



CVCA File #:

P.O. Box 416, 70 Hughes Lane, Marmora, ON K0K 2M0 Tel: 613-472-3137 Fax: 613-472-5516 www.crowevalley.com

PERMIT APPLICATION FORM

FOR A DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES PERMIT
(CONSERVATION AUTHORITIES ACT – ONTARIO REG. 159/06)

Contact Information (please print clearly)			
Property Owner's Name(s):			
Mailing Address (Street, P.O. Box)		City	Postal Code
Telephone: Home	Work	Mobile	
Email			
Agent's Name(s):		<i>*property owner's letter of authorization or signature to be attached</i>	
Mailing Address (Street, P.O. Box)		City	Postal Code
Telephone: Home	Work	Mobile	
Email			

Is the Owner aware of this application? Yes No - Please explain: _____

Is a Planning Act application (minor variance, zoning by-law amendment) required for this development? Yes No

Location of Proposed Works (please ensure a map and driving directions are attached)		
Lot	Concession	Municipality
Municipal Street Address		
Assessment Roll Number		Watercourse/Waterbody
Existing Land Use (vacant, residential, etc.)		Proposed Land Use

This application must be accompanied by TWO COPIES of a detailed site plan and payment of a processing fee as determined by the Conservation Authority. The site plan MUST include the following information:

1. General location of property in relation to roads, etc.
2. Location and dimensions of all existing structures on property and a survey plan with lot dimensions.
3. Location of any waterway, open water, wetland, steep slope on or near the property and any drainage features (ditches/culverts).
4. Intended location and dimensions of fill, construction, or waterway alteration proposed.
5. Cross-section of proposal showing existing and final grade with elevations from the current water level of any nearby waterway, and elevations of the lowest structure opening if applicable.

Description of Works (please check all that apply)	
Construction of a Structure	Interference with a Wetland
Alter, Add to or Renovate a Structure	Pond Construction, cleanout or repair
Install a Septic System <i>(please indicate type and volume of fill below)</i>	Watercourse Crossing (culvert, bridge)
Place or Remove Fill Material <i>(please indicate type and volume of fill below)</i>	Shoreline Protection <i>(please indicate length of shoreline affected below)</i>
Type and Volume of Fill (m ³)	Length of Shoreline Affected (m)
Other	
What is the purpose of the work?	
Proposed Start Date:	Completion Date:

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 and 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 on the following page, and the declaration written below.

By signing this application, consent is given to the Crowe 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 28(20) of the Conservation Authorities Act.

I, *(please print name)* _____ declare that the above information is correct to the best of my knowledge and I agree to abide by Ontario Regulation 159/06.

Signature: _____ Date: _____

NOTE: Signature or Written Authorization of Landowner is Mandatory. Landowner authorization form follows this page.

I am the: Owner Agent Contractor Other: _____

The information on this form is being collected, and will be used, for the purposes of administering a Regulation made pursuant to Section 28 of the Conservation Authorities Act, R.S.O. 1990 C27.

NOTE: Further information and studies may be required by the Crowe Valley Conservation Authority (CVCA) in order to process this file, the cost of which will be borne by the applicant or their agent. This information may include details related to wetlands, floodplains, hydraulics, slope stability or stream systems. Once completed, all studies become the property of the CVCA and the information may be used by the CVCA, its member municipalities and partners. In order for members of the public to view any studies, plans and reports related to your permit, a formal request under the **Municipal Freedom of Information Protection and Privacy Act**, RSO 1990, c.M.56, is required. Access is subject to statutory exemptions. The same is true should you wish to access any studies, plans and reports pertaining to other's permits. Insufficient information may delay the processing of your application. This application does not relieve the applicant of the obligation to secure any other necessary approvals. Fees are subject to change without notice.

Landowner Authorization

If this Application of Permit 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 the 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 of Permit is to be prepared by a solicitor/ contractor/ agent, authorization should not be given until the Application of Permit and its attachments have been examined and approved by you the owner(s). All submissions are the responsibility of the owner(s).

