



LOWER TRENT
CONSERVATION

FOR OFFICE USE ONLY			
FILE #		PERMIT #:	
Watershed:		Fee Received:	
Date Received:		Date Deemed Complete:	
Expiry Date:		Pre-consultation Date:	

714 Murray Street
Trenton, Ontario
K8V0N1
(613) 394-4829
permits@ltc.on.ca

APPLICATION
FOR DEVELOPMENT ACTIVITIES / INTERFERENCE WITH A
WATERCOURSE / WETLAND
(CONSERVATION AUTHORITIES ACT, PART VI AND ONTARIO REGULATION 41/24)

Owner's Name:		Telephone:		Cell:	
	Address:		Postal Code:		
			Email		
Applicant's Name:		Telephone:		Cell:	
	Address:		Postal Code:		
			Email		
Contractor & Site Contact:		Telephone:		Cell:	

Pre-Consultation: Please indicate if you have conducted any pre-application consultation with a LTC Staff Member.

NO	YES (check method below)
	<input type="checkbox"/> by phone <input type="checkbox"/> by meeting <input type="checkbox"/> by email <input type="checkbox"/> by site visit <input type="checkbox"/> by other method

Location/Address where Development Activity / Interference with a Watercourse or Wetland is proposed (provide Registered Plan and lot number, if known):

Lot: Concession: Municipality: ARN:

Description of Proposed Works:	
Type and Approximate Quantity of Fill:	
Existing Site Conditions or Use:	
Previous Applications to LTC for this Property:	

Are there any violations on this Property under Ontario Regulation 163/06 or 41/24?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (provide details)	<input type="checkbox"/> Unknown
Are Planning Act approvals in place? (e.g. Zoning, Minor Variance, Site Plan, etc.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes (provide details and attach confirmation documents)	<input type="checkbox"/> Unknown
Has this project been through an Environmental Assessment review?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (provide details)	<input type="checkbox"/> Unknown
Are there any other required approvals? (e.g. MNRF, Fisheries and Oceans Canada, Health Unit)	<input type="checkbox"/> No	<input type="checkbox"/> Yes (provide details)	<input type="checkbox"/> Unknown
Dates when work is to be carried out:	Proposed commencement of work:		Proposed completion of work:

Application is hereby made, to (check appropriate boxes):

<input type="checkbox"/> Site Grading, Place, Dump or Remove Fill	<input type="checkbox"/> Place, Dump or Remove Fill in Flood Plain	<input type="checkbox"/> Interference with Wetland Flood Plain
<input type="checkbox"/> Alter, Add to, Reconstruct, Renovate Building	<input type="checkbox"/> Development within Hazardous Land	<input type="checkbox"/> Alteration to Shorelines
<input type="checkbox"/> Demolish, Erect, Place, Construct a New Building/Structure	<input type="checkbox"/> Alter an Existing Watercourse	<input type="checkbox"/> Large Fill Site

I 	declare that the above information is correct to the best of my knowledge, and I agree to abide by the provisions of the <i>Conservation Authorities Act</i> and <i>Ontario Regulation 41/24</i> . By signing this application, I agree to allow Lower Trent Region Conservation Authority (LTC) staff to enter onto the subject property as part of the review process. I also acknowledge and agree to abide by conditions of any permit issued pursuant to this application. Further, any permit issued pursuant to this application may be cancelled if it is issued on the basis of false, inaccurate or misleading information. The personal information on this form is collected under the authority of the <i>Conservation Authorities Act</i> , R.S.O. 1990, c 27, as amended. The personal information will be used for the purposes of administering Parts VI and VII of the <i>Conservation Authorities Act</i> and <i>Ontario Regulation 41/24</i> . Specifically, the information will be used to:
	<ul style="list-style-type: none"> Evaluate the development proposal Liaise with other regulatory agencies having jurisdiction Make a decision on the application or report to the LTC Board of Directors for a decision
	I understand that this information is part of the public record and is available to the general public.
Date: 	Signature:
	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Applicant Agent

LANDOWNER AUTHORIZATION

Subject Property	Lot:		Concession:	
	Street Address:			
	Municipality:			

If this 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.

NOTE TO THE OWNER(S):

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 AUTHORIZATIONS, TO SUBMIT THE ENCLOSED APPLICATION TO THE LOWER TRENT REGION CONSERVATION AUTHORITY, AND TO APPEAR ON MY BEHALF AT ANY HEARING(S) OF THE APPLICATION AND TO PROVIDE ANY INFORMATION OR MATERIAL REQUIRED BY THE BOARD RELEVANT TO THE APPLICATION FOR PURPOSES OF OBTAINING A PERMIT FOR DEVELOPMENT ACTIVITY//INTERFERE WITH A WATERCOURSE/WETLAND, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONSERVATION AUTHORITIES ACT AND ONTARIO REGULATION 41/24.

