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## PERMIT APPLICATION FORM

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

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

<b>Location of Proposed Works (please ensure a map and driving directions are attached)</b>		
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 <input type="checkbox"/>	Interference with a Wetland <input type="checkbox"/>
Alter, Add to or Renovate a Structure <input type="checkbox"/>	Pond Construction, cleanout or repair <input type="checkbox"/>
Install a Septic System <i>(please indicate type and volume of fill below)</i> <input type="checkbox"/>	Watercourse Crossing (culvert, bridge) <input type="checkbox"/>
Place or Remove Fill Material <i>(please indicate type and volume of fill below)</i> <input type="checkbox"/>	Shoreline Protection <i>(please indicate length of shoreline affected below)</i> <input type="checkbox"/>
Type and Volume of Fill (m <sup>3</sup> )	Length of Shoreline Affected (m)
Other	
<b>What is the purpose of the work?</b>	
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.

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## Landowner Authorization

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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 \_\_\_\_\_

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## TERMS AND CONDITIONS

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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

<input type="checkbox"/>	Completed application form signed and dated by landowner or authorized agent.
<input type="checkbox"/>	Correct application fee included (if you are unsure what the fee is please contact our office).
<input type="checkbox"/>	Location map of subject property, and clear driving directions.
<input type="checkbox"/>	Plan of property showing location, area and dimensions of existing structures, wells and septic systems to scale on the property.
<input type="checkbox"/>	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)

<input type="checkbox"/>	Location of any existing structures.
<input type="checkbox"/>	Location and dimensions of any proposed structures and distances to any natural features.
<input type="checkbox"/>	Cross-section of the proposed structure showing existing grade and finished grade with elevations (in metres geodetic).
<input type="checkbox"/>	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).
<input type="checkbox"/>	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).
<input type="checkbox"/>	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)

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

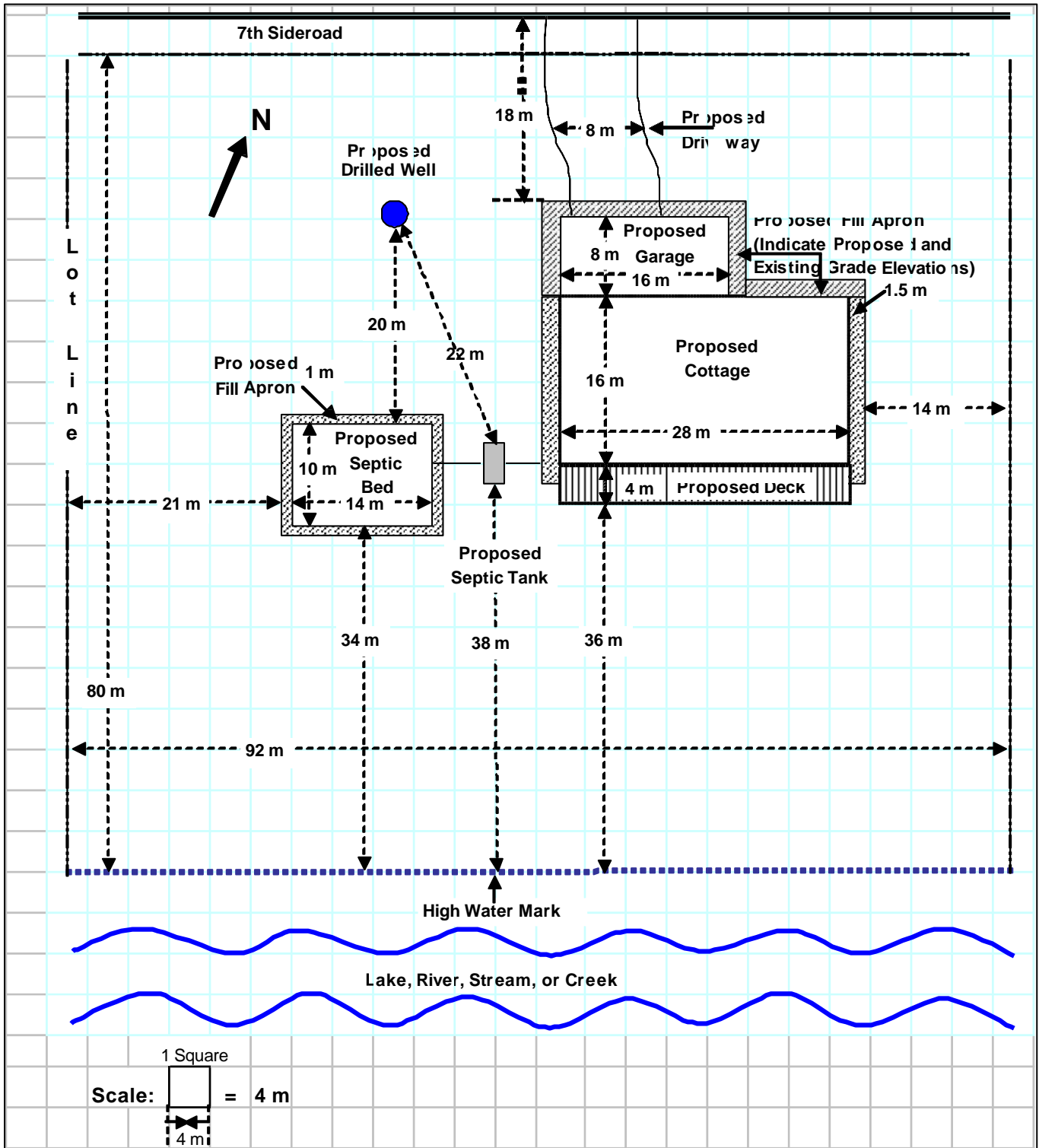
## Alteration to an Existing Watercourse and Shoreline Works (In addition to the general requirements the following is required)

