



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829

■ Fax: 613-394-5226

■ Website: [www.ltc.on.ca](http://www.ltc.on.ca)

■ Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

Registered Charitable Organization No. 107646598RR0001

## Application

Development, Interference with Wetlands &  
Alterations to Shorelines & Watercourses  
(Pursuant to Ontario Regulation 163/06)

*Please read, complete each section as required, date and sign this application*

### Project Description

Project Location (Civic Address):

Municipality:

Nearest Intersection:

Assessment Roll Number\*:

Lot:

Concession:

Ward:

\***Note:** The Roll Number can be found from your Property Assessment Notice, real estate agent, or online Map Viewer at [www.ltc.on.ca](http://www.ltc.on.ca) (click on Planning & Permits)

### Project Details

Description of Proposed Works:

Amount & type of fill (m<sup>3</sup>) to be added/removed/moved:

Note: Fill is defined as earth, sand, gravel, topsoil, building materials, rubble, rubbish, garbage or any other material whether similar to or different from any of the aforementioned materials, whether originating on the site or elsewhere, used or capable of being used to raise, lower, or in any way affect or alter the contours of the ground.

Proposed Start date (YYYY/MM/DD):

Anticipated Date of Completion:

Has a previous application to Lower Trent Conservation been filed on this property? If yes, please provide previous permit number.

☐ Yes

☐ No

Property Owner	
Name:	
Mailing Address:	
City:	Postal Code:
Phone #:	Cell #:
Email:	Fax #:

Agent	
<input type="checkbox"/> Same as Property Owner	
Name:	
Company/Organization:	
Mailing Address:	
City:	Postal Code:
Phone #:	Cell #:
Email:	Fax #:

Note: Correspondence will be sent to agent, when applicable.

Approved Permit Circulation		
email pdf copy ONLY	mail hardcopy ONLY	Pickup at LTC office <b><i>appointment required</i></b>

Pre-application Consultation	
<b><i>A pre-application consultation may be in the form of a phone conversation, a meeting, email message, and/or site visit.</i></b>	
Have you conducted any pre-application consultation with a Lower Trent Conservation staff member to determine site issues and technical requirements for a “complete” application?	
<input type="checkbox"/> <b>Yes (please indicate method below)</b> LTC File Number:	
<input type="checkbox"/> by phone <input type="checkbox"/> by meeting <input type="checkbox"/> by email <input type="checkbox"/> by site visit	
<input type="checkbox"/> <b>No</b>	

<b>Further Considerations</b>	
<p>Is there a violation on this property under Ontario Regulation 163/06?</p> <p> <input type="checkbox"/> No           <input type="checkbox"/> Yes (provide details below)           <input type="checkbox"/> Don't know         </p> <p>If yes, please provide file # - ENF-</p>	
<p>Are <i>Planning Act</i> or Municipal approvals required?</p> <p> <input type="checkbox"/> No           <input type="checkbox"/> Don't know         </p> <p> <input type="checkbox"/> Yes (check all that apply)         </p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Official Plan Amendment           <input type="checkbox"/> Minor Variance         </div> <div> <input type="checkbox"/> Zoning           <input type="checkbox"/> Consent         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Draft Plan of Subdivision           <input type="checkbox"/> Building Permit         </div> <div> <input type="checkbox"/> Site Plan           <input type="checkbox"/> Septic           <input type="checkbox"/> Other         </div> </div>	
<p>Do you authorize LTC to circulate approved permit to Municipal Planning &amp; Building Officials?</p> <p style="text-align: right;"> <input type="checkbox"/> No           <input type="checkbox"/> Yes         </p>	
<p>Are there any other required Approvals? (e.g. MNRF, Fisheries and Oceans Canada)</p> <p> <input type="checkbox"/> No           <input type="checkbox"/> Yes (please select below)           <input type="checkbox"/> Don't know         </p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> MNRF           <input type="checkbox"/> Parks Canada           <input type="checkbox"/> DFO         </div>	

#### Notice of Collection

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained on this form is collected under the authority of the *Conservation Authorities Act*. This information is used to assess applications and, where approved, issue the Development, Interference with Wetlands & Alterations to Shorelines and Watercourses permit. Information on this form may be disclosed to Government and Municipal agencies for review and comment, or to members of the public through the Freedom of Information process. Questions about the collection of information should be directed to the Chief Administrative Officer, Lower Trent Conservation, 714 Murray Street, Trenton, ON, K8V 0N1, 613-394-4829.

