



Date Received


## PERMIT APPLICATION FORM

**PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS (CONSERVATION AUTHORITIES ACT – ONTARIO REG. 41/24)**

**Please provide the completed Permit Application Form to [info@crowevalley.com](mailto:info@crowevalley.com)**

<b>Contact Information (please print clearly and legibly)</b>			
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      If No Please explain: \_\_\_\_\_

Have you contacted the municipality/township to determine if a Planning Act Application is required? Yes      No

Is a Planning Act Application (minor variance or zoning by-law amendment) required for the proposed development? Yes      No

<b>Location of Proposed Works (please ensure a map and driving directions are attached)</b>		
Lot	Concession	Municipality
Civic Address (i.e. 70 Hughes Lane)		
Assessment Roll Number (can be found on your tax bill)		Watercourse/Waterbody (i.e. Belmont Lake, Crowe River, creek)
Existing Land Use (vacant, residential, etc.)		Proposed Land Use

**The processing fee will be determined by the Conservation Authority. The site plan and application MUST include the following:**

1. General location of property in relation to roads, shoreline, natural features, etc.
- 2. Location and dimensions of all existing structure(s) on property and a site 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(s) opening if applicable.
6. Current photographs of the property (shoreline, area of proposed development, etc.) with no snow on the ground.

Proposed Works (please complete all sections that apply)	
Section A, please refer to page 7: Construction of a new structure Add to an existing structure(s) Renovations resulting in a change in use of an existing structure(s) Alter an existing structure(s) New dock Replace existing dock	Section C, please refer to page 12: Watercourse Crossing (culvert)
	Section D, please refer to page 13: Shoreline Protection
Section B, please refer to page 11: Install Sewage System Place or Remove Fill Material	Section E: If proposing a bridge, please contact the CVCA office to determine permit application requirements Pond Construction, clean out or repair. Other: If you do not see your proposed active here, please contact the office for direction and information or see our website.
<p><b>Please provide a detailed description of the proposed works (If there is not sufficient space below, please provide the required information on a separate piece of paper and/or in the body of your email.)</b></p> <p><b>Example 1: Tear down existing one storey dwelling that is 10 metres from the shoreline of Crowe Lake. Build new two storey dwelling with covered deck and detached garage all being at least 25 metres from the shoreline of Crowe Lake.</b></p> <p><b>Example 2: Replace existing septic bed in same location as existing.</b></p> <p><b>Example : Complete 15 metres of shoreline protection using gabion stone.)</b></p>	

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 41/24](#).

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 joint property of the CVCA and the landowner 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 Permit 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 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 Permit Application is to be prepared by a solicitor/ contractor/ agent, authorization should not be given until the Permit Application 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 Ontario Regulation 41/24.

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 Permit Application 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 Permit Application
  - b. that this Permit Application 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;
2. This Permit Application shall not be assigned or assumed by any subsequent purchaser, transferee or grantee.
3. This Permit Application 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 pattern(s), and not to obstruct external drainage from other adjacent private or municipal lands. Changes to existing drainage pattern(s) requires permission from the CVCA.
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.

