

Agricultural Guide to Permits

Regulation of Development, Interference with Wetlands and Alterations to
Shorelines and Watercourses, Ontario Regulation 182/06

July 2013

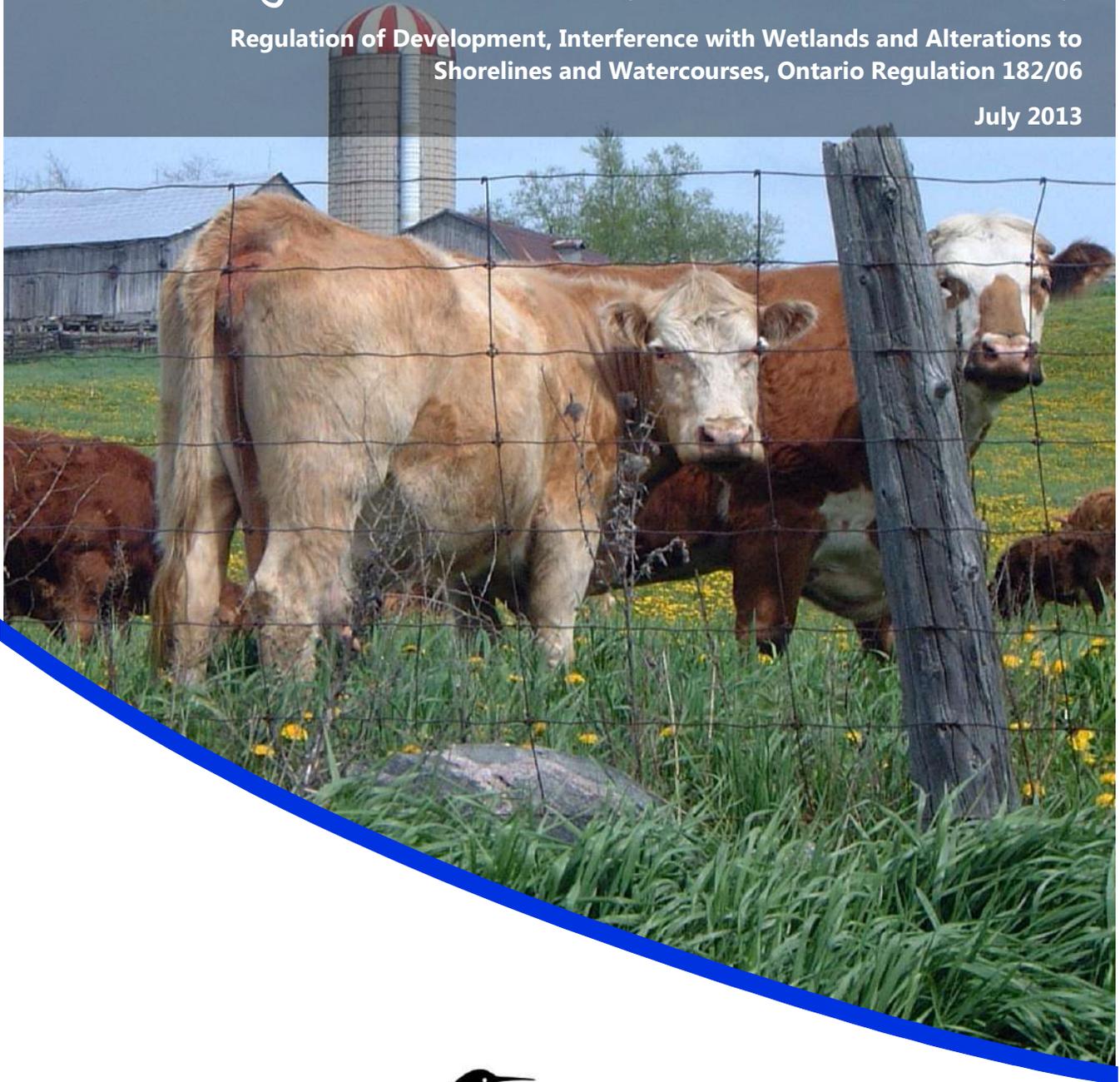


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Introduction

Agricultural activities occur on approximately 50% of the land base within the administrative boundary of Kawartha Conservation. Agriculture is particularly important in sustaining rural communities because of the very large capital investment and significant direct and indirect economic impacts (employment, expenditures, etc.), as well as the distinct rural way of life.

This guide is designed to help you identify the requirements, as a farmer and rural landowner, for obtaining permissions under *Ontario Regulation 182/06*, the *Kawartha Region Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. It summarizes the information that applies to agricultural-related activities contained in Chapter 4 of the *Plan Review and Regulation Policies* manual, referred to in this guide as the "Manual". The Manual was approved for implementation in July 2012 and contains the policies that guide the permitting requirements.

Through extensive consultation with many stakeholders, including the agricultural community, we made updates to the policies to improve the level of service and provide greater clarity on permit requirements. Based on the input, the following updates were made:

- Inclusion of several agriculture activities in a streamlined approval process
- The establishment of an Agricultural Advisory Panel
- Clarity on activities that do not require permits
- Scoped permit requirements for tile drainage
- Flexibility to provide for realignment of watercourse features
- A compensation provision to allow small wetlands to be converted to agriculture where they were disruptive to farming operations, and
- Flexibility on permit requirements for dug out/isolated ponds for watering livestock.

Since this guide is a summary of the larger Manual, it does not include all of the specific details. Please refer to the Manual, available at www.kawarthaconservation.com, or contact us for further clarity on specific policy wording, background information, definitions, detailed information regarding technical standards and guidelines, conversion tables, website links, and other supporting information. **If there is a discrepancy between this guide and the Manual, the information in the Manual will take precedence.**

Why obtain a permit?

Certain activities within regulated areas require a permit or written permission from Kawartha Conservation pursuant to the Conservation Authorities Act, R.S.O. 1990. The permitting process also helps ensure you are making a sound investment by reducing the risks associated with flooding, erosion, and other natural hazards that could impact your investment, in addition to minimizing impacts to important natural features, such as watercourses and wetlands. A successful project starts with good planning, and the permitting process gives you access to knowledgeable, qualified professionals who can assist you with your plans.

When reviewing your application, we help ensure it meets the following objectives:

- Prevent development within floodplains and erosion areas, and on unstable soil and bedrock
- Minimize public and private costs for emergency operations, evacuations, disaster relief, and restoration
- Ensure the development does not increase flood risks to upstream and downstream landowners
- Prevent the filling in and/or draining of areas that naturally store and discharge water, or cause an increase in flood elevations, and/or decrease the stability of slopes
- Prevent interference with the hydrologic function of wetlands and watercourses
- Prevent pollution and other degradation of rivers and other water bodies.

How do I know if a permit is required?