I/ We _____

Print full name of owner

Hereby Authorize _____

Print full name of Solicitor/ Contractor/ Agent

To submit the enclosed Application of Permit to the Crowe Valley Conservation Authority and to provide any further information or material required by Authority Staff relevant to the Application of Permit 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 _____

TERMS AND CONDITIONS

The Applicant, by acceptance and in consideration of the issuance of this Application of Permit, agrees to the following conditions:

1. The Owner and Applicant agrees:
 - a. to indemnify and save harmless, the CVCA and its officers, employees, or agents, from and against all damage, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omissions of the Owner and Applicant or any of his/her agents, employees or contractors relating to any of the particulars, terms or conditions of this Application of Permit;
 - b. that this Application of Permit shall not release the Owner and Applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
 - c. that at all complaints arising from the proposed works authorized under this Application of Permit shall be reported immediately by the Owner and Applicant to the CVCA. The Owner and Applicant shall indicate any action which has taken place or is planned to be take, with regard to each complaint.
2. This Application of Permit shall not be assigned or assumed by any subsequent purchaser, transferee or grantee.
3. This Application of Permit does not absolve the Applicant of the responsibility of obtaining necessary permission from applicable federal, provincial or local agencies.
4. Should default be made by the Owner and Applicant in compliance with, or satisfaction of, the enumerated conditions and or submitted application, the CVCA may enter upon the property with respect to which conditional approval is granted and cause said conditions to be satisfied if necessary, the expense of which will be the sole responsibility of the Owner and Applicant.
5. 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.
6. The Owner and Applicant agree to maintain all existing drainage patterns, and not to obstruct external drainage from other adjacent private or municipal lands.
7. The permit granted under this regulation is valid for TWO years from the date of issue and it is the responsibility of the Owner and Applicant to ensure that a valid permit is in effect at the time of works occurring.
8. The Owner and Applicant may appeal any or all of the stated conditions of the permit to the Board of the Conservation Authority.

PLEASE NOTE THAT ONLY THE FIRST THREE (3) PAGES OF THIS PACKAGE NEED TO BE RETURNED ALONG WITH SUPPORTING DOCUMENTATION. PLEASE DO NOT RETURN THE FOLLOWING PAGES WITH YOUR APPLICATION.

MINIMUM APPLICATION REQUIREMENTS

The following information is provided as a guide only. Pre-consultation with CVCA staff is strongly recommended prior to submitting a permit application.

General Requirements – All Applications

	Completed application form signed and dated by landowner or authorized agent.
	Correct application fee included (if you are unsure what the fee is please contact our office).
	Location map of subject property, and clear driving directions.
	Plan of property showing location, area and dimensions of existing structures, wells and septic systems to scale on the property.
	Location of any natural features on or adjacent to the property including: watercourses, shorelines, wetlands, ponds, drainage routes (including seasonal/annual spring flood areas), woodlots and valleys.

Structures (New or altered) (In addition to the general requirements the following is required)

	Location of any existing structures.
	Location and dimensions of any proposed structures and distances to any natural features.
	Cross-section of the proposed structure showing existing grade and finished grade with elevations (in metres geodetic).
	Identify elevation (in metres geodetic) of the lowest opening (e.g. window, door sill) of the proposed structure or the elevation change from the lowest opening to the current water level (shoreline properties only).
	Flood proofing measures prepared by a professional engineer in accordance with CVCA policy or geotechnical report prepared by a professional engineer where unstable slopes or soils are involved (certain properties only).
	Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout construction period (if required).

Fill Placement or Removal (In addition to the general requirements the following is required)

	Location of all areas of proposed fill placement and/or removal and the limits of disturbance.
	Dimensions of the proposed fill area and the depth of fill required.
	Description of proposed fill (e.g. crushed stone) and volume of fill (in cubic metres).
	Cross-section of the proposed fill area showing depth(s), side slopes, before and after elevations.
	Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout construction period.
	Site restoration plan including planting detail.

