



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

Under Section 28.1
Pursuant to Ontario Regulation 41/24

Before you apply, contact NVCA to discuss your plans!
Visit nvca.on.ca and complete the property inquiry form for free initial information and publicly available mapping.
Pre-consultation meetings can be scheduled for a fee by contacting permits@nvca.on.ca.

NVCA will consider your application based on the information you provide below. Please complete all relevant sections, date, sign and return the application along with appropriate review fee. Incomplete applications or unsigned applications will be returned to the applicant

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: _____

Preferred method of correspondence: Email Phone 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: _____

Preferred method of correspondence: Email Phone Mail

SECONDARY CONTACT – Optional additional contact to the application.

Name (First/Last): _____

Mailing Address: _____

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

Daytime Tel: _____ Cell: _____

Email: _____

Preferred method of correspondence: Email Phone 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): _____

Does your proposal comply with the current Municipal Zoning By-Law (s) Yes No

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 or structure**, including sheds, decks, septic 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:

Will fill and/or material importation be required: Yes No

If Yes, approximate amount in cubic metres: _____

Proposed start date: _____ Completion date: _____

REQUIRED INFORMATION

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

- Payment** of the applicable application review fee (once the application is submitted you will be notified of the payment amount, your NVCA File number and payment options available, you can 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, watercourses/ditches, culverts or any significant environmental features. Site Plans must also include measurements and dimensions with consistent units (meters or feet).
- Digital photo(s)** of the proposed work location (taken with a phone or camera)
- 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 submission items within a proper format (.pdf, .jpeg, .doc etc.) Screen shots, or photos of the documents from a cell phone will not be accepted. Items must be scanned into a proper format and legible. If a digital copy is not possible, one hard copy of the submission materials will be accepted.

Note: Upon receipt of the mandatory application materials listed above and payment of the applicable permit review fee, NVCA staff will notify the applicant in writing within 21 days whether or not the application complies with Subsection 28.1 (3) of the Act and is deemed to be a complete application. NVCA staff will also notify the applicant in writing within 21 days whether or not any additional studies or review items will be required (if any). Once the requested additional application materials are received, and the file is deemed complete, review of the application and its materials will commence.

SUBMITTING YOUR APPLICATION

By Email

Email Address: permits@nvca.on.ca

Large emails (with a total size of more than 10MB) cannot be accepted. If you are sending large files, email the documents individually or request an upload link.

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.

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 41/24 NVCA Regulation of, Prohibited Activities, Exemptions and Permits. 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, false, misleading or becomes untrue or incorrect, NVCA reserves the right to withdraw any permission granted.
- It is the responsibility of the applicant to ensure they have confirmed with their local municipality that the works applied for are consistent with the zoning by-law and no planning applications are required. Failure to do so may result in a new application being required and the applicant will be subject to the applicable review fee at the time of the new application.
- 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 and would be subject to the applicable review 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(s): _____ **Date:** _____

_____ **Date:** _____

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, 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(s) (print): _____

Tel: _____

Email: _____

Signature of Owner(s): _____

Date: _____