

### How do I APPLY?

Application forms can be obtained by contacting our Administration Office or can be downloaded from our website [www.crowevalley.com](http://www.crowevalley.com). Our office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

### How does the PROCESS work?

Once your complete application is received, staff will review the proposal to determine if the site for the proposed work is within an area which would be affected by flooding, erosion, unstable soils, dynamic beaches or wetlands (typically called our "Regulated Area"). This usually requires a site visit to the property. Additional information, such as technical studies, may be required in order to proceed with the review of your proposal.

### How LONG will it take?

Generally, applications are processed within 2-3 weeks. This can vary depending upon the time of year and the complexity of an application. Requests for additional information needed to process an application will result in longer processing times.

### Is there a FEE?

Yes. Please see the fee schedule (available at our Administrative Office or online). The processing fee must accompany the application form when it is submitted. We accept cash, cheque and Visa. Processing fees are non-refundable.

### How long is a permit VALID?

Permits are valid for a maximum period of two years. Please contact our Regulations Officer to discuss potential permit renewal

### What if I'm not the OWNER?

If you are applying for a permit on behalf of the property owner, please indicate this on the application and ensure the owner has submitted an authorization letter stating that you are applying on their behalf.



Crowe Valley Conservation Authority  
P.O. Box 416  
70 Hughes Lane  
Marmora, ON  
K0K 2M0  
Phone: 613-472-3137  
Fax: 613-472-5516  
[www.crowevalley.com](http://www.crowevalley.com)



frequently  
asked  
**QUESTIONS**  
about the



## **CROWE VALLEY CONSERVATION AUTHORITY PERMIT PROCESS**

Development  
Interference with Wetlands  
Alterations to Shorelines and  
Watercourses  
(Ontario Regulation 159/06)



## Why are the REGULATIONS important?

Naturally occurring physical processes such as flooding, erosion and slope failures have continuously shaped and re-shaped the earth for thousands of years. These processes represent a "hazard" when people and structures are located within areas directly impacted by these naturally occurring processes. These hazards and areas susceptible to them affect people all over Ontario.

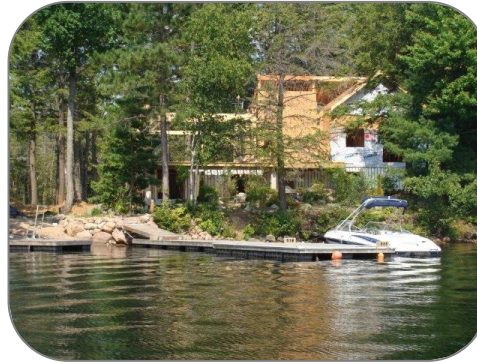
The CVCA administers a regulation made under Section 28 of the Conservation Authorities Act known as the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 159/06)*. This regulation replaced the CVCA's Fill, Construction and Alteration to Waterways Regulation (Ontario Regulation 164 R.R.O. 1990) in 2006.

This regulation allows the CVCA to ensure that development proposals have regard for these hazards and natural features in order to:

- prevent loss of life;
- minimize property damage and social disruptions;
- reduce public and private expenditures related to emergency operations, evacuations and restoration;
- minimize the hazards associated with development in floodplains and areas which are susceptible to erosion, which in future years may require expensive protective measures; and
- protect intrinsic natural heritage values associated with wetlands, watercourses and shorelines.

## Can I meet with STAFF to discuss my proposal?

Our staff would be pleased to meet with you. Please fill out an application form and call to arrange an appointment.



## What happens if I DON'T get a permit?

Failure to obtain a permit is a violation of the *Conservation Authorities Act*. Conviction can result in fines up to \$10,000. You may also be required to restore and rehabilitate the site to its original condition.



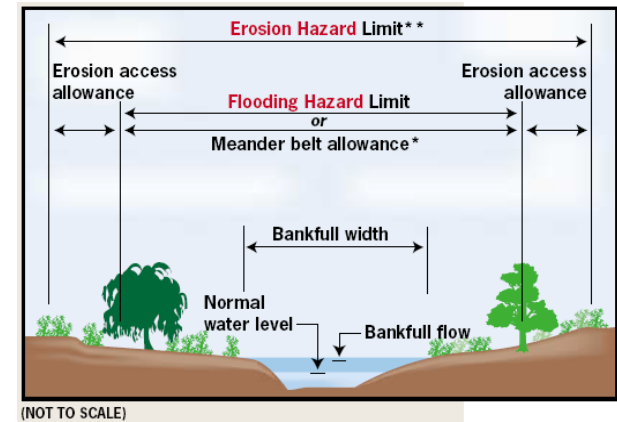
## Are OTHER permits required?

Approval from the CVCA does not replace the need to obtain other permits. You should also contact agencies such as your local Municipality, Ministry of Natural Resources (MNR), Ministry of the Environment (MOE) and the Department of Fisheries and Oceans. (DFO)

## WHEN do I need to contact the Crowe Valley Conservation Authority?

If you are planning to do any work near a lake, river, stream or wetland, you may require approval from the CVCA.

If you are unsure if this Regulation will affect your property, the CVCA has maps that show the location of areas where permits are needed. These are available by contacting our Administrative Office and asking to speak with our Regulations Officer.



## WHAT work requires approval?

The following work requires permission in a regulated area:

- the construction, reconstruction, erection or placement of a building or structure of any kind;
- changes that would alter the use, or potential use, of a building or structure;
- increasing the size of a building or structure, or increasing the number of dwelling units in the building or structure;
- site grading;
- the temporary or permanent placement, dumping or removal of any material originating on the site or elsewhere;
- the straightening, changing, diverting or interfering with the existing channel of a river, creek, stream or watercourse;
- the changing or interfering with a wetland.