<input type="checkbox"/>	Statement and purpose of proposed works.
<input type="checkbox"/>	Drawing showing in plan view and cross-sectional detail the existing and proposed watercourse or watercourse crossing detail including dimensions.
<input type="checkbox"/>	Location, length, diameter, type and pipe invert for any proposed culvert(s).
<input type="checkbox"/>	Details of staging construction (commencement, order of works, completion, etc.) if required.
<input type="checkbox"/>	Drawing showing plan view and cross-sectional detail of existing and proposed shoreline including dimensions.
<input type="checkbox"/>	Site restoration plan including planting details.
<input type="checkbox"/>	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:

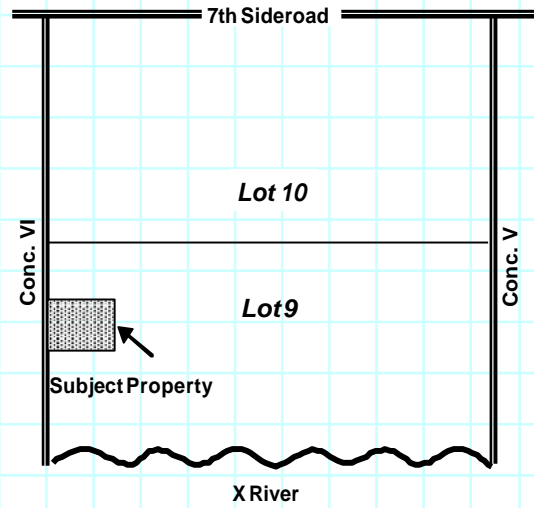
- Copy of a legal survey of the property;
- Professionally prepared topographic survey, Lot Grading/Drainage Plan;
- Flood Plain Analysis/Delineation Study, Hydrology/Hydraulic Analysis;
- Environmental Impact Study, Planting or Vegetation Plan or Tree Retention Plan;
- Hydrogeological Analysis, Fluvial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