Any false or misleading statement made on this application will render null and void any permission granted.

I, the owner, \_\_\_\_\_ of \_\_\_\_\_

NameOrganization (if any)

solemnly declare that to my best knowledge and belief, all of the above information, plans and submissions to be true, valid and current. I further accept the aforementioned inclusions, terms, and conditions to be binding upon the registered owner(s) of the property and all assigned agents, contractors, and/or constructors acting on my behalf. My signature acknowledges the right to exercise binding authority.

<b>*Signature of Owner:</b>	<b>Date:</b>
* Signature or written authorization from the property owner is mandatory	
<b>Signature of Agent:</b>	<b>Date:</b>

## **GENERAL CONDITIONS**

1. By signing this application, consent is given to Lower Trent Conservation (herein referred to as LTC), its employees and other persons as required by LTC, to access the property for the purpose of inspection, obtaining information, and/or monitoring any and all works, activities, and/or construction pertaining to the property in addition to the works as approved under cover of any permit issued by LTC.
2. The owner and agent agree:
  - a. To indemnify and save harmless LTC and its officers, employees, or agents, from and against all damages, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the owner and/or agent or any of their employees or contractors relating to any of the particulars, terms, or conditions of this permission;
  - b. This permission shall not release the owner/agent from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law; and,
  - c. All complaints arising from the execution of the works authorized under this permission shall be reported immediately by the owner/agent to LTC. The owner/agent shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint.
3. Permits granted by LTC are not transferrable and are issued to the current owner of the property only.
4. The owner/agent agrees that, should the works be carried out contrary to the terms of this permission, LTC may enter onto the property and cause the terms to be satisfied at the expense of the owner.
5. The works 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 permission.
6. The owner/agent agrees to install and maintain all sediment controls as directed by LTC staff, until all disturbed areas have been stabilized.
7. All disturbed areas shall be seeded, sodded, or stabilized in a manner acceptable to LTC as soon as possible, and prior to the expiry of this permission.
8. The owner/agent agrees to maintain all existing drainage patterns, and not to obstruct external drainage from other adjacent private or municipal lands.
9. The owner/agent agrees to contact LTC once the development has commenced so an inspection of the development can be undertaken.
10. Permits granted by LTC do not replace building permits or any other permits or approvals issued through Municipal offices and/or other levels of Government. A permit under Ontario Regulation 163/06 does not constitute LTC approval of any related *Planning Act* applications. Separate approval of all related applications must be obtained from their respective agency and LTC.
11. Permits issued by LTC are valid for a period of two (2) years from the date of issue. After a permit has expired, a new application must be submitted. The current fee schedule during submission applies.
12. It is the responsibility of the owner/agent to ensure that a valid permit is in effect at the time the work is occurring.

**LANDOWNER AUTHORIZATION FORM**

Subject Property		
Civic Address:		
Municipality:		
Assessment Roll Number:		
Lot:	Concession:	Ward:

If an application is to be submitted by a solicitor or 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.

**If the application is to be prepared by a solicitor or agent, authorization should not be given until the application and its attachments have been examined and approved by you, the owner(s).**

I/we \_\_\_\_\_

hereby authorize \_\_\_\_\_

to provide as my agent any required authorization or consents, to submit the enclosed application to Lower Trent Conservation, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Lower Trent Conservation Board of Directors relevant to the application for purposes of obtaining a permit to develop, interfere with a wetland or alter a shoreline or watercourse, in accordance with the requirements of Ontario Regulation 163/06 as amended.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMISSION REQUIREMENTS**