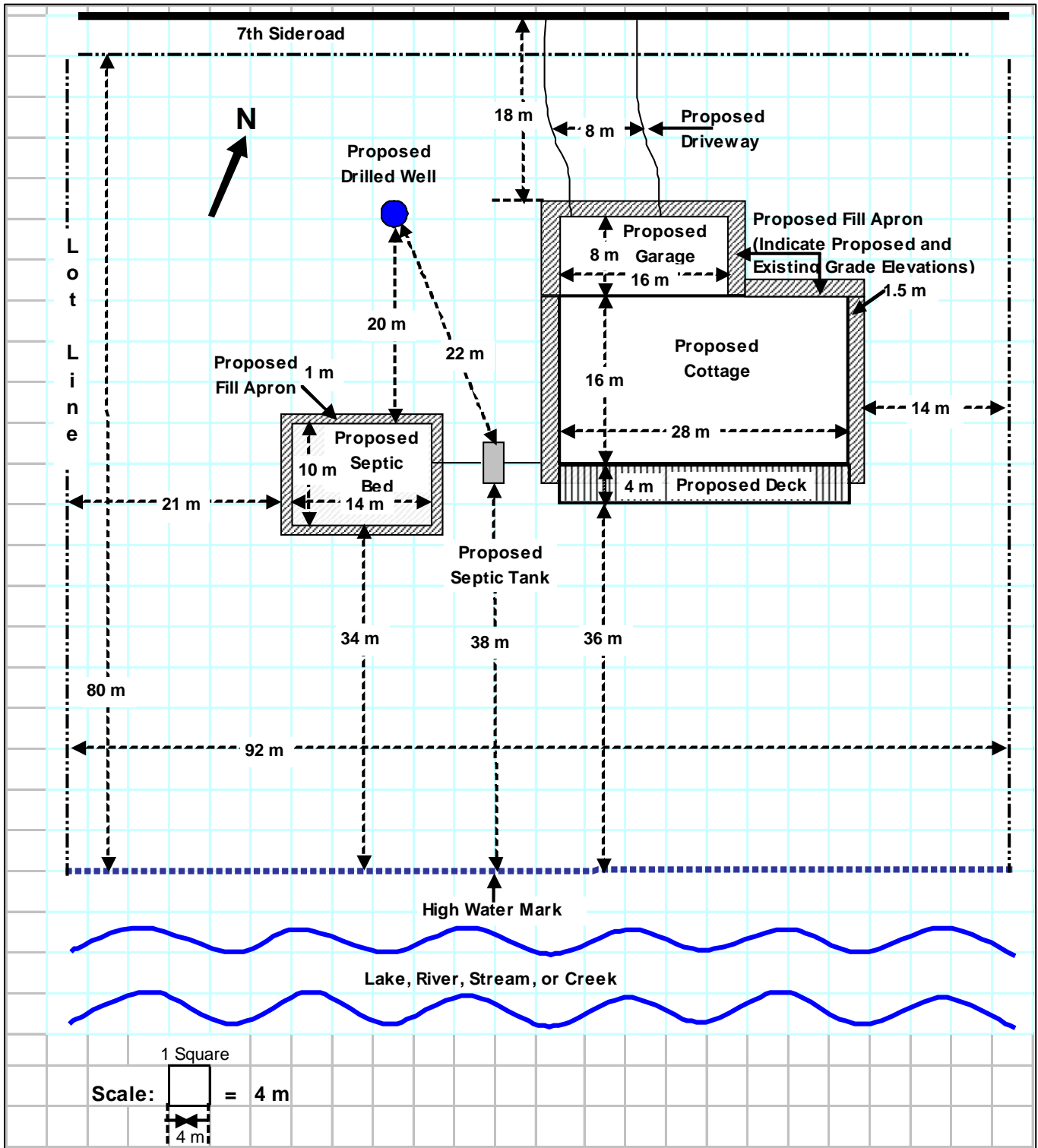
Alteration to an Existing Watercourse and Shoreline Works (In addition to the general requirements the following is required)

	Statement and purpose of proposed works.
	Drawing showing in plan view and cross-sectional detail the existing and proposed watercourse or watercourse crossing detail including dimensions.
	Location, length, diameter, type and pipe invert for any proposed culvert(s).
	Details of staging construction (commencement, order of works, completion, etc.) if required.
	Drawing showing plan view and cross-sectional detail of existing and proposed shoreline including dimensions.
	Site restoration plan including planting details.
	Details of erosion and sediment control measures to be implemented prior to commencement of work and throughout construction period.