# MINIMUM APPLICATION REQUIREMENTS

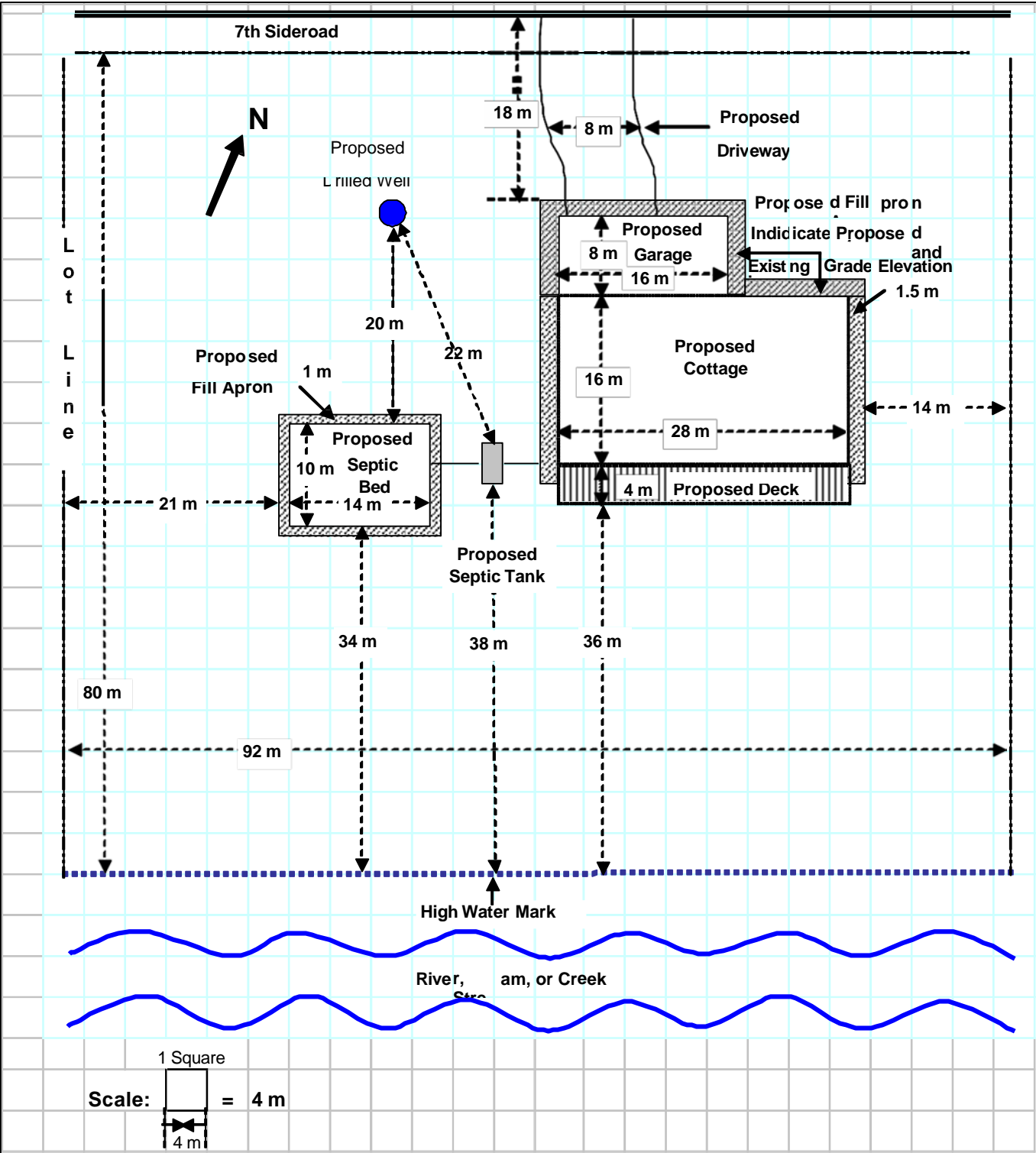
## General Requirements

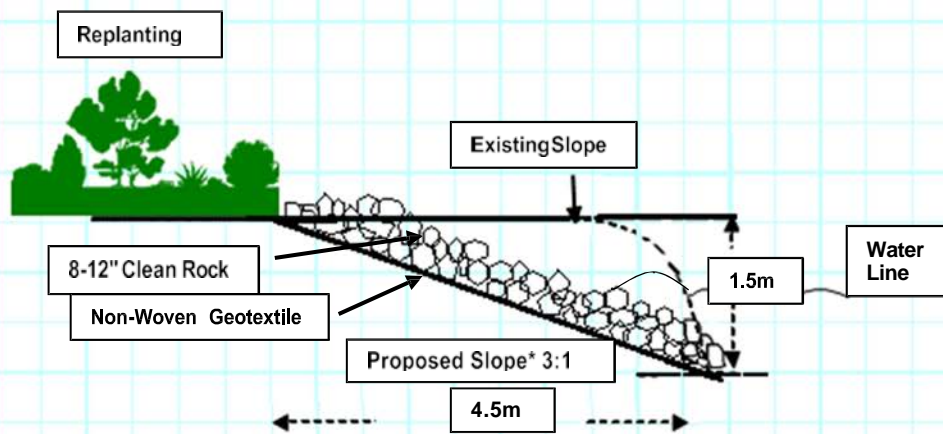
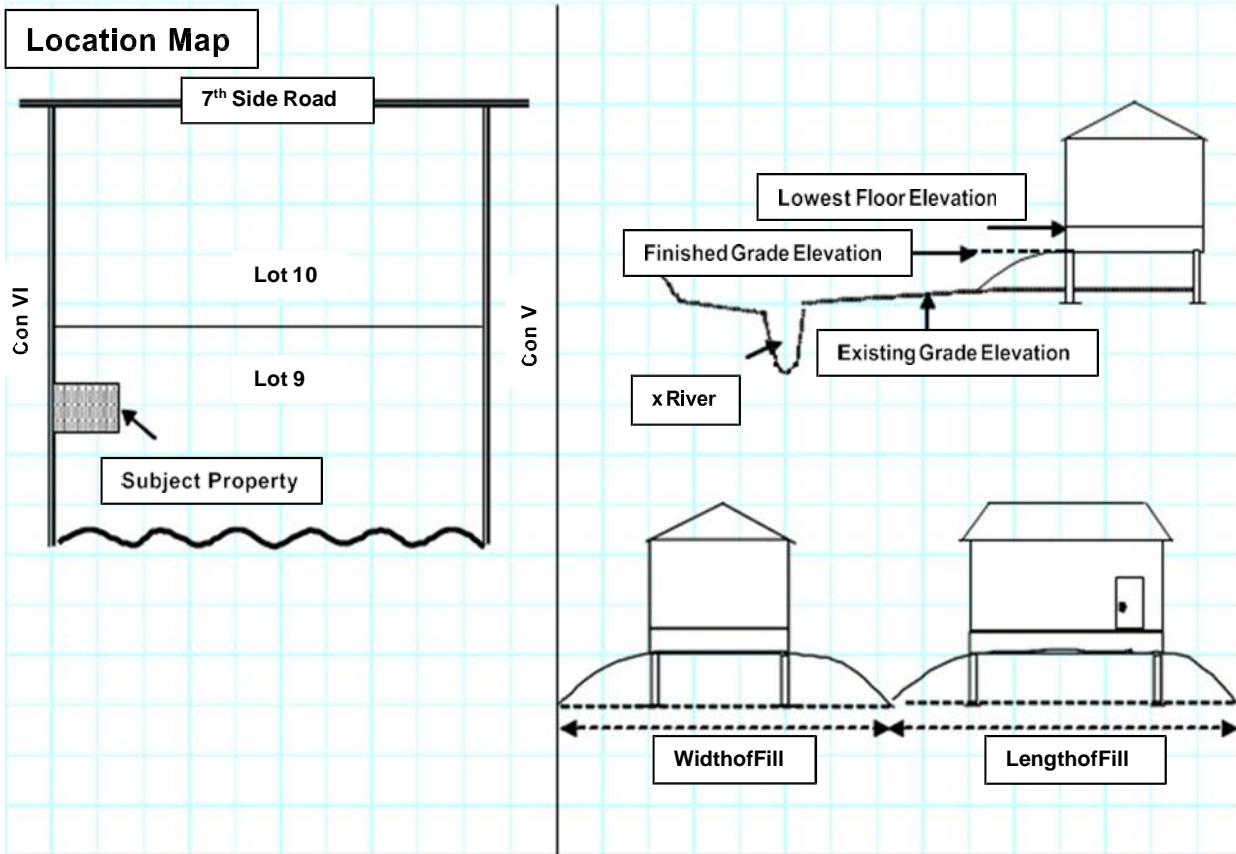
### Your Checklist.

**Please check off each of these items once they are completed.**

	Completed application form signed and dated by landowner or authorized agent.
	Location map of subject property, and clear driving directions.
	Site Plan of property showing location, area and dimensions of existing structure(s), 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.
	Detailed design drawings of the proposed development (if available).
	Current photographs of the property (shoreline, area of proposed development, etc.) with no snow on the ground
	Do you own shoreline allowance? Yes      No      If no, please obtain a letter of permission from your municipality/township.
	<p>Detailed Site Plan (accurate &amp; legible). Please provide measurements in metres or feet (not inches or millimeters). As an example measurement should read 37 feet 4 inches or 11.4 metres not 448 inches or 11,379 mm.</p> <p><b><i><u>If a site plan is not provided, your application will be considered incomplete and WILL NOT BE PROCESSED.</u></i></b></p> <p>-If renovating or replacing or adding to an existing structure(s) please provide: (1) a site plan of the existing development, (2) a site plan of the proposed development and (3) a site plan of the proposed development overlaid on the existing development on three (3) separate site plans.</p> <p>Should your proposed development fall within a known or potential hazard (i.e. floodplain or erosion hazard) Additional information that may be required to process a permit application includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Copy of a legal survey of the property;</li> <li>• Professionally prepared topographic survey, Lot Grading/Drainage Plan;</li> <li>• Flood Plain Analysis/Delineation Study, Hydrology/Hydraulic Analysis;</li> <li>• Environmental Impact Study, Planting or Vegetation Plan or Tree Retention Plan;</li> <li>• Hydrogeological Analysis, Fluvial Geomorphological Assessment, Meander Belt Allowance Assessment;</li> <li>• Stormwater Management Plan or Sediment and Erosion Control Plan; and/or,</li> <li>• Slope Stability/Erosion Study.</li> </ul>

