



## STANDARD PERMIT APPLICATION

REGULATION OF DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES (CONSERVATION AUTHORITIES ACT – ONTARIO REG. 182/06)

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

Roll # (16-digits): \_\_\_\_\_ 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 those projects with complex review requirements. Pre-consultation schedule details can be found at [KawarthaConservation.com](http://KawarthaConservation.com)

**An application will be processed when the Standard Application Criteria are submitted for consideration with the fee. Insufficient information may delay the processing of your application. Additional information/studies may be requested once the application has been reviewed by staff. An application is considered complete when all information has been received, including any information requested by staff.**

The permit fee shall be paid at the time of filing an application with Kawartha Conservation. Contact us or see our website for current permit fees. A non-refundable administration fee 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:

- Applicants will be notified within 