Additional information that may be required to process a permit application includes but is not limited to:

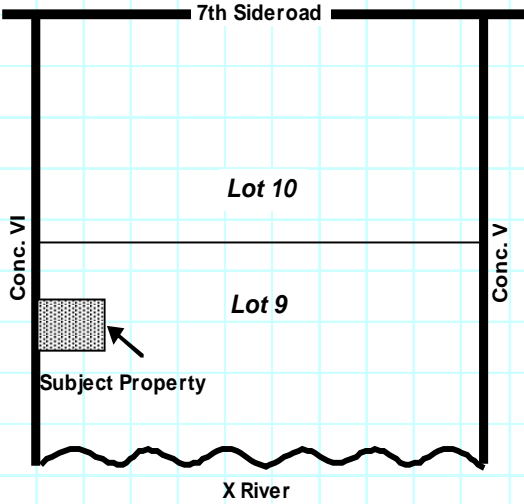
- Copy of a legal survey of the property;
- Professionally prepared topographic survey, Lot Grading/Drainage Plan;
- Flood Plain Analysis/Delineation Study, Hydrology/Hydraulic Analysis;
- Environmental Impact Study, Planting or Vegetation Plan or Tree Retention Plan;
- Hydrogeological Analysis, Fluvial Geomorphological Assessment, Meander Belt Allowance Assessment;
- Stormwater Management Plan or Sediment and Erosion Control Plan; and/or,
- Slope Stability/Erosion Study.

SAMPLE SITE PLAN

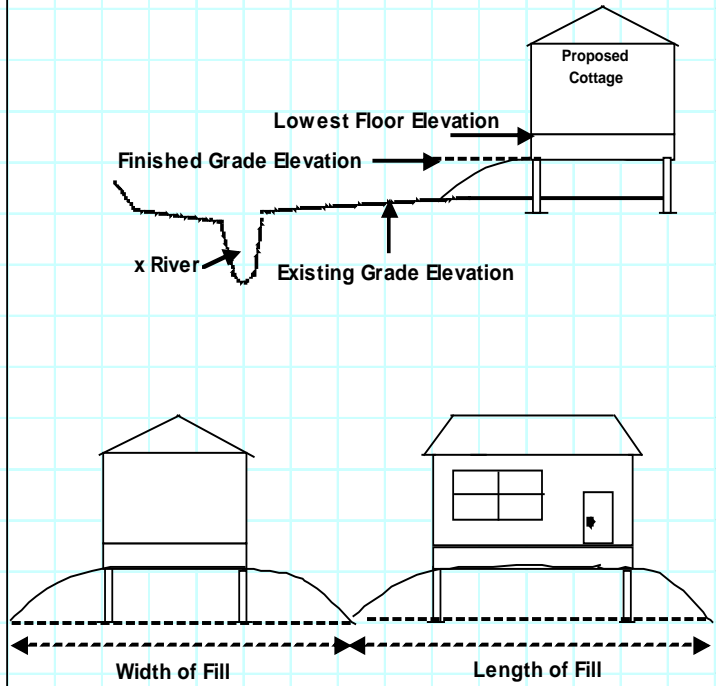


SAMPLE DRAWINGS

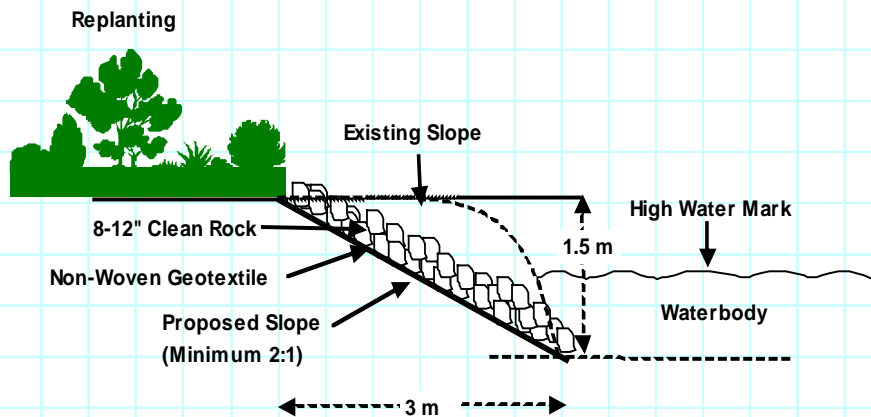
Location Map



Cross-Sections - Construction and Fill



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



Planning and Regulations Fee Schedules

Effective March 16, 2017

Schedule B – Permit Fee Schedule

Please be advised that the Permit Fee Schedule is to be read in conjunction with the Notes following the table.