# SAMPLE SITE PLAN





\*Slopes must be 3:1 or gentler unless there is not enough space, the rise is less than 1m, or it is replacing a vertical wall.

**Section A: Structure(s) (New or Altered).**

**In addition to the general requirements the following is required. If there is not sufficient space below, please provide the required information on a separate piece of paper and/or in the body of your email. If a portion is not applicable, please fill in as N/A. If it is determined that the proposed works are within the floodplain or erosion hazard additional information will be required, please see page 14.**

***Existing Dwelling (if applicable):***

Size of main/ground level of existing dwelling. We will require both the square footage **and** footprint dimensions.  
(i.e. square footage = 720 square feet, footprint = 36 foot by 20 foot):

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Number of storey(s) of existing dwelling including second storey, basement (finished or unfinished), lofts, and crawlspace:

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Size of additional storey(s)/loft of existing dwelling. We will require both the square footage **and** footprint dimensions

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Size of basement (finished or unfinished) or crawlspace of existing dwelling. We will require both the square footage **and** footprint dimensions.

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Distance from high water mark or natural feature(s), roadway, property lines, other structure(s) to existing dwelling:

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***Existing Deck/Porch/Veranda (if applicable):***

Size of existing deck. We will require both the square footage **and** footprint dimensions.  
(i.e. square footage = 144 square feet, footprint = 12 foot by 12 foot)\_

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Is the existing deck/porch/veranda covered            or Uncovered

Distance from high water mark, natural feature(s), roadway, property lines, other structure(s) to existing deck/

porch/veranda: \_\_\_\_\_

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**Existing Garage (if applicable):**

Size of existing garage We will require both the square footage **and** footprint dimensions.

(i.e. square footage = 240 square feet, footprint = 20 foot by 12 foot)

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Is the existing garage attached  Detached

Is the existing garage habitable? Yes  No

Number of storey(s) of existing garage (if applicable): \_\_\_\_\_

Distance from high water mark, natural feature(s), roadway, property lines, other structure(s) to existing garage:

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**Proposed Dwelling (if applicable):**

Size of proposed dwelling. We will require both the square footage **and** footprint dimensions.

(i.e. square footage = 1,200, footprint = 40 foot by 30 foot)

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Number of storey(s) of proposed dwelling including second storey, basement, lofts, and crawlspace:

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Size of additional storey(s)/loft of proposed dwelling. We will require both the square footage **and** footprint dimensions:

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Size of basement or crawlspace of proposed dwelling. We will require both the square footage **and** footprint dimensions.

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Distance from high water mark or natural feature(s), roadway, property lines, other structure(s) to proposed dwelling:

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**Proposed Deck/Porch/Veranda (if applicable):**

Size of proposed deck. We will require both the square footage **and** footprint dimensions.  
(i.e. square footage = 300 square feet, footprint = 15 foot by 20 foot).

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Is the proposed deck/porch/veranda covered            or Uncovered

Distance from high water mark, natural feature(s), roadway, property lines, other structure(s) to proposed deck/porch/veranda:

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**Proposed Garage (if applicable):**

Size of proposed garage We will require both the square footage **and** footprint dimensions.  
(i.e. square footage = 400 square feet, footprint = 20 foot by 20 foot)

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Is the proposed garage Attached            or Detached

Will the proposed garage be habitable? Yes            No

Number of storey(s) of proposed garage, if more than one storey please provide details (i.e. loft, full second storey):

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Distance from shoreline or natural feature(s), roadway, property lines, other structure(s) to proposed garage:

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**Section A(i): Accessory and Detached Structure(s) (i.e. boathouse(s), dock(s), shed(s), bunkie(s), etc.).**  
**In addition to the general requirements the following is required. If there is not sufficient space below, please provide the required information on a separate piece of paper and/or in the body of your email. If a portion is not applicable, please fill in as N/A.**

***Existing Development (if applicable)***

Size of existing development/structure(s). We will require both the square footage **and** footprint dimensions.  
(i.e. square footage = 300 square feet, footprint = 20 foot by 15 foot)

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Number of storey(s) of existing structure(s) (if applicable): \_\_\_\_\_

Distance from high water mark, natural feature(s), roadway, property lines, other structure(s):

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***Proposed Development (if applicable):***

Size of proposed development/structure(s) We will require both the square footage **and** footprint dimensions.  
(i.e. square footage = 500 square feet, footprint = 25 foot by 20 foot)

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Distance from high water mark, natural feature(s), roadway, property lines, other structure(s):

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**Section B: Fill Placement, Grading or Sewage Systems (In addition to the general requirements the following is required)**

Dimensions of the proposed fill area and the depth of fill required:

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Description of proposed fill (e.g. crushed stone, sand, and/or mix):

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Volume of fill (in cubic metres):

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New Sewage System      or Replacement of Existing

If replacing an existing septic system is this an emergency replacement? Yes      No

Size of septic tank (if applicable): \_\_\_\_\_

If the sewage system is a replacement system is it the same size as the existing system? Yes      No

If no, please explain the reason for the change in size: \_\_\_\_\_

Is the sewage system in a new location? Yes      No

If yes, please explain: \_\_\_\_\_

Size (footprint dimensions) of septic bed: \_\_\_\_\_

If the sewage system is replacing a failed sewage system please explain (if known) why the existing sewage system failed:

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Distance from high water mark, natural feature(s), edge of roadway, property lines, other structure(s) of the proposed

sewage system: \_\_\_\_\_

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**Section C: Culverts and Water Crossings. In addition to the general requirements the following is required, please check off once you have confirmed you have included the below. If the proposed works is a bridge, please contact the CVCA office for permit application requirements**

	Statement and purpose of proposed works.
	Drawing showing in plain view and cross-sectional detail the existing and proposed watercourse or watercourse crossing 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.

**Please provide the following information:**

Drawing showing in plain view and cross-sectional detail the existing and proposed watercourse or watercourse crossing detail including dimensions.

Is it replacing an existing culvert? Yes      No

If yes, reason for culvert replacement: \_\_\_\_\_

Is the proposed culvert in the same location as the existing culvert? Yes      No

If the proposed culvert is in different location, please provide details:

\_\_\_\_\_

Length of existing culvert: \_\_\_\_\_ Diameter of existing culvert: \_\_\_\_\_

Length of proposed culvert: \_\_\_\_\_ Diameter of proposed culvert: \_\_\_\_\_

Type and pipe invert for any proposed culvert(s):

\_\_\_\_\_

Same Number of Culvert(s)? Yes      No

If no, please provide number of new culverts, sizes and reason for change:

\_\_\_\_\_

Details of any proposed fill (i.e. rip rap) to be placed around culvert:

Length: \_\_\_\_\_

Width: \_\_\_\_\_

Volume: \_\_\_\_\_

Please provide a detailed de-watering plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section D: Shoreline Works. In addition to the general requirements the following is required.**

**\*\*Photographs of the shoreline are required (no snow), demonstrating that active erosion is taking place\*\***

Have you considered a natural shoreline (i.e. planting of native plants, targeted placement of rocks, bioengineering)?

Yes      No      , if no please explain why: \_\_\_\_\_

Please explain, in detail, the erosion concern(s) you or your client are experiencing and why hardening of the shoreline is proposed: \_\_\_\_\_

Total length of shoreline: \_\_\_\_\_

Total length of shoreline with active erosion: \_\_\_\_\_

Total length of proposed shoreline works: \_\_\_\_\_

Height of existing shoreline embankment: \_\_\_\_\_

Height of proposed shoreline embankment: \_\_\_\_\_

Type of material (i.e. gabion stone, boulders): \_\_\_\_\_

Volume of material (cubic metres): \_\_\_\_\_

Is the material going on non-woven geotextile material? Yes      No

Will the proposed works maintain the existing contours and height of the shoreline embankment? Yes      No

If no, please explain: \_\_\_\_\_

Please indicate the proposed slope (check all that apply). Below we are requesting information on the proposed slope measured as run over rise, i.e. 3 Horizontal feet for every 1 foot of Vertical rise.

3H:1V or gentler      2H:1V      1H:1V      Existing Retaining Wall Replacement

**Replacement of existing retaining walls exceeding two tiers (greater than one metre in height) will require engineered drawings. New retaining walls are not permitted.**

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

## Requirements for Development within the Floodplain and Erosion Hazard

New development will not be permitted within hazardous lands unless the proposed development is replacing an existing development or development that by its nature is within hazardous lands (i.e. docks by their nature are within the flood and erosion hazard). Development within hazardous lands that cannot be moved outside of the hazard will be subject to current CVCA Board Approved Polices (i.e. size limitations, floodproofing, additional engineering requirements, etc.).

### **Floodplain**

If it has been determined that your proposed development is within the floodplain additional information and requirements will be requested as part of your permit application. Size restrictions will also be applied. As part of a complete application for development within a floodplain the CVCA will require the following:

- The applicant will have to demonstrate that there is no feasible alternative outside of the flood hazard. If there is room to move outside of the floodplain the existing footprint will not be honoured regardless of other approvals such as the Planning Act.
- An elevation survey, completed by an Ontario Land Surveyor, showing the following:
  - o Plot the 1:100-year floodplain in CGDV28 (please contact the CVCA office for the regulatory flood elevations)
    - Spot elevations (in 2m by 2m grid pattern.)
  - o Plot the 6 metre setback from the floodplain
  - o Elevations of the proposed build footprint taken in an "X" pattern (four corners and center)
  - o Elevations of the finished floor elevation of the main level, finished floor elevation of the crawlspace or basement and lowest opening into the proposed structure(s). Please see table below for floodproofing requirements.
  - o Elevations of the lowest level opening and finished floor elevation of existing structures (if applicable)
  - o A Benchmark - a permanent fixture either installed/pre-existing and identified as a benchmark with an elevation (i.e. well casing)

The minimum standards for floodproofing are based on the Regulatory Flood elevation. The following table depicts the minimum elevations for various features and structure(s):

Opening into structure(s)	Regulatory flood elevation +0.3m
Basement Floor	Regulatory flood elevation -1.0m
Fill places around buildings and structure(s)	Regulatory flood elevation
Electrical and Heating circuits	Regulatory flood elevation +0.3m
1st floor (main) on raised buildings and structure(s)	Regulatory flood elevation +0.3m
Access roads, parking areas	Regulatory flood elevation -0.3m
Pedestrian Access	Regulatory flood elevation -0.8m

### **Erosion Hazard**

If it has been determined that your proposed development is within the erosion hazard additional information and requirements will be requested as part of your permit application. Size restrictions will also be applied. As part of a complete permit application for development within the erosion hazard the CVCA will require the following:

- The applicant will have to demonstrate that there is no feasible alternative outside of the erosion hazard (if there is room to move outside of the erosion hazard the existing footprint will not be honoured regardless of other approvals such i.e. the Planning Act).
- If there is no alternative outside of the erosion hazard, a geotechnical assessment, completed by a qualified professional, may be required to include the following:
  - o Toe erosion allowance
  - o Stable slope allowance
  - o Erosion access allowance. A minimum erosion access allowance of 6 metres is used from the top of stable slope (after accounting for toe erosion).
  - o A cross section showing the top of slope (after accounting for toe erosion)
  - o Completion of a slope inspection record and a slope stability rating chart (Tables 4.1 and 4.2 from the MNR Technical Guide – River & Stream Systems: Erosion Hazard Limit (2002). The results of these findings will determine the level of investigation required.
  - o Potential impacts of the proposed development on neighbouring properties
  - o Design bearing values
  - o Caisson/pile/foundation designs
  - o Potential for settlement
  - o Potential causes of instability
  - o Safe slopes of banks and excavation walls
  - o Soil stabilization methods and comparison of benefits
  - o Relation of hazards to proposed development
  - o Long-term stable slope crest position and inclination
  - o Factor of safety
  - o Failure surfaces
  - o Methods for soil erosion/sedimentation control
  - o Methods for minimizing impacts on vegetation and root systems