



Application for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit

Pursuant to Ontario Regulation 172/06

NVCA will consider your application based on the information you provide below. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return the application along with appropriate review fee.

Before you apply!

Visit www.nvca.on.ca and complete the property inquiry form for free initial information and consultation on your proposal.

APPLICANT – Primary contact for application (Clearly print/type all information.)

Applicant is: Owner Authorized Agent of Owner

Applicant Name (First/Last): _____

Corporation/Partnership: _____

Mailing Address: _____

Town: _____ Province: _____ Postal Code: _____ Country: _____

Daytime Tel: _____ Cell: _____

Email: _____ Fax: _____

Preferred method of correspondence: Email Phone Fax Mail

If an applicant/agent is to act on behalf of the owner, the authorization form on page 6 must be completed.

OWNER – Include owner contact information if not applicant (above).

Name (First/Last): _____

Corporation/Partnership: _____

Mailing Address: _____

Town: _____ Province: _____ Postal Code: _____ Country: _____

Daytime Tel: _____ Cell: _____

Email: _____ Fax: _____

Preferred method of correspondence: Email Phone Fax Mail

SECONDARY CONTACT – Optional additional contact to the application.

Name (First/Last): _____

Corporation/Partnership: _____

Mailing Address: _____

Town: _____ Province: _____ Postal Code: _____ Country: _____

Daytime Tel: _____ Cell: _____

Email: _____ Fax: _____

Preferred method of correspondence: Email Phone Fax Mail

LOCATION OF PROPOSED WORKS

Municipal Address (911 Number): _____

Municipality/Township: _____ Watercourse: _____

Lot: _____ Concession: _____

Property Assessment Roll Number (from Property Tax Notice): _____

Current property zoning (check with local municipality if unsure): _____

Is the property under the jurisdiction of the Niagara Escarpment Commission? Yes No

DESCRIPTION OF PROPOSED WORKS

Application is made to (check all that apply):

- Develop the property by constructing, rebuilding or altering a building**, including building sheds, decks, or adding in-ground pools, etc.
- Develop the property by placing or removing fill and/or grading the site**
- Interfere with a wetland** (for example, harvest or grub)

- Alter a watercourse** (for example, construct or remove a bridge, channel, pond or dam, or undertake bank protection work)
- Alter a shoreline** (for example, build or repair a breakwall or bridge, or undertake shoreline protection work)

Describe the proposed work: _____

Proposed start date: _____ Completion date: _____

REQUIRED INFORMATION

Your application must be accompanied by the following basic information for it to be processed for review:

- Payment** of the applicable application review fee (contact NVCA at 705-424-1479 or visit www.nvca.on.ca for the permit fee schedule)
- Location Map** showing the nearest intersection
- Site Plan Drawing** - Show existing and proposed works; property boundaries; street name(s); north arrow; and features of the site such as buildings and structures, tree lines, streams, wetlands, wet areas, springs, ditches, culverts, and elevation contours (existing and proposed grades). Include measurements and dimensions with consistent units (meters or feet). Show how much vegetation or tree cover is to be removed and where fill is to be located.
- Digital photo(s)** of the proposed work location (taken with a phone or camera)
- Zoning Certificate/Approval** from local municipality
- Niagara Escarpment Commission (NEC)** Notice of Decision (if applicable)
- Authorization Form** (if applicant/agent is not the owner; see page 6)

Unless otherwise requested, NVCA requires a digital copy of all project drawings. If a digital copy is not possible, one hard copy of the project drawings will be accepted.

Note: Additional information may be required through the process of reviewing this application (see page 5).

SUBMITTING YOUR APPLICATION

By Email

Email Address: permits@nvca.on.ca

Large emails (with a total size of more than 5MB) cannot be accepted. If you are sending large files, email the documents individually.

Payment may be made by credit card by contacting the NVCA front desk at 705-424-1479.

By Mail or Courier

Mailing Address: NVCA, 8195 8th Line, Utopia ON, L0M 1T0

Include all materials in package.

Cheque(s) should be made payable to Nottawasaga Valley Conservation Authority.

Office Use Only			Rev 10/18
Reference ID#	Application Type	Date Received	Payment Status
Fee	Method of Payment	Date of Payment	
Payment Provided by (Name)			

NOTICE OF COLLECTION

Pursuant to the *Municipal Freedom of Information & Protection of Privacy Act*, the personal information contained on this form is collected under the Authority of the Conservation Authorities Act, R.S.O. 1990, Chapter C.27, and Ontario Regulation 172/06 NVCA Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses. This information is used to assess applications and, where approved, issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.

TERMS AND CONDITIONS

- Permits or approvals granted by NVCA are non-transferable.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.
- If the information provided on or with this application is determined to be untrue or incorrect, or become untrue or incorrect, NVCA reserves the right to withdraw any permission granted.
- A file will be deemed dormant and closed if after a period of twelve (12) months, there has been no activity associated with the application. Once a file has been closed, an applicant wishing to proceed with their application will need to reapply for the proposed works – this will include the submission of a new application, documents to support the application and the appropriate processing fee.
- Permits contain important conditions. Contractors must have a copy of the permit on the work site at all times.
- Application fees are non-refundable. Application fees are not subject to HST.

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 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, and the declaration which is written above.

By signing this application, consent is given to NVCA, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works.

Signature of Applicant: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Signature of Secondary Contact: _____ **Date:** _____

ADDITIONAL INFORMATION

The following information may be required to support your application. Having this information readily available may expedite the permit review process.

- A legal survey.
- A topographic survey tied into a geodetic benchmark showing existing and proposed grades, drainage details and finished floor elevations for buildings.
- A cross-sectional drawing of the proposed works.
- A complete description of the amount, type and quality of fill proposed to be placed and/or dumped.
- A written description or drawings showing the amount and size of materials to be used (e.g., culverts, rip-rap or rock check dams).
- Conceptual, architectural or design drawings of the proposed building(s) showing the size of the structure and elevations for windows and doors.
- A description of the proposed use of the buildings.
- For a watercourse alteration, a statement about the purpose of the alteration.
- A description of the construction sequence/timing and the methods to be used in carrying out the works and how the site is to be accessed by heavy equipment. (This is particularly important for watercourse alterations.)
- Plans or a description of how sediment and erosion will be controlled during construction and for the period after construction until vegetation is successfully established.
- Plans or a description of how the site is to be re-vegetated/stabilized after construction (e.g., sod, seeding, hydro-seeding, and tree and shrub plantings, rip-rap).
- A copy of any supporting studies or reports undertaken for the proposed work. This may include a flood study, environmental impact study, hydrogeological report, geotechnical study, slope stability analysis, fisheries impact assessment, etc.

The location and extent (perimeter) of all proposed works should be clearly staked, flagged and/or marked on-site. This ensures NVCA staff can identify the proposed work location on your property when conducting a site visit.

NOTE: Depending on the complexity of the application, additional information beyond that which is listed above may be required.

AUTHORIZATION FORM (Must be completed when owner is not the Primary Applicant.)

I,

(Name of Property Owner(s))

hereby give permission to

(Applicant or Authorized Agent)

to act as my authorized agent to apply for an Application for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit for

(Location of Proposed Works)

This person(s)/company will be responsible for applying for the permit and submitting all required information requested from NVCA to complete the review and make a decision.

TO BE COMPLETED BY PROPERTY OWNER:

Name of Owner (print): _____

Tel: _____

Email: _____

Signature of Owner: _____

Date: _____

After printing, sign and send this form to NVCA.

**If you have provided an electronic signature,
SAVE and EMAIL this form to permits@nvca.on.ca.**