How to Read the Table:

STEP ONE: Determine the type of project you are doing.

STEP TWO: Determine the location of your project.

STEP THREE: Match the parameters of your project to one of the available categories and subsequent fee.

For applications involving multiple projects, the fee will be based on the highest applicable category plus 75% of each additional category.

STEP ONE	STEP TWO	STEP THREE	
APPLICATION TYPE	DESCRIPTION		FEE (\$)
Work Around a Shoreline OR Watercourse <i>(Some work may require a technical report to support the permit application. There is a fee to cover the technical review, see Schedule C.)</i>	Shoreline alterations, erosion protection, channelization, new watercourses, and similar	Repairs using existing material	200
		≤ 15 m	400
		> 15 m - 50 m	675
		> 50 m - 250 m	750
		> 250 m - 500 m	900
		> 500 m - 1,000 m	1150
	> 1,000 m	TBD	
If bio-engineering techniques are implemented the fee will be reduced by 50%*			
	Existing boat slip/launch maintenance and dredging		400
Docks		repairs or reconstruction of existing dock in same footprint	150
		new dock	200
Water Crossing	Culverts/Bridges	Replacement (same dimension) ≤30 m and ≤ 1 m diameter OR Low flow crossing repairs	400
		Replacement (different dimension)	500
		New culvert	750
		Bridge deck replacement	600
		New low flow crossing	500
		New bridge	1200
	Directional drilling	Channel width ≤ 1.5 m	200
		Channel width > 1.5 m - 3.0 m	500
		Channel width > 3.0 m	800
	Water utility crossing (open-cut)	Channel width ≤ 3 m	500
		Channel width > 3 m - 10 m	1600
Channel width > 10 m		2100	

STEP ONE	STEP TWO	STEP THREE		
APPLICATION TYPE		DESCRIPTION	FEE (\$)	
Fill Placement & Grading <i>(Works that occur in the floodplain may be required to submit a technical report as part of the permit application. There is a fee to cover the technical review, see Schedule C.)</i>	INSIDE Floodplain*	minor fill placement ≤ 20m OR septic replacement in same location	200	
		>20 m ³ - 100 m ³ OR ≤ 0.25 ha	450	
		> 100 m ³ - 500 m ³ OR > 0.25 ha - 0.5 ha	700	
		> 500 m ³ - 1,000 m ³ OR > 0.5 ha - 1.0 ha	850	
		> 1,000 m ³ - 2,000 m ³ OR > 1.0 ha - 2.0 ha	1000	
		> 2000 m ³ OR > 2.0 ha	TBD	
	Within 15m of a shoreline with NO known floodline OR within adjacent lands of a wetland*	minor fill placement ≤ 20m OR septic replacement in same location	150	
		>20 m ³ - 100 m ³ OR ≤ 0.25 ha	400	
		> 100 m ³ - 500 m ³ OR > 0.25 ha - 0.5 ha	650	
		> 500 m ³ - 1,000 m ³ OR > 0.5 ha - 1.0 ha	800	
		> 1,000 m ³ - 2,000 m ³ OR > 1.0 ha - 2.0 ha	900	
		> 2000 m ³ OR > 2.0 ha	TBD	
	In all other areas not listed above, within the regulation limit	septic replacement in the same location	100	
		any fill placement	250	
	Buildings <i>(Works that occur in the floodplain may be required to submit a technical report as part of the permit application. There is a fee to cover the technical review, see Schedule C.)</i>	INSIDE Floodplain*	reconstruction, replacement or relocation of existing non-habitable accessory structures (decks, sheds) – no change in size	200
foundation replacement or repair			200	
non-habitable - size restrictions apply			250	
habitable – size restrictions apply			750	
Within 15m of a shoreline with NO known floodline OR within adjacent lands of a wetland*		reconstruction, replacement or relocation of existing non-habitable accessory structures (decks, sheds) – no change in size	150	
		foundation replacement or repair	150	
		non-habitable	200	
		habitable	600	
In all other areas not listed above, within the regulation limit		reconstruction, replacement or relocation of existing non-habitable accessory structures (decks, sheds) – no change in size	100	
		foundation replacement or repair	100	
		non-habitable	150	
		habitable	400	
Marina			1500	
Golf Course			3000	
Subdivision			1500	
OTHER FEES				
Permit Amendment - minor amendment, no addition of new projects			85	
Violation - works completed without permit authorization			x2 fee	
Section 28 Application Review Hearing			300	
Property Inquiry Site Visit			125	