A permit is required for certain types of activities within regulated areas. Development occurring within river or stream valleys, hazardous lands, wetlands and their areas of interference, and/or an activity that would interfere with a wetland and/or watercourse requires written permission from Kawartha Conservation before activities can proceed. Written permission is normally in the form of a permit or authorization. The following will help you identify whether or not a permit is required for your proposed activity.

Identifying if your proposed activity is in a regulated area

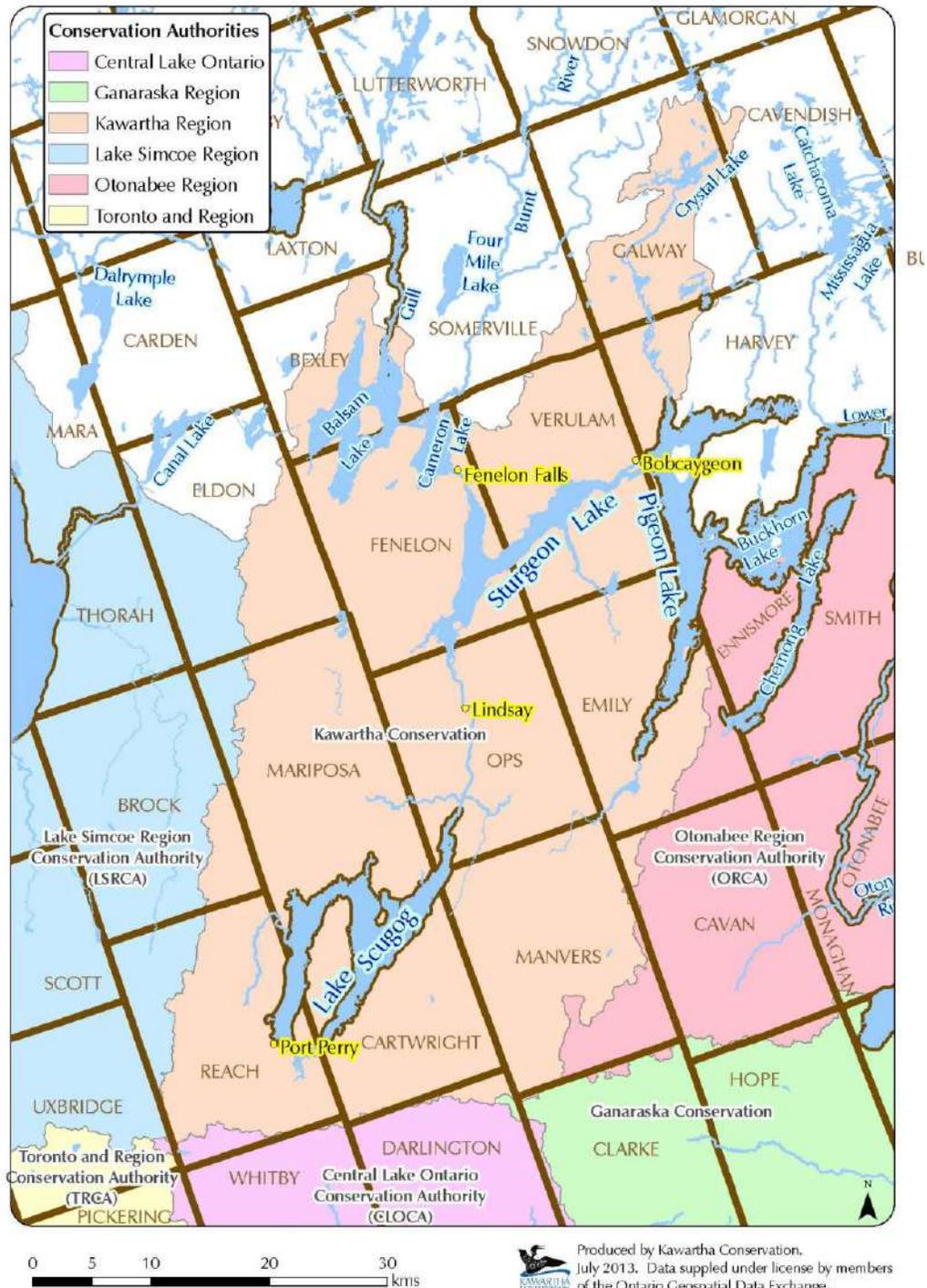
If your proposed activity is within the beige area on the map, a permit from KRCA may be required, but only if it is within a regulated area, which includes:

- River, stream or lake valleys
- Watercourses
- Hazardous lands
- Wetlands
- Lands within 30 metres or 120 metres of a wetland (see Wetlands and Areas of Interference section of Appendix A, p. 15)

To view the Regulation Limits surrounding these features, please visit www.camaps.ca or contact us to verify if the location of your proposed activity is within the regulated area. For descriptions of each of these features, see the following sections in this guide. Note that the Regulation Limit mapping is only an approximation of the regulated features (refer to Appendix A), and is based on the best available information. If your development activity involves a regulated feature not shown by the mapping, a permit would still be required.

Note: Lands outside of the beige area may be subject to other Conservation Authority's regulations.

Kawartha Conservation Watershed Jurisdiction



Identifying if the type of development activity is regulated

All of the following activities within a regulated area require a permit:

- Construction of a new building or structure
- Replacement, reconstruction, relocation and/or expansion of existing building or structure
- Fill placement/excavation and/or grade modifications
- Pond installation (where the pond is not for the sole purpose of livestock watering)
- Bridge construction or replacement
- Culvert installation or replacement
- Bed-level crossing installation
- Watercourse channel realignment, channelization or straightening
- Enclosing, burying or piping a watercourse
- Dredging, trenching, ditching
- Erosion protection
- Conversion of wetland area for agricultural activities
- Installation of field tile drainage around a wetland that would convey water in a manner inconsistent with the natural drainage grade.

The following activities in regulated areas generally do not require a permit unless they would interfere with a watercourse (i.e., drainage ditch, creek, lake) or wetland. This would include activities that are:

- Non-structural and associated with existing agricultural use (e.g. cropping, pasturing, tilling, fence row clearing, stone pile removal, etc.)
- Some other non-structural type that would not result in alterations to the existing grade (e.g., garden, nursery, timber harvesting, etc.)
- Maintenance and/or upkeep of existing buildings or structures (e.g., window repair, siding, etc.)
- Installation of a utility connection (e.g., telephone, cable, fiber-optics, gas lines)
- Well installation
- Fence installation/maintenance
- Pond installation for the sole purpose of watering livestock
- Beaver dam removal.

Some examples of when a permit **would be required** for the activities listed above may include:

- Extending a fence across a watercourse
- Clearing and tilling a wetland.

Note that for tile drainage outlets, written approval is not needed if they are installed in accordance with the following best management practices:

- Maintain sediment and erosion control measures during installation
- Minimize vegetation disturbance
- Carry out work during dry or low-water periods
- Set outlet back from the bank, where feasible
- Incorporate permanent erosion protection.

Installers should, however, contact us to determine if there are any requirements necessary to protect fish habitat.

Please see Section 4.2 of the Manual or contact Kawartha Conservation for details about the types of activities that are regulated or if you are unsure.

Is your activity within a regulated area?

Visit www.camaps.ca and/or contact Kawartha Conservation staff for verification

YES

NO

Is your activity:

- Non-structural and associated with existing agricultural use (e.g. cropping, pasturing, tilling, fence row clearing, stone pile removal, etc.)
- Some other non-structural type that would not result in alterations to the existing grade (e.g., garden, nursery, timber harvesting, etc.)
- Maintenance and/or upkeep of existing buildings or structures (e.g., window repair, siding, etc.)
- Installation of a utility connection (e.g., telephone, cable, fiber-optics, gas lines)
- Well installation
- Fence installation/maintenance
- Pond installation for the sole purpose of watering livestock
- Beaver dam removal

NO

Is your activity:

- Construction of a new building or structure
- Replacement, reconstruction, relocation and/or expansion of existing building or structure
- Fill placement/excavation and/or grade modifications
- Pond installation (where the pond is not for the sole purpose of livestock watering)
- Bridge construction or replacement
- Culvert installation or replacement
- Bed-level crossing installation
- Watercourse channel realignment, channelization or straightening
- Enclosing, burying or piping a watercourse
- Dredging, trenching, ditching
- Erosion protection
- Conversion of wetland area for agricultural activities
- Installation of field tile drainage around a wetland that would convey water in a manner inconsistent with the natural drainage grade

YES

Kawartha Conservation permit required

Could your activity interfere with a watercourse or wetland?

YES

NO

Kawartha Conservation permit not required, and/or contact us for verification

YES

Consult with Kawartha Conservation to confirm permit requirements

NO*

**Note: Your project activity may not be included in the list but may still require a permit. It is a good idea to consult with Kawartha Conservation staff.*

How do I obtain a permit?

If your activity requires a permit, an application will need to be completed and sent to Kawartha Conservation along with the corresponding fee. Refer to Appendices B and C of this guide for an application form and fee schedule, respectively, which are also available online at www.kawarthaconservation.com or by fax or mail, by contacting us at 705.328.2271.

Please note that in addition to a permit under Kawartha Conservation regulations, other permissions may be required from other federal, provincial, and municipal bodies. It is your responsibility to ensure that you obtain all necessary approvals relevant to your project.

The permit process

Within 21 days of the receipt of a permit application, we will notify you, in writing, as to whether your application is complete. If it is incomplete, we will provide direction as to the missing and needed information. Please see the application checklist in this guide for a list of required information.

Pre-consultation meetings with Kawartha Conservation staff are available and can help minimize time delays in processing an application by confirming submission requirements. See "Permitting Services" below for more details.

From the date of written confirmation of a complete application, we will make a decision on the permit application within:

- 30 days for a minor application (does not include streamlined approval; see below)
- 90 days for a major application.

Major applications may include those that are highly complex, requiring a full technical review, and need to be supported by a comprehensive analysis; or, do not conform to Kawartha Conservation's Board-approved Section 28 policies (i.e., the policies contained in the Manual). Typically, agricultural-related projects are considered minor applications or projects that would be subject to a streamlined approval (see below).

Each application will be evaluated on its own merits, on a case-by-case basis, consistent with the policies outlined in the Manual, which are based on and/or interpreted to be consistent with provincial legislation, regulations, and policy.

Streamlined approvals

Certain activities are eligible for the streamlined review and approval process, which means fewer submission requirements and a turnaround time of 15 days from the date of application submission. The activities still require a permit in accordance with the Regulation, but have been identified as "low impact" when undertaken using standard mitigation measures.

Listed below are agricultural-related activities that would be subject to the streamlined approach:

- Construction of non-habitable accessory buildings or structures that are less than 10 square metres in size, located outside of any wetland
- Routine maintenance and/or repair of private infrastructure (e.g., roads, gas, and electrical transmission pipelines/corridors, etc.)
- Culvert replacements of the same length and diameter
- Fill placement, excavation, and/or grade modifications with volume not exceeding 20 cubic metres
- Maintenance of existing dug-out or isolated ponds that would not result in an enlargement of the pond in area or volume beyond what was previously constructed.

For a stream-lined approval, you are required to submit a completed permit application form.

Note: The Drainage Act and Conservation Authorities Act Protocol provides a consistent set of provincial standards to guide municipal drain maintenance and repair activities for agricultural drains approved under the Drainage Act. The Protocol will be used by municipalities and Kawartha Conservation to streamline our permit requirements. The Protocol can be found in Appendix R of the Manual and is available online (search Drainage Act and Conservation Authorities Act Protocol).

Length of time that a permit is valid

In most instances, permits are issued for one year, although this can be increased to five years to allow for the completion of large, complex projects.

Permitted works that are not completed within the one-year time interval can be extended for a maximum of one year, pursuant to the Regulation.

Permitting services

Pre-screening

Pre-screening can help you determine if your project requires a permit under the Regulation. You can access an online mapping service at www.camaps.ca as a first step in determining if you need a permit. However it's always a good idea to confirm this directly with staff. Knowing your permit needs before you start will help you develop project timelines.

Pre-consultation sessions

It is a great opportunity to confirm permit needs and discuss project plans before detailed design costs are incurred. You can find out about the application information requirements, the permitting process and time lines. You can also get valuable information about other approvals that may be necessary, such as Parks Canada permits that may be necessary for in-water and near shore projects. This will help you integrate approval timelines into your project plan. For more information and to book an appointment, visit www.kawarthaconservation.com, or call 705.328.2271.

Proposal Reviews and Site visits

Request a proposal review (information request), which includes a site visit, to discuss the details of your projects. Additional site visits are also available upon request to discuss and review changes to the layout and design of your project and/or your permit application submission, potentially saving you some time and expense in the longer run.

Agricultural Advisory Panel

The Agricultural Advisory Panel (AAP) provides advice to Kawartha Conservation on specific agricultural development applications, issues that may arise with respect to the information requested to support an application, the terms and conditions applied to a permit, or a staff decision to refuse a permit. The AAP also provides advice on the policy implications and any changes that are felt to be necessary. A landowner may request the involvement of the AAP. Please note that permit decisions under the Conservation Authorities Act and the Regulation are the purview of Kawartha Conservation and our Board of Directors. The AAP is intended not as decision making body but as an advisory body. See Appendix G of the Manual for more about the AAP.

Permit Conditions

Through the permit process, KRCA will work with you to incorporate best management practices (BMP) and technical requirements into your proposed design. This can aid in improving the quality of your design, ensuring it is both safe from natural hazards and reducing environmental impacts. Typically, BMPs and specific technical requirements will be included in your permit conditions. Contact Kawartha Conservation to discuss your project or set up a pre-consultation meeting to determine what BMPs and technical requirements may apply.

Appendix A: About regulated features

Under the Regulation, the following features on the landscape are regulated:

- River, stream or lake valleys
- Watercourses
- Hazardous lands
- Wetlands and other areas where development could interfere with the hydrologic function of a wetland (called "areas of interference").

Development occurring within river or stream valleys, hazardous lands, wetlands and their areas of interference, and/or an activity that would interfere with a wetland and/or watercourse requires written permission from Kawartha Conservation before activities can proceed.

The approximate extent of regulated areas is identified by a "Regulation Limit". Kawartha Conservation's Regulation Limit mapping is available on-line at www.camaps.ca. It is important to recognize that this Regulation Limit is an approximation that is based on the best available information and that, in case of a conflict, **the written description of those areas in the Regulation shall prevail over the Regulation Limit illustrated on the maps.**

The following subsections describe each feature listed above and their associated regulation limits, as well as where to find feature-specific policies in the Manual.

Where a regulated area has more than one feature (e.g., lands susceptible to flooding that are also part of a wetland), policies will be applied jointly, and where applicable, the more restrictive policies will apply.

River, stream or lake valleys

All river, stream, and lake valleys are regulated. They can be recognized by having either a shallow or deep valley which may or may not contain a watercourse. In the Manual, shallow valleys are referred to as "Not Apparent Valleys," whereas deep valleys are referred to as "Apparent Valleys." The regulated area associated with a river, stream, or lake valley is slightly different, depending on which of these valley types are present. It is important to recognize that river, stream, and lake valleys often contain hazardous lands (e.g., flooding and/or erosion hazards).

The regulated area for valley features includes a 15 metre allowance from either the top of bank, floodplain, or meander belt, depending on which type of valley is present and which of these limits extends furthest in-land, on both sides. Figures 2 and 3 provide examples of the regulated area associated with both valley types. It is important to remember that the valley concept also applies to lakes and their shorelines.

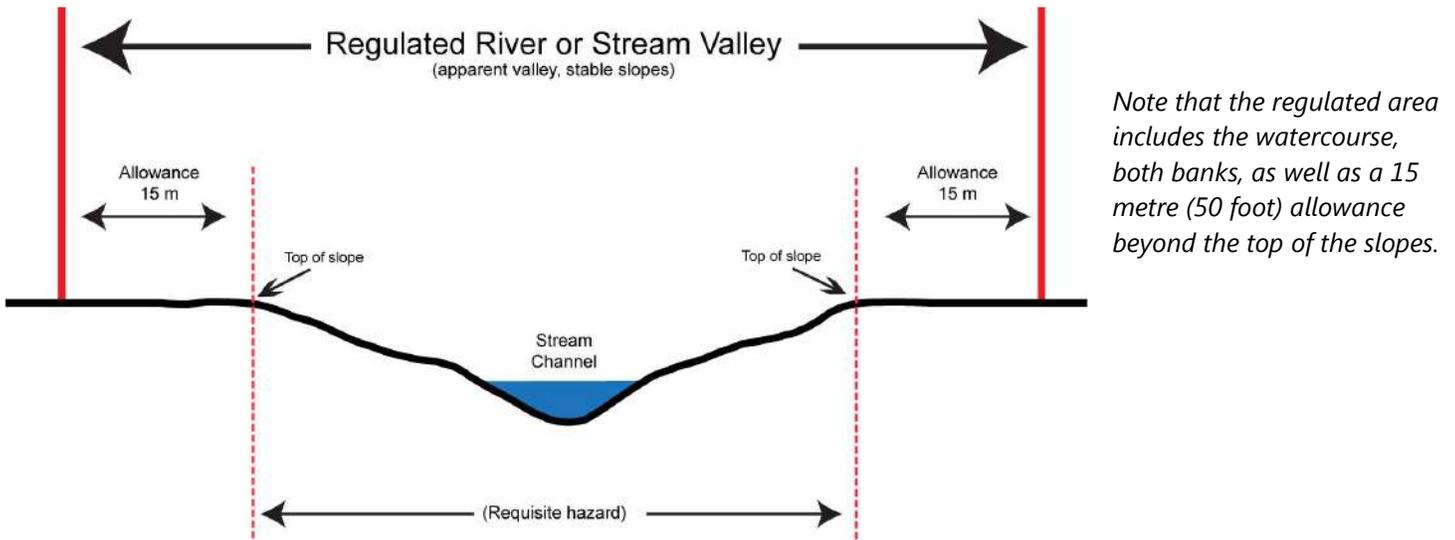


Figure 2: Regulated feature – Apparent river, stream or lake valley

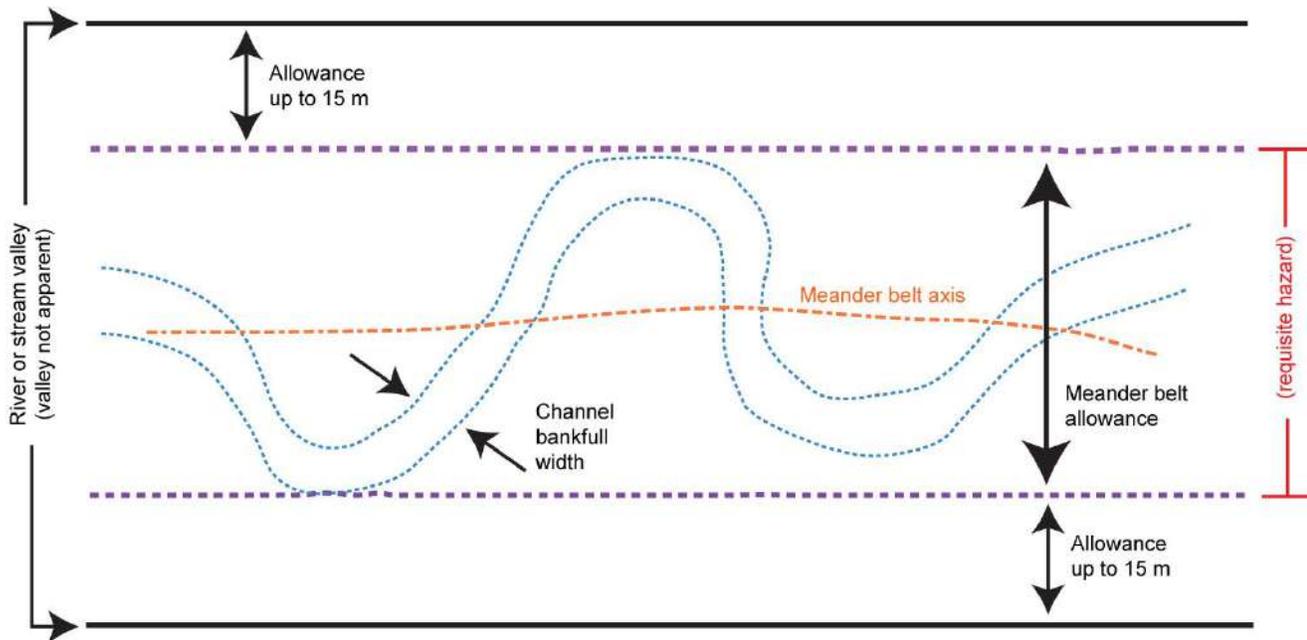


Figure 3: Regulated feature – Not apparent river, stream or lake valley

Meander belt refers to the areas within which the sideways movement of the watercourse is expected to occur over time, whereas bankfull width refers to point at which the channel is full of water just prior to flows overtopping the banks and occupying the floodplain. Note that the regulated area includes the watercourse, it's meander belt, as well as a 15 metre (50 foot) allowance beyond the meander belt OR the floodplain limit, whichever is greater.

In addition to the general policies in Section 4.3 of the Manual, the specific policies that apply to development within River, Stream or Lake Valleys are located in Section 4.4.2.



Watercourse with Not Apparent Valley



Watercourse with Apparent Valley

Watercourses

All watercourses that meet the *Conservation Authorities Act* definition of a watercourse are regulated. Pursuant to the *Conservation Authorities Act*, a watercourse is defined as is an identifiable depression in the ground in which a flow of water regularly or continuously occurs. Watercourses can exhibit flow all year, seasonally, or just after precipitation events. They include all streams, rivers, and lakes regardless of size. Regulated valleys often contain a watercourse.

In addition to the general policies in Section 4.3 of the Manual, the specific policies that apply to alterations to Watercourses are located in Section 4.7.2.

Hazardous lands

All hazardous lands are regulated. Hazardous land is defined by the *Conservation Authorities Act* as land that could be unsafe for development because of naturally-occurring processes associated with flooding, erosion, dynamic beaches or unstable soil or bedrock.

A flooding hazard area extends over lands adjacent to a watercourse that would be inundated during a major flood event. Figure 4 provides an example.



Flood hazard

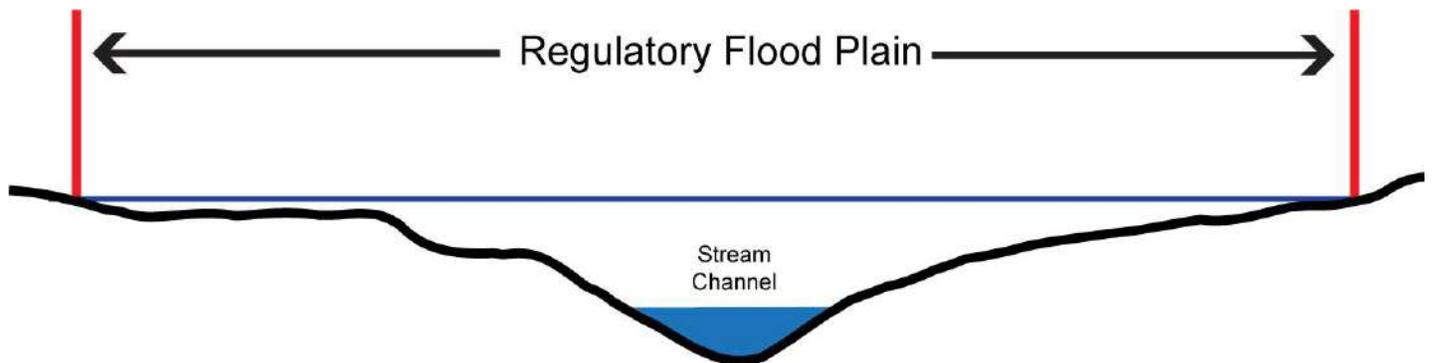


Figure 4: Regulated Feature – Flooding Hazard

“Regulatory floodplain” refers to the maximum sideways extent of flooding that would be expected to occur after an extreme rain event, the limits of which are based on the greater of the Timmins Flood Event Standard (a large regional storm that occurred in 1961) or the 100 Year Flood Event Standard.

An erosion hazard area extends over lands adjacent to a watercourse (i.e., a watercourse valley) where soil loss is actively occurring or may potentially occur, and/or where development could create soil or slope stability issues. It addresses erosion of the actual watercourse bank, as well as erosion or slope instability issues related to valley walls. Figure 5 provides an example of an erosion hazard area.

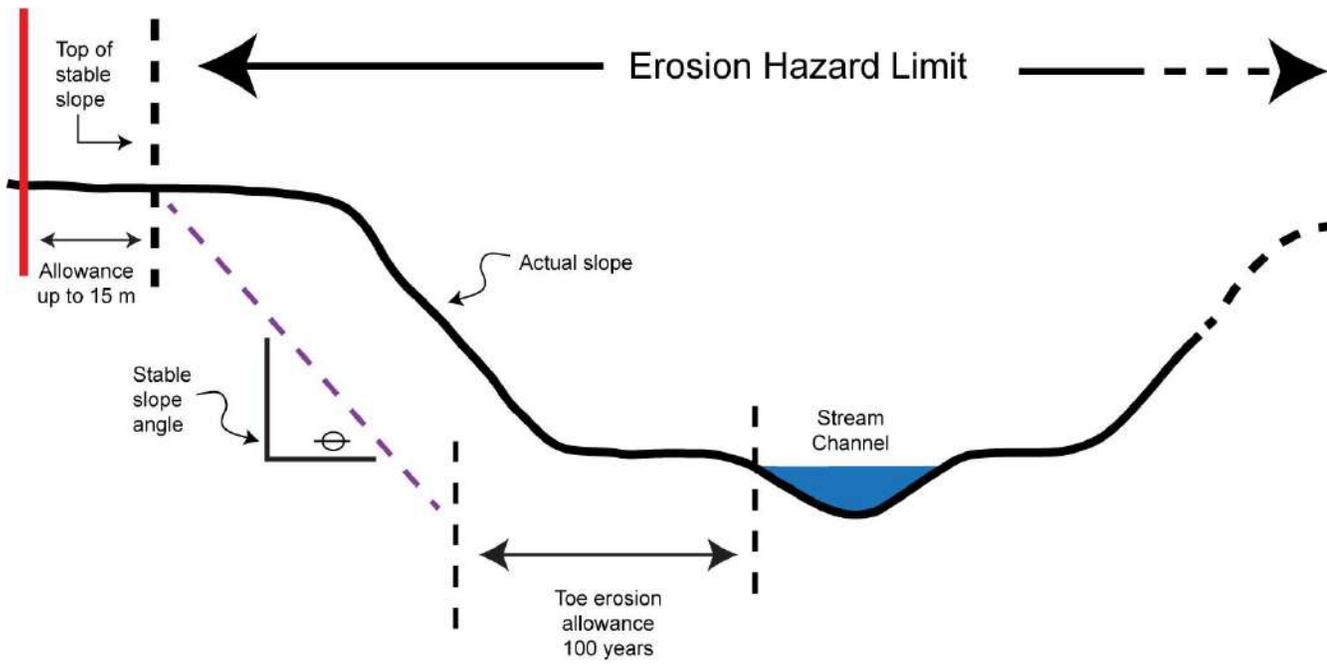


Figure 5: Regulated feature – erosion Hazard

The extent of an erosion hazard differs based on if the valley is considered apparent or not apparent (see Section 2.1). For apparent (deep) valleys, the erosion hazard includes an allowance for toe erosion (100 year) and a long term stable slope. For not apparent (shallow) valleys, the erosion hazard includes the watercourse meander belt (see Figure 3). Note that a 15 metre allowance applied to the landward extent of the erosion hazard is included in the regulated area.

Unstable soils or bedrock hazards are areas that may not be able to safely support structures. Unstable soils include peat and other organic soils that have poor drainage and lack soil structure, making them unable to support a structure because they compress easily. Unstable bedrock includes but is not limited to areas identified as containing Karst formations (limestone rock containing cracks/crevices).

In addition to the general policies in Section 4.3 of the Manual, the specific policies that apply to Flooding Hazards are located in Section 4.5.2, Erosion Hazards located in Section 4.5.3, and Unstable Soil and Bedrock in Section 4.5.4.



Erosion hazard

Wetlands and areas of interference

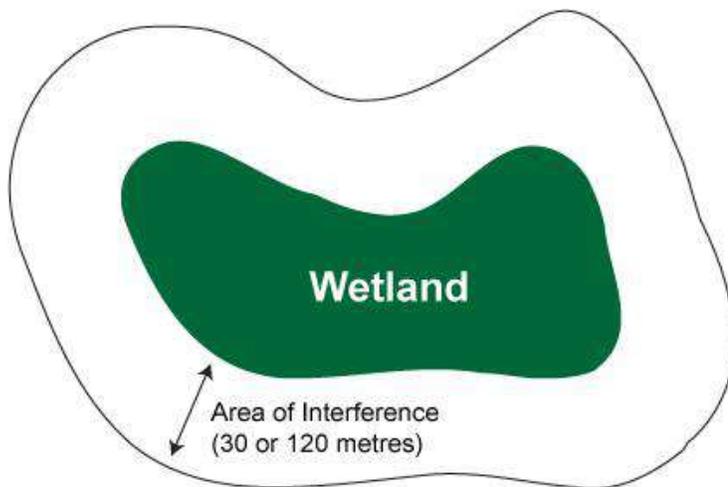
All wetlands that meet the *Conservation Authorities Act* definition of a wetland are regulated. Pursuant to the *Conservation Authorities Act*, wetland means land that:

- Is seasonally or permanently covered by shallow water or has a water table close to or at its surface
- Directly contributes to the hydrological (i.e., water-related) function of a watershed through connection with a surface watercourse
- Has hydric (i.e., wet) soils, the formation of which has been caused by the presence of abundant water
- Has vegetation dominated by hydrophytic (i.e., water-loving) plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water.

The definition of wetland does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in (c) or (d).

It is important to note that previously cultivated "buffer" areas around wetlands and small isolated wetlands that are not connected to a surface watercourse do not meet the definition of a wetland under the *Conservation Authorities Act*.

The regulated area associated with a wetland includes all of the land that meets the above definitions, as well as the area surrounding the wetland where activities may interfere with the hydrologic function of that wetland (i.e., the area of interference; see Figure 6).



Benefits of wetlands:

- Improve water quality in lakes and rivers
- Reduce flooding and flood damage
- Stop erosion
- Recharge groundwater
- Provide wildlife habitat
- Keep carbon dioxide out of the atmosphere.

Figure 6: Regulated Feature - Wetland and its Area of Interference

"Area of interference" refers to lands that are 120 metres (400 feet) from the boundaries of Provincially Significant Wetlands and other wetlands greater than or equal to 2 hectares; or 30 metres (50 feet) from smaller, non-provincially significant wetlands that are less than 2 hectares in size. Note that the regulated area includes the wetland itself, as well as its surrounding area of interference.

In addition to the general policies in Section 4.3 of the Manual, the specific policies that apply to Wetlands and Areas of Interference are located in Section 4.6.2. of the Manual.

Appendix B: Permit Application & Checklist

Owner's Name: _____	Tel. (Bus): _____
Mailing Address: _____ _____	Tel. (Home): _____
Postal Code: _____ _____	Fax: _____
Applicant's Name: _____	E-mail: _____
Mailing Address: _____ _____	Tel. (Bus): _____
Postal Code: _____	Tel. (Home): _____
	Fax: _____
	E-mail: _____

If the owner is not making this application, then a signed authorization from the owner is mandatory and must be included with the application.

Location of Subject Property:

Municipal Address: _____ Municipality: _____

Twp. Lot: _____ Concession: _____ Former Geographical Twp: _____ Registered Plan #: _____

Application is hereby made to: (check appropriate box)

- Construct a new building or structure Alter, add to, or renovate an existing building or structure
 Place fill, excavate, &/or modify grades (including any septic works) Construct pond, reservoir
 Alter an existing river, creek, stream, or watercourse (including shoreline works) Other: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Pre-consultation is available upon request and is encouraged for projects with complex review requirements. Pre-consultation schedule details can be found at www.kawarthaconservation.com.

An application will be considered complete when the Standard Application Criteria (Part A) plus applicable Feature Specific Application Criteria (Part B) and/or Supporting Technical Requirements & Mitigation Measures (Part C) are submitted for consideration. Kawartha Conservation staff will, during pre-consultation and/or following submission, ensure the information required to make a decision is requested. Insufficient information may delay the processing of your application.

The permit fee shall be paid at the time of filing an application with Kawartha Conservation. A non-refundable administration fee of \$125 will be retained by Kawartha Conservation in the event of an application withdrawal.

Please be advised that the customer service standards for conservation authorities are as follows:

- Applicants should be notified within 21 days of receipt of an application as to whether or not the application has been deemed complete or that a pre-consultation meeting be attended.
- From the date that an application is deemed complete, a decision should be made within 30 days for a minor application and 90 days for a major application.

Kawartha Conservation will consider an application based upon the information provided. If the information provided is incorrect or untrue, Kawartha Conservation reserves the right to withdraw any permission granted.

This application does not relieve the applicant of the obligation to secure any other necessary approvals.

"I acknowledge that this application and supporting documents will be considered as public documents and are available upon written request under the Municipal Freedom of Information and Protection of Privacy Act (the Act). I understand that any and all personal information gathered by the Kawartha Conservation will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act."

"I acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information."

I, _____ declare that the above information is correct to the best of my knowledge and I agree to abide by Ontario Regulation 182/06. By signing this application, I agree to allow Kawartha Conservation staff to enter onto the subject property as part of the review and compliance process.

Print Name: _____

Signature: _____

Date: _____

Part A) Standard Application Criteria

We require the following information to help ensure a timely response to planning and permit applications. The information listed below will be required for all permit applications. The submission of additional information may be necessary (see Parts B and C).

1. Current legal survey of the property
2. Location map showing nearest intersections
3. Signed letter of authorization from owner to applicant (if applicable)
4. Statement of agreement from any persons sharing right-of-ways, easements, etc. (if applicable)
5. Detailed letter/report describing the proposal
6. Volume and origin of any fill material For fill exceeding 500 cubic metres, please review Kawartha Conservation's Large Fill Procedural Guideline for requirements
7. 3 sets of plans/drawings folded to 8.5" x 11" illustrating existing site conditions and proposed development and/or site alteration, including:
 - property boundaries
 - location and dimensions of existing and proposed buildings or structures (include building type), septic field(s), vehicular entrances, parking lots, and/or fill
 - location of watercourses, wetlands, valleylands, flooding and/or erosion hazards, unstable soil or bedrock (i.e., known features subject to O.Reg. 182/06) in relation to proposed works
 - cross-section(s) of proposed work(s)
8. Sediment and erosion control proposal (if applicable)
9. Reductions of the plans if larger than 11"x17"

Note: If only one set of copies are submitted, copies may be made by our office on a cost recovery basis

Part B) Feature Specific Application Criteria

Three particular features of interest are identified below with associated information requirements. We will require this feature specific information to be submitted with the permit application. These requirements can be confirmed by Kawartha Conservation staff upon submission and/or during pre-consultation (formal/informal). Following the review of this information, we will advise if any additional items are necessary to complete our evaluation and render a decision (see Part C).

Valleys associated with rivers, creek, stream, watercourses, and/or lakes

Excludes watercourse alterations (see below)

1. Topographic survey prepared by a qualified professional, illustrating:
 - Floodline, where known, and high water mark
 - Existing and proposed geodetic elevations
 - Location and dimensions of any existing and proposed buildings , structures, and/or fill
 - Lowest opening and/or finished floor elevations of existing and proposed buildings or structures
2. Slope determination for valley walls greater than 2 metres in height
3. Brief description of the valley as it relates to your development proposal, to assist in the review

Adjacent to or within wetlands

1. Topographic survey or grading plan prepared by a qualified professional illustrating:
 - Existing and proposed elevations
 - Location and dimensions of any existing and proposed buildings, structures and/or fill
2. Brief description of the wetland as it relates to your development proposal to assist in the review

Watercourse alterations

Small scale

Applicable to: shoreline stabilization; in-water boathouses; docks; culvert replacements of the same length and diameter; bed-level crossings; and/or conservation activities:

- Photographs of the work site

Large scale

Applicable to: dredging; trenching; bridge installation; channel realignments; enclosing; infilling or regrading water features; dewatering; water diversions; damming and ponding; and/or in water aquatic habitat removals/alterations:

1. Topographic survey prepared by a qualified professional, illustrating:
 - Name of watercourse(s) or water body(ies) likely to be impacted by the proposed alteration
 - Floodline where known
 - Existing and proposed geodetic elevations
 - Location and dimensions of any existing and proposed building , structures and/or fill
2. Existing and proposed representative cross-sections and profiles of the watercourse that is to be altered (include high-water mark and habitat features, e.g. pools, riffles)
3. Detailed work schedule, including proposed timing works, phasing of construction, and equipment and materials needed on site to conduct works
4. Fish and fish habitat protection measures including but not limited to type and location of sediment and erosion control measures, and details to stabilize disturbed areas
5. Brief description of the watercourse as it relates to your development proposal to assist in the review

Note: Parks Canada approval is applicable for in-water works for Trent-Severn Waterway (TSW) lakes and connecting rivers. Illustration of the Upper Controlled Navigation Limit on topographic survey will help to determine jurisdiction (Kawartha Conservation vs. TSW).

Part C) Supporting Technical Requirements & Mitigation Measures

We will require only the following information identified as "Required" to further define the particular feature(s) of interest and/or identify appropriate mitigation measures in order to complete our evaluation and render a decision. Information requirements are to be determined by Kawartha Conservation staff during pre-consultation and/or following submission of Standard Application Criteria (Part A) plus Feature Specific Application Criteria (Part B). If supporting technical requirements and/or mitigation measures are not required, the application has been deemed complete and submission of the following items will not be necessary.

		Kawartha Conservation Office Use	
		Required	Submitted
1. Erosion and sediment control plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Grading and drainage plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Landscaping plan/site rehabilitation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Vegetation preservation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Compliance monitoring plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Functional Servicing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Field assessment requirements:			
• Survey of field verified natural feature(s), top of bank (valleylands), hazard limits, development limits, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Watercourse and/or valley wall stabilization plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Geotechnical Analysis (soil, slope stability, and/or erosion hazard assessment) and/or a coastal engineer's analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Detailed description of aquatic environment:			
• Components of the aquatic environment, mainly fish species present and their habitat at the proposed development site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Information about the biophysical characteristics at the proposed development site (needed to determine how changing those elements, and characteristics may affect the various ecological functions of the aquatic ecosystem)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Natural channel modification/design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A fluvial geomorphological assessment to ensure the design of a stable channel based on natural channel design principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. A hydraulic analysis. The analysis must address flood conveyance and storage, verifying that there will be no increase in flood levels to adjacent properties, no increase in on-site flood risks and that stage storage-discharge relationships of the floodplain will be maintained. The assessment must be completed for the full range of rainfall events typically 2,5,10,25,50,100 year and regional storm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Engineering design (if building or structure within floodplain, as determined through topographic survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Supporting architectural drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. An Environmental Impact Study (EIS) evaluating impacts on features/functions and identifying appropriate mitigation measures. It is strongly recommended that the applicant pre-consult with Kawartha Conservation staff prior to the preparation of an EIS to ensure that it addresses the issues that need to be addressed in accordance with Kawartha Conservation's guidelines for conduction an EIS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. A hydrogeological assessment prepared by a qualified hydrogeologist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C: Permit Fee Schedule

PERMIT APPLICATION TYPE	PERMIT FEE
Streamlined Review and Approvals	
<ul style="list-style-type: none"> • Construction of non-habitable accessory structures <10 m² • Construction of unenclosed decks, patios and docks • Swimming pool installation • Routine maintenance/repair of private infrastructure • Culvert replacement (same length and diameter) • Maintenance of existing isolated or dug-out ponds that would not result in an enlargement of the pond • Fill placement/excavation/grade modifications not exceeding a volume of 20 m³ 	\$80
Development Activities	
<p>Type 1 Development</p> <ul style="list-style-type: none"> • Basement/crawlspace installation • Construction of non-habitable accessory structures ≥10 m² or additions to existing non-habitable accessory structures • Reconstruction, replacement, relocation of existing non-habitable accessory structures ≥10 m² • Construction of on-shore boathouses • Residential/agricultural reconstruction, replacement and relocation • Single or multiple minor ground floor residential additions – total area of addition(s) not exceeding 50% of the ground floor area of the existing structure or 46.5 m², whichever is less • Above ground-level residential additions (additional storey or extension thereof) • Internal residential renovations which would change the use or potential use of the dwelling • Single or multiple minor agricultural additions – total area of addition(s) not exceeding 50% of the ground floor area of the existing structure or 100 m², whichever is less 	\$225
<p>Type 2 Development</p> <ul style="list-style-type: none"> • New single residential/agricultural buildings or structures • Single or multiple major ground floor residential additions – total area of addition(s) exceeding 50% of the ground floor area of the existing structure or exceeding 46.5 m² • Single or multiple major agricultural additions – total area of addition(s) exceeding 50% of the ground floor area of the existing structure or exceeding 100 m² • Single or multiple minor commercial/industrial/institutional additions – total area of addition(s) not exceeding 50% of the ground floor area of the existing structure or 100 m², whichever is less • Commercial/industrial/institutional reconstruction, replacement, or relocation 	\$300

PERMIT APPLICATION TYPE	PERMIT FEE
<p>Type 3 Development</p> <ul style="list-style-type: none"> • New multiple residential units • New commercial/industrial/ institutional buildings or structures • Single or multiple major commercial/industrial/institutional additions – total area of addition(s) exceeding 50% of the ground floor area of the existing structure or exceeding 100 m² • Private infrastructure (e.g., roads, gas and electrical transmission pipelines/corridors) • Marinas • Golf courses 	<p>\$1,650 OR \$500 where current Site Plan Approval ≤3 years</p>
<p>Fill Placement, Excavation, Grade Modifications</p> <ul style="list-style-type: none"> • Importation of fill > 20 m³ but < 500 m³ OR excavation/grade modifications of onsite fill > 20 m³ <p><i>Notes:</i></p> <p>* \$0.50 surcharge is applied only where fill is imported to the site. This fee applies to fill placement/excavation/grade modifications either on their own (e.g., flooding and/or erosion protection of existing buildings or structures) or associated with Type 1 or 2 Development projects where this fee is higher.</p>	<p>\$250 PLUS \$0.50/m³ of imported fill</p>
<p>Large-Scale Fill (associated with infrastructure projects, commercial, industrial, multiple residential, or agricultural developments)</p> <ul style="list-style-type: none"> • Importation of fill > 500 m³ <p><i>Note:</i></p> <p>* \$0.75 surcharge is applied only where fill is imported to the site.</p>	<p>\$1,000 PLUS \$0.75 per m³</p>
Alterations to Shorelines and Watercourses	
<ul style="list-style-type: none"> • Installation of private utilities (e.g., cable laying) • Bed-level crossings 	<p>\$175</p>
<ul style="list-style-type: none"> • Erosion protection and shoreline/bank stabilization 	<p>\$350</p>
<ul style="list-style-type: none"> • Dredging 	<p>\$500</p>
<ul style="list-style-type: none"> • Construction of in-water boathouses 	<p>\$725</p>
<ul style="list-style-type: none"> • Bridge replacements • Culvert replacements involving dimensional changes 	<p>\$600</p>
<ul style="list-style-type: none"> • New culvert, bridge and causeway installations 	<p>\$1,000</p>
<ul style="list-style-type: none"> • Water control structure repair, maintenance, modification, and/or decommissioning 	<p>\$1,300</p>
<ul style="list-style-type: none"> • New water control structures • Enclosures other than a culvert • Channel realignment, straightening, changing, diverting 	<p>\$2,000</p>
Interference with Wetlands	
<ul style="list-style-type: none"> • Installation of private utilities (e.g., cable laying) 	<p>\$175</p>
<ul style="list-style-type: none"> • Installation of tile drain that is inconsistent with natural drainage grade 	<p>\$800</p>

PERMIT APPLICATION TYPE	PERMIT FEE
<ul style="list-style-type: none"> Land conversion for agricultural activities <p><i>Note:</i></p> <p>* <i>Where there is a minimum 1.5x gain in wetland area, 50% of the cost will apply to any fees charged (other fees may be required for multiple reviews of technical reports and/or additional site visits).</i></p>	<p>\$600</p>
OTHER PERMIT FEES	
<p>Permit and/or Remediation Agreement to resolve unauthorized works</p>	<p>1 ½ times applicable permit fee plus recoverable costs (additional site visits, technical review)</p>
<p>Administrative Fee For Board Processes</p> <ul style="list-style-type: none"> Application Requiring Board Consideration <ul style="list-style-type: none"> Inconsistent with Board approved policies Application Appealed to the Board <ul style="list-style-type: none"> Hearing 	<p>\$300</p> <p>\$500</p>
<p>Permit Revision</p> <ul style="list-style-type: none"> Minor (Administrative) Major (Proposal revision) 	<p>\$80</p> <p>50% of original permit fee</p>
<p>Conservation Activities (Stewardship Projects)</p> <ul style="list-style-type: none"> Projects where the sole purpose is intended to maintain, enhance, or restore the functions of a natural heritage feature or function. If sponsored by a conservation organization (e.g., Ducks Unlimited Canada, Community Stream Stewards, Lakeland Alliance) and supported by appropriate technical information required to evaluate impact. 	<p>50% of applicable permit fee; minimum of \$80</p> <p>\$80</p>

OTHER FEES	
Proposal Review/Request for Information <ul style="list-style-type: none"> • Single lot residential or agricultural development • Multiple residential/commercial/ industrial/institutional development (includes Green Energy Act Renewable Energy projects) 	\$200 \$500
Additional Site Visit <ul style="list-style-type: none"> • Applicant Driven – consultation • Information acquisition to complete application 	\$200 \$400
Detailed Technical Review Review of reports (e.g., geotechnical analysis) not covered by initial permit fee) <ul style="list-style-type: none"> • Minor (single lot residential) • Major (commercial/industrial/institutional/ multiple residential) 	\$500 \$1,000
Peer Review	Cost paid by applicant
Fast-Tracking for Time Sensitive Application <ul style="list-style-type: none"> • 15 day turnaround time following submission of all complete application requirements. <p style="text-align: center;"><i>This service will be available later in 2013. A notice will be posted at www.kawarthaconservation.com as soon as the service is available.</i></p> <p><i>Note:</i></p> <ul style="list-style-type: none"> * <i>This does not apply to Type 3 Development projects or those already subject to Streamlined Review and Approvals process.</i> 	1 ½ times applicable permit fee

Notes:

- * Projects with multiple components: will be subject to only the higher of the application fees – not the aggregated amount for the components.
- * Kawartha Conservation reserves the right to collect a fee for the review of technical reports/studies (i.e., Detailed Technical Review fee OR Peer Review fee listed above) if review costs exceed initial Permit fee.
- * Peer Review fees will be recovered when a report contains information that is beyond the scope of the Authority’s in-house technical expertise (e.g., hydrogeological analysis) OR to come to a third-party resolution where there is a conflict.
- * Kawartha Conservation reserves the right to increase fees without notice to address year to year increases that may occur from inflationary increases in operating costs.

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