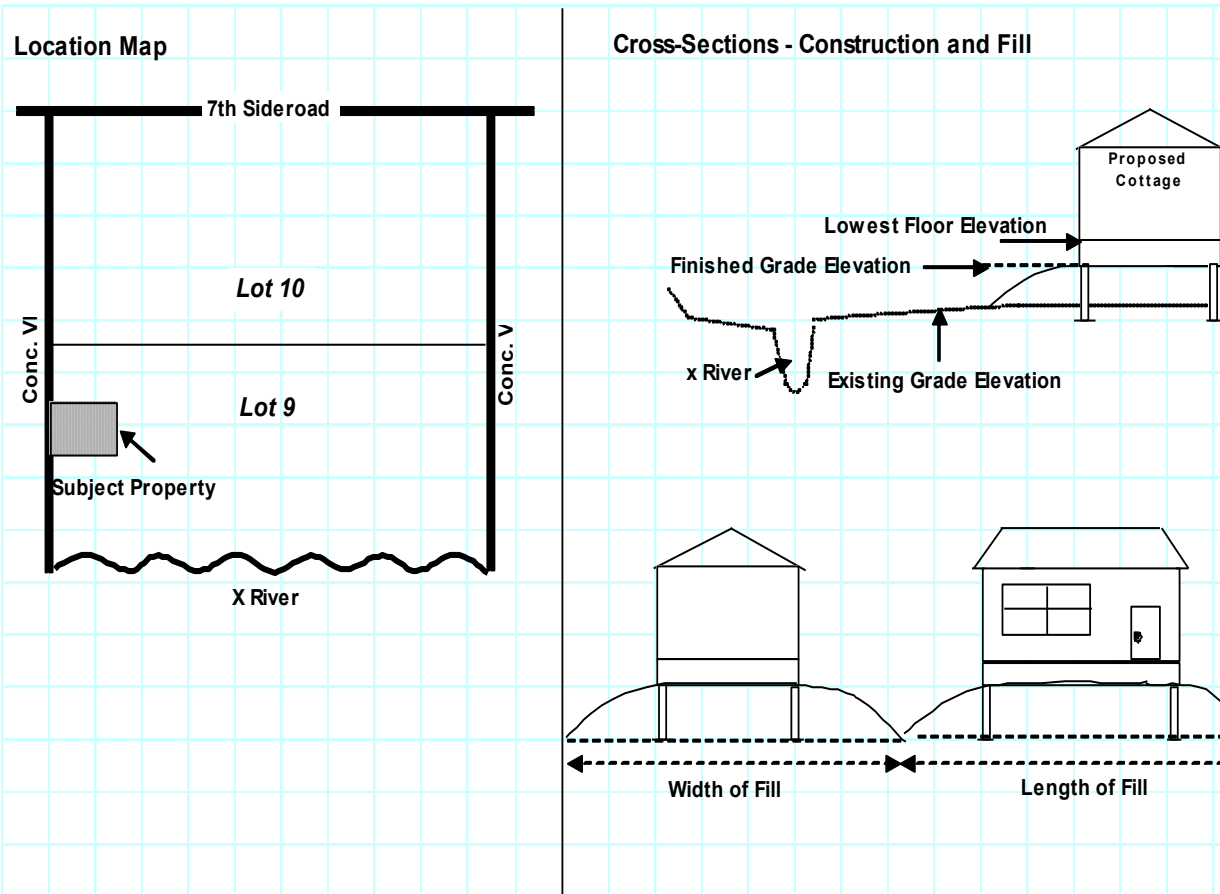
The following diagram illustrates a sample site plan which is essentially an illustrated inventory, when looking down onto your property, of existing and proposed structures and features. In order to effectively review applications for work in or around water, a detailed site plan of your property is essential.

References to structure and lot dimensions, slopes, fill apron, and setback distances including the proximity of existing and proposed structures to each other, the watercourse, and lot lines must be included in these plans.

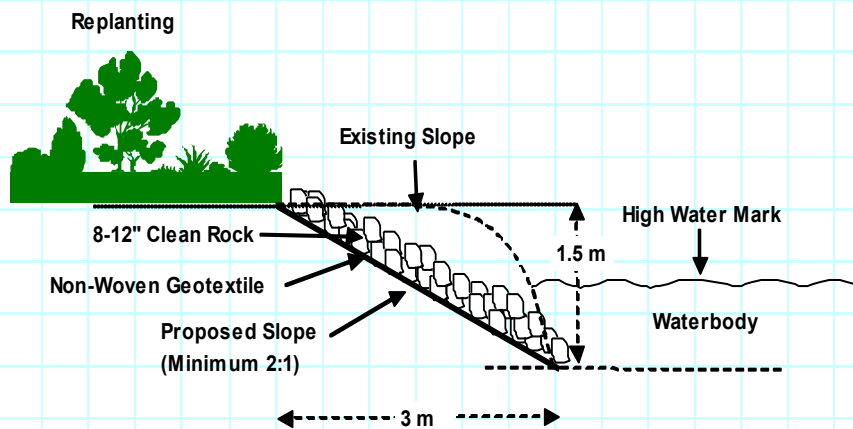
It is encouraged that these plans are drawn to scale. Graph paper is recommended so a scale can easily be assigned to the squares, such as 1 square = 4 m or whatever is needed to fit everything onto the paper.



# Sample Drawings



## Cross-Section - Alteration to Waterway Eg. Rip Rap Erosion Control at Shoreline



## Recommended Waterbody Setbacks

The following diagram illustrates a minimum 30 metre setback distance from a waterbody for structural development as recommended by Crowe Valley Conservation Authority (CVCA). This diagram also demonstrates a 15 metre vegetated and/or naturalized buffer zone along the shoreline, which is strongly encouraged by CVCA. Furthermore, CVCA promotes a maximum 9 metre clearing or 25% of shoreline frontage (whichever is the lesser) for water access.

These figures generally represent the current standard endorsed by environmental plan review agencies as well as those implemented by most municipalities under legislation such as the Provincial Policy Statement. However, in cases where they are not consistent with those regulated by a municipality, they are encouraged by CVCA and are used as guidelines by which CVCA reviews and comments on development applications adjacent to a waterbody.

Proponents of shoreline development should also contact their municipality concerning applicable Building Code and zoning restrictions.