*Bioengineering combines structural engineering principles with the use of vegetation for shoreline stabilization and erosion control. Hard material such as rocks, boulders, and armourstone do NOT qualify as bioengineering.

*If you are unsure if you are inside a floodplain or adjacent lands to a wetland please contact our office.

The following lakes and rivers have an engineered floodplain:

- Belmont Lake
- Cordova Lake
- Crowe Lake
- Crowe River
- Kasshabog Lake
- Limerick Lake
- Paudash Lake
- Round Lake
- St. Ola Lake
- Wollaston Lake

If your project is NOT on one of these lakes, please follow the appropriate section for fees.

Notes:

1. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of information required to accompany the application, and to determine the appropriate fee.
2. Application fees must be paid before CVCA review will commence.
3. CVCA reserves the right to modify or adjust fees should the review require a substantially greater or lower level of review and/or assessment or for applications that have not been included in the above table.
4. Peer review fees will be recovered when a report contains information that is beyond the scope of CVCA's in house expertise.
5. CVCA reserves the right to collect fees for the review of technical reports/studies as per Schedule C should these reports be submitted as part of the application.
6. CVCA reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs

Planning and Regulations Fee Schedules

Effective March 16, 2017

Schedule C – Technical Report Fee Schedule

Please be advised that the Technical Report Fee Schedule is to be read in conjunction with the Notes following the table.

Technical reports are routinely prepared by a qualified professional in the field of water resources engineering, ground water science, site servicing, geotechnical engineering, environmental assessments, ecology and planning to support the feasibility of development. Such experts are familiar with professional standards and provincial and local requirements in such matters. The CA review involves an evaluation of whether the applicable guidelines have been appropriately addressed.

Technical reports can include but are not limited to the following: floodplain analysis, hydrogeology reports, terrain analysis, stormwater management, geotechnical reports, environmental impact studies, etc.

Technical Report Type		FEE (\$)
Technical Report Review Fee	Category 1	250
	Category 2	350
	Category 3	750
	Category 4	1000
<p>Category 1 would relate to small scale terrestrial or aquatic habitat analysis affecting an area of less than 15 square metres (160 ft. 2) or a shoreline project with a linear extent of less than 7.62 metres (25 feet).</p>		
<p>Category 2 would involve review of a letter of opinion prepared by a qualified professional (typically two pages or less with no or limited field sampling) and usually relates to terrestrial or aquatic habitat analysis associated with development of a single sub-lot usually for residential purposes.</p>		
<p>Category 3 would relate to a small (single dwelling) or medium scale residential (one row of townhouses or one medium rise building) development, a small commercial or industrial facility or an institutional building with a footprint smaller than 464 m.2 (5000 ft. 2) and would include the review of data (soil samples, test holes/ wells, biological data, lab. analysis) collected at the site.</p>		
<p>Category 4 would typically be associated with a plan of subdivision 8.0 hectares or less in size, or any other development (industrial, commercial, institutional) with a development envelope less than 8.0 hectares.</p>		
<p>Category 5 would typically be associated with a plan of subdivision covering more than 8.0 hectares, or any other development (industrial, commercial, institutional) with a development envelope greater than 8.0 hectares.</p>		

Notes:

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