SIGNATURE OF OWNER

DATE

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:

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 _____ _____ _____ _____
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"/> Permission for Minor Works: <input type="checkbox"/> Undertake minor landscaping involving the placement, removal or re-grading of material up to 20m ³ (minor fill) <input type="checkbox"/> Minor shoreline protection up to 20m ³ <input type="checkbox"/> Undertake watercourse or shoreline alteration involving less than 20m ² (minor alteration) <input type="checkbox"/> Construct a non-habitable accessory structure up to 10m ² <input type="checkbox"/> Construct a habitable addition up to 10m ² <input type="checkbox"/> Construct a deck up to 23m ² <input type="checkbox"/> Install a pool up to 10m ²	<input type="checkbox"/> Permission for Standard or Complex Permit: <input type="checkbox"/> Construct, reconstruct, erect or place a building or structure (greater than 10m ²) <input type="checkbox"/> Change building/structure so that it increases its size by 10m ² 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 ³ <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 ² <input type="checkbox"/> Install a pool greater than 10m ²
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<p>Permit Approval:</p> <div style="border: 2px solid black; border-radius: 15px; height: 100px; width: 90%; margin: 10px auto;"></div>	<p>Amendment:</p> <div style="border: 2px solid black; border-radius: 15px; height: 100px; width: 90%; margin: 10px auto;"></div>
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COMPLETE APPLICATION REQUIREMENTS (pursuant to subsection 7(1) of Ontario Regulation 41/24)

Following the required pre-submission consultation process with LTC staff, in order for the application to be deemed complete, the application must be completely filled out, the required fee must be submitted and all technical information requirements must be submitted. The owner/applicant must contact LTC prior to making an application so that detailed information requirements can be determined. This application must be accompanied by detailed plans for the proposed works and the LTC-determined fee. The detailed plans must include the following, where applicable:

- A **Plan of the Area** showing the **Type** and **Location** of the *Development Activity*
- A **Plan of the Area** showing **Plan View** and **Cross-Section Details** of an *Activity to Straighten, Change, Divert or Interfere with the Existing Channel of a Watercourse or Change or Interfere with a Wetland*
- A **Description** of the **Proposed Use of Any Buildings and Structures** following completion of the *Development Activity*
- A **Statement of Purpose** of an *Activity to Straighten, Change, Divert or Interfere with the Existing Channel of a Watercourse or Change or Interfere with a Wetland*
- The **Start and Completion Dates** of the *Development Activity or Activity to Straighten, Change, Divert or Interfere with the Existing Channel of a Watercourse or Change or Interfere with a Wetland*
- A **Description of the Methods to be Used** in carrying out an *Activity to Straighten, Change, Divert or Interfere with the Existing Channel of a Watercourse or Change or Interfere with a Wetland*
- The **Elevations of Existing Buildings**, if any, and **Existing-Grades and Proposed Elevations of Any Buildings** and **Post-Activity Grades** after the *Development Activity or Activity to Straighten, Change, Divert or Interfere with the Existing Channel of a Watercourse or Change or Interfere with a Wetland*
- Pre- and Post-Drainage Details** for the *Development Activity or Activity to Straighten, Change, Divert or Interfere with the Existing Channel of a Watercourse or Change or Interfere with a Wetland*
- A **Complete Description of Any Type of Fill** proposed to be placed or dumped
- A **Confirmation of Authorization** (see previous section) for the proposed activity given by the Owner if the applicant is not the Owner
- Any **Other Technical Information, Studies or Plans** (see below)

Drawings/Plans:

- Legal Survey showing the property boundary(ies) and the parcel(s) within the work(s) are to take place
- Geodetic elevations of the lowest opening(s) in any new building or additions to buildings
- Structural Elevations and Construction Details
- Erosion and Sediment Control Plans
- Grading Plans
- Landscaping/Site Rehabilitation Plan
- Topsoil Stripping Details
- Wetlands/Hydrologic Features Plan

Reports/Studies (including corresponding Plans):

- Functional Servicing Report
- Geotechnical/Slope Stability Study
- Coastal Hazards Assessment/Coastal Engineering Report
- Hydrogeological Assessment
- Karst Evaluation Phase 1
- Karst Evaluation Phase 2
- Hydrologic Features Assessment (Headwater Feature/Watercourse Evaluation)
- Hydraulic Assessment/Flood Line Mapping Study
- Hydrostatic Pressure Engineering Assessment Report
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Study/Facility Design Report
- Fluvial Geomorphological Assessment/Watercourse Erosion Assessment
- Channel Crossing Assessment

- Water Balance Analysis
- Soil Quality Report
- Other reports/studies/plans identified** through pre-submission consultation process

Please note that an incomplete application will delay the processing of an application.

NOTICE OF DISCLOSURE OF APPLICATION INFORMATION

This application and supporting documents and any other documentation received relating to this application, may be released, in whole or in part, to other persons in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M.56, as amended.

Refer to Part VI of the *Conservation Authorities Act* and *Ontario Regulation 41/24* for complete statutory requirements:

ontario.ca/laws/statute/90c27#BK48

ontario.ca/laws/regulation/240041