# SAMPLE SITE PLAN

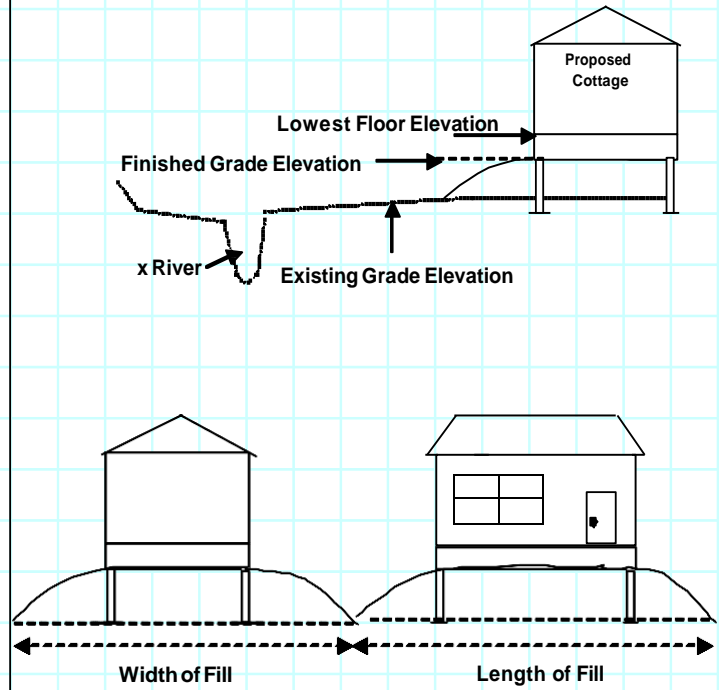


# SAMPLE DRAWINGS

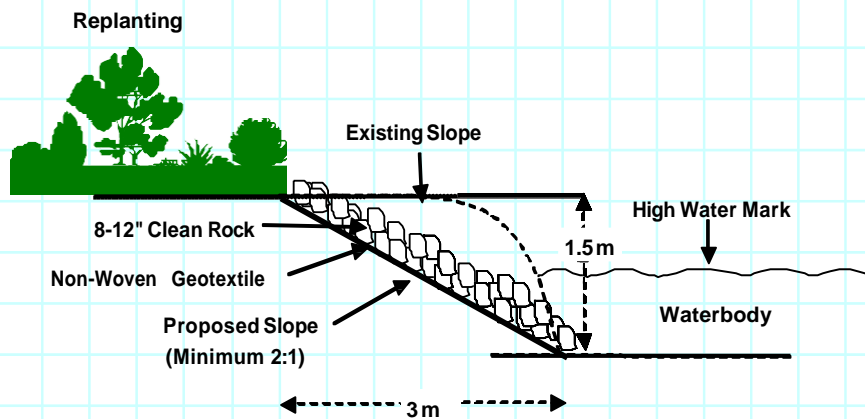
Location Map



Cross-Sections - Construction and Fill



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







## Planning and Regulations Fee

Schedules *Effective January 1, 2019*

### 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 (\$)
<b>Work Around a Shoreline OR Watercourse</b> <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	<b>240</b>
		≤ 15 m	<b>535</b>
		> 15 m - 30 m	<b>810</b>
		> 30 m - 50 m	<b>900</b>
		> 50 m - 150 m	<b>1080</b>
		> 150 m - 250 m	<b>1380</b>
	> 250 m	<b>TBD</b>	
If bio-engineering techniques are implemented the fee will be reduced by 50%*			
	Existing boat slip/launch maintenance and dredging		<b>425</b>
<b>Docks</b>		repairs or reconstruction of existing dock in same footprint	<b>160</b>
		new dock	<b>215</b>
<b>Water Crossing</b>	Culverts/Bridges	Replacement (same dimension) ≤30 m and ≤ 1 m diameter OR Low flow crossing repairs	<b>425</b>
		Replacement (different dimension)	<b>530</b>
		New culvert	<b>795</b>
		Bridge deck replacement	<b>900</b>
		New low flow crossing	<b>530</b>
		New bridge	<b>1270</b>
	Directional drilling	Channel width ≤ 1.5 m	<b>215</b>
		Channel width > 1.5 m - 3.0 m	<b>530</b>
		Channel width > 3.0 m	<b>850</b>
	Water utility crossing (open-cut)	Channel width ≤ 3 m	<b>530</b>
		Channel width > 3 m - 10 m	<b>1695</b>
Channel width > 10 m		<b>2225</b>	

STEP ONE	STEP TWO	STEP THREE	
APPLICATION TYPE		DESCRIPTION	FEE (\$)
<b>Fill Placement &amp; Grading</b> <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	240
		>20 m <sup>3</sup> - 100 m <sup>3</sup> OR ≤ 0.25 ha	540
		> 100 m <sup>3</sup> - 500 m <sup>3</sup> OR > 0.25 ha - 0.5 ha	840
		> 500 m <sup>3</sup> - 1,000 m <sup>3</sup> OR > 0.5 ha - 1.0 ha	1700
		> 1,000 m <sup>3</sup> - 2,000 m <sup>3</sup> OR > 1.0 ha -2.0 ha	2300
		> 2000 m <sup>3</sup> 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	180
		>20 m <sup>3</sup> - 100 m <sup>3</sup> OR ≤ 0.25 ha	480
		> 100 m <sup>3</sup> - 500 m <sup>3</sup> OR > 0.25 ha - 0.5 ha	780
		> 500 m <sup>3</sup> - 1,000 m <sup>3</sup> OR > 0.5 ha - 1.0 ha	1900
		> 1,000 m <sup>3</sup> - 2,000 m <sup>3</sup> OR > 1.0 ha -2.0 ha	2200
	> 2000 m <sup>3</sup> OR > 2.0 ha	TBD	
In all other areas not listed above, within the regulation limit	septic replacement in the same location	120	
	any fill placement	300	
<b>Buildings</b> <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	240
		foundation replacement or repair	240
		non-habitable - size restrictions apply	375
		habitable – size restrictions apply	900
	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	330
		foundation replacement or repair	330
		non-habitable	500
		habitable	720
	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	220
		foundation replacement or repair	220
		non-habitable	400
		habitable	600
	Marina		
Golf Course			3180
Subdivision			1590
<b>OTHER FEES</b>			
Permit Amendment - minor amendment, no addition of new projects			90
Violation - works completed without permit authorization			x2 fee
Section 28 Application Review Hearing			360
Property Inquiry Desktop Analysis & Written Summary			50
Property Inquiry Site Visit			250
Property Inquiry Site Visit & Limited Simple Wetland Delineation			200
Property Inquiry Site Visit & Limited Complex Wetland Delineation			600
Technical Report Review Fee**			60/hr

\*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.

\*\* 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.

#### 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