Permit applications may be submitted by email to [permits@ltc.on.ca](mailto:permits@ltc.on.ca). Application fees will be invoiced by email. If no email address is available, other payment options will be discussed. Current application fees can be found on our fee schedule at [www.ltc.on.ca](http://www.ltc.on.ca) or contact Lower Trent Conservation at 613-394-4829. Applications will not be processed until the fee is paid in full. **The application fee is non-refundable.**

FOR OFFICE USE ONLY				
Application File Number:	Permit File Number:			
Subwatershed:	Regulated Feature:			
Permit application rec'd:	Application complete:			
Deposit Required:    Ontario Land Surveyor (\$500) <input type="checkbox"/> Yes <input type="checkbox"/> No                  Coastal Engineer (\$1,000) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Amendment request rec'd:	Amended application complete:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Fee Required:</td> <td style="width: 60%;"> <input type="checkbox"/> Routine  <input type="checkbox"/> Minor  <input type="checkbox"/> Standard  <input type="checkbox"/> Complex (require review of 1 technical study)  <input type="checkbox"/> Complex (require review of 2 or more technical studies)  <input type="checkbox"/> Permit amendment (administrative)  <input type="checkbox"/> Permit amendment (significant) - 1/2 original application fee  <input type="checkbox"/> Compliance permit - double the application fee  <input type="checkbox"/> Restoration agreement - double the application Fee  <input type="checkbox"/> Deposit               </td> <td style="width: 20%; text-align: right; vertical-align: top;">                 \$100                  \$220                  \$550                  \$825                  \$1,100                  \$100                  _____                  _____                  _____                  _____               </td> </tr> </table>		Fee Required:	<input type="checkbox"/> Routine <input type="checkbox"/> Minor <input type="checkbox"/> Standard <input type="checkbox"/> Complex (require review of 1 technical study) <input type="checkbox"/> Complex (require review of 2 or more technical studies) <input type="checkbox"/> Permit amendment (administrative) <input type="checkbox"/> Permit amendment (significant) - 1/2 original application fee <input type="checkbox"/> Compliance permit - double the application fee <input type="checkbox"/> Restoration agreement - double the application Fee <input type="checkbox"/> Deposit	\$100 \$220 \$550 \$825 \$1,100 \$100 _____ _____ _____ _____
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Amount Received: _____ Date Received: _____				
Method of Payment: <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash				
Deposit Returned: _____ Date Returned: _____				
<input type="checkbox"/> <b>Permission for Minor Works:</b>  <input type="checkbox"/> Undertake minor landscaping involving the placement, removal or re-grading of material up to 20m <sup>3</sup> (minor fill)  <input type="checkbox"/> Minor shoreline protection up to 20m <sup>3</sup>  <input type="checkbox"/> Undertake watercourse or shoreline alteration involving less than 20m <sup>2</sup> (minor alteration)  <input type="checkbox"/> Construct a non-habitable accessory structure up to 10m <sup>2</sup>  <input type="checkbox"/> Construct a habitable addition up to 10m <sup>2</sup>  <input type="checkbox"/> Construct a deck up to 23m <sup>2</sup>  <input type="checkbox"/> Install a pool up to 10m <sup>2</sup>	<input type="checkbox"/> <b>Permission for Standard or Complex Permit:</b>  <input type="checkbox"/> Construct, reconstruct, erect or place a building or structure (greater than 10m <sup>2</sup> )  <input type="checkbox"/> Change building/structure so that it increases its size by 10m <sup>2</sup> or more, or increases the number of dwelling units  <input type="checkbox"/> Temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere greater than 20m <sup>3</sup>  <input type="checkbox"/> Change or interfere with a wetland  <input type="checkbox"/> Change or interfere with a watercourse  <input type="checkbox"/> Shoreline protection work  <input type="checkbox"/> Construct a deck greater than 23m <sup>2</sup>  <input type="checkbox"/> Install a pool greater than 10m <sup>2</sup>			
<b>Permit Approval:</b> <div style="border: 2px solid black; border-radius: 15px; height: 150px; margin-top: 10px;"></div>	<b>Amendment:</b> <div style="border: 2px solid black; border-radius: 15px; height: 150px; margin-top: 10px;"></div>			