



**KAWARTHA  
CONSERVATION**

Discover · Protect · Restore

## PERMIT APPLICATION

REGULATION OF DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES  
(CONSERVATION AUTHORITIES ACT – ONTARIO REG. 182/06)

Owner's Name: \_\_\_\_\_

Tel. (Bus): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel. (Home): \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Tel. (Bus): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel. (Home): \_\_\_\_\_

Fax: \_\_\_\_\_

Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

***If the owner is not making this application, then a signed authorization from the owner is mandatory and must be included with the application.***

**Location of Subject Property:**

Municipal Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Twp. Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Former Geographical Twp: \_\_\_\_\_ Registered Plan #: \_\_\_\_\_

**Application is hereby made to: (check appropriate box)**

- Construct a new building or structure     Alter, add to or renovate an existing building or structure
- Place fill, excavate &/or modify grades (including any septic works)     Construct pond, reservoir
- Alter an existing river, creek, stream or watercourse (including shoreline works)     Other: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

***Pre-consultation is available upon request and is encouraged for those projects with complex review requirements. Pre-consultation schedule details can be found at [KawarthaConservation.com](http://KawarthaConservation.com).***

***An application will be considered complete when the Standard Application Criteria (Part A) plus applicable Feature Specific Application Criteria (Part B) and/or Supporting Technical Requirements & Mitigation Measures (Part C) are submitted for consideration. Where applicable as determined by Kawartha Region Conservation Authority (Kawartha Conservation) staff during pre-consultation and/or following submission, to ensure only the information required to make a decision is requested. Insufficient information may delay the processing of your application.***

The permit fee shall be paid at the time of filing an application with Kawartha Conservation. A non-refundable administration fee of \$125.00 will be retained by Kawartha Conservation in the event of an application withdrawal.

Please be advised that the customer service standards for Conservation Authorities are:

- Applicants should be notified within 21 days of receipt of an application as to whether or not the application has been deemed complete or that a pre-consultation meeting be attended.
- From the date that an application is deemed complete, a decision should be made within 30 days for a minor application and 90 days for a major application.

Kawartha Conservation will consider an application based upon the information provided. If the information provided is incorrect or untrue, Kawartha Conservation reserves the right to withdraw any permission granted.

This application does not relieve the applicant of the obligation to secure any other necessary approvals.

"I acknowledge that this application and supporting documents will be considered as public documents and are available upon written request under the Municipal Freedom of Information and Protection of Privacy Act (the Act). I understand that any and all personal information gathered by the Kawartha Conservation will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act."

"I acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information."

I, \_\_\_\_\_ declare that the above information is correct to the best of my knowledge and I agree to abide by Ontario Regulation 182/06. By signing this application, I agree to allow Kawartha Conservation staff to enter onto the subject property as part of the review and compliance process.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Part A) Standard Application Criteria**

We require the following information to help ensure a timely response to planning and permit applications. The information listed below will be required for all permit applications. The submission of additional information may be necessary (see Parts B and C).

#### Checklist

- |  |                          |
|--|--------------------------|
| 1. Complete copy of deed and registered plan   | <input type="checkbox"/> |
| 2. Location map showing nearest intersections  | <input type="checkbox"/> |
| 3. Signed letter of authorization from owner to applicant (if applicable)  | <input type="checkbox"/> |
| 4. Statement of agreement from any persons sharing right-of-ways, easements, etc. (if applicable)  | <input type="checkbox"/> |
| 5. Detailed letter/report describing the proposal  | <input type="checkbox"/> |
| 6. Volume and origin of any fill material<br><i>For fill exceeding 500 cubic metres, please review Kawartha Conservation's Large Fill Procedural Guideline for requirements.</i>           | <input type="checkbox"/> |
| 7. Three sets of plans/drawings folded to 8.5" x 11" illustrating existing site conditions and proposed development and/or site alteration, including:                                     |                          |
| - property boundaries  | <input type="checkbox"/> |
| - location and dimensions of <u>existing</u> and <u>proposed</u> buildings or structures (include building type), septic field(s), vehicular entrances, parking lots, and/or fill          | <input type="checkbox"/> |
| - location of watercourses, wetlands, valleylands, flooding and/or erosion hazards, unstable soil or bedrock (i.e., known features subject to O.Reg. 182/06) in relation to proposed works | <input type="checkbox"/> |
| - cross-section(s) of proposed work(s)   | <input type="checkbox"/> |
| 8. Sediment and erosion control proposal (if applicable)   | <input type="checkbox"/> |
| 9. Reductions of the plans if larger than 11"x17"  | <input type="checkbox"/> |

**Note: If only one set of copies is submitted, copies may be made by our office on a cost recovery basis.**

### **Part B) Feature Specific Application Criteria**

Three particular features of interest are identified below with associated information requirements. We will require this feature specific information to be submitted with the permit application. These requirements can be confirmed by Kawartha Conservation staff upon submission and/or during pre-consultation (formal/informal). Following the review of this information, we will advise if any additional items are necessary to complete our evaluation and render a decision (see Part C).

Checklist

#### **Valleys associated with rivers, creek, stream, watercourses, and/or lakes**

*Excludes watercourse alterations (see below).*

1. Topographic survey prepared by a qualified professional illustrating:
  - floodline, where known, and high water mark
  - existing and proposed geodetic elevations
  - location and dimensions of any existing and proposed buildings , structures and/or fill
  - lowest opening and/or finished floor elevations of existing and proposed buildings or structures
2. Slope determination for valley walls greater than 2 metres in height
3. Brief description of the valley as it relates to your development proposal to assist in the review

#### **Adjacent to or within wetlands**

1. Topographic survey or grading plan prepared by a qualified professional illustrating:
  - existing and proposed elevations
  - location and dimensions of any existing and proposed buildings , structures and/or fill
2. Brief description of your the wetland as it relates to your development proposal to assist in the review

#### **Watercourse alterations**

##### **Small scale**

Applicable to: shoreline stabilization; in-water boathouses; docks; culvert replacements of the same length and diameter; bed-level crossings; and/or conservation activities:

- photographs of the work site

##### **Large scale**

Applicable to: dredging; trenching; bridge installation; channel realignments; enclosing; infilling or regrading water features; dewatering; water diversions; damming and ponding; and/or in water aquatic habitat removals/alterations:

1. Topographic survey prepared by a qualified professional illustrating:
  - name of watercourse(s) or water body(ies) likely to be impacted by the proposed alteration
  - floodline where known
  - existing and proposed geodetic elevations
  - location and dimensions of any existing and proposed building , structures and/or fill
2. Existing and proposed representative cross-sections and profiles of the watercourse that is to be altered (include high-water mark and habitat features e.g. pools, riffles)
3. Detailed work schedule, including proposed timing works, phasing of construction, and equipment and materials needed on site to conduct works
4. Fish and fish habitat protection measures including but not limited to type and location of sediment and erosion control measures, and details to stabilize disturbed areas
5. Brief description of the watercourse as it relates to your development proposal to assist in the review

**Note: Parks Canada approval is applicable for in-water works for Trent-Severn Waterway lakes and connecting rivers. Illustration of the Upper Controlled Navigation Limit on topographic survey will help to determine jurisdiction (Kawartha Conservation vs. TSW).**

**Part C) Supporting Technical Requirements & Mitigation Measures**

We will require only the following information identified as “Required” to further define the particular feature(s) of interest and/or identify appropriate mitigation measures in order to complete our evaluation and render a decision. Information requirements are to be determined by Kawartha Conservation staff during pre-consultation and/or following submission of Standard Application Criteria (Part A) plus Feature Specific Application Criteria (Part B). If supporting technical requirements and/or mitigation measures are not required, the application has been deemed complete and submission of the following items will not be necessary.

	Checklist	Office Use	
		Required	Submitted
1. Erosion and sediment control plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Grading and drainage plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Landscaping plan/site rehabilitation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Vegetation preservation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Compliance monitoring plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Functional Servicing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Field assessment requirements			
- Survey of field verified natural feature(s), top of bank (valleylands), hazard limits, development limits, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Watercourse and/or valley wall stabilization plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Geotechnical Analysis (soil, slope stability, and/or erosion hazard assessment) and/or a coastal engineer’s analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Detailed description of aquatic environment:			
- components of the aquatic environment, mainly fish species present and their habitat at the proposed development site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- information about the biophysical characteristics at the proposed development site (needed to determine how changing those elements, and characteristics may affect the various ecological functions of the aquatic ecosystem)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Natural channel modification/design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A fluvial geomorphological assessment to ensure the design of a stable channel based on natural channel design principals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. A hydraulic analysis. The analysis must address flood conveyance and storage, verifying that there will be no increase in flood levels to adjacent properties, no increase on-site flood risks and that stage storage-discharge relationships of the floodplain will be maintained. The assessment must be completed for the full range of rainfall events typically 2,5,10,25,50,100 year and regional storm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Engineering design (if building or structure within floodplain, as determined through topographic survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Supporting architectural drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. An Environmental Impact Study (EIS) evaluating impacts on features/functions and identifying appropriate mitigation measures. It is strongly recommended that the applicant pre-consult with Kawartha Conservation staff prior to the preparation of an EIS to ensure that it addresses the issues that need to be addressed in accordance with Kawartha Conservation’s guidelines for conduction an EIS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. A hydrogeological assessment prepared by a qualified hydrogeologist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>