



# Request for Pre-Consultation

Under Section 6  
Pursuant to Ontario Regulation 41/24

NVCA will consider your application based on the information you provide below. During NVCA pre-consultation process, the NVCA will review current data available regarding natural hazard and natural heritage features on the property and how those regulated areas can potentially impact your proposal and application process. Please complete all relevant sections, date, sign and return the application along with appropriate pre-consultation fee. Incomplete applications or unsigned applications will be returned.

## **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

## **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 PROPOSAL**

---

Please indicate the proposed works and extent of development (e.g. driveways, single family dwelling, septic, etc.). Please also provide information regarding proposed fill importation (i.e. volume and source).

## **PRE-CONSULTATION DETAILS**

---

**NVCA Development Review staff will require at least 10 business days to review all requests for pre-consultation prior to scheduling. Please advise of the following**

Preferred Date: \_\_\_\_\_ Preferred Time: \_\_\_\_\_

Preferred Method for Consultation:  Virtual Meeting  In-Person Meeting  Telephone

If Virtual, please identify preference:  MS Teams  Zoom

Note: If an in-person meeting is selected, all meetings will be held at the NVCA Administration Centre located at 8195 8th Line, Utopia ON, L0M 1T0. It is the responsibility of the applicant to inform NVCA staff of if any accommodations will be required. Failure to attend your scheduled meeting will forfeit your pre-consultation fee and if a meeting is still required, the additional fee will be required to re-book.

## **REQUIRED INFORMATION TO BE SUBMITTED**

---

**Your application must be accompanied by the following basic information for it to be processed for intake and for the Development Review Team to schedule your pre-consultation:**

- 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](http://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).

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.

## **SUBMITTING YOUR APPLICATION**

---

### **By Email**

Email Address: [permits@nvca.on.ca](mailto: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**

---

- 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 comments in regards to the application
- The pre-consultation meeting will not address the issue of development rights based on current property zoning. The applicant is encouraged to also consult with the Municipality/County to determine the development potential of the property and additional requirements for other applicable approval, license or certificate under any statute.
- If the pre-consultation applicant submits a Permit Application for the same property within 12 months of the pre-consultation, the pre-consultation fee will be applied to the Permit Application review fee.
- Pre-Consultation 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:** \_\_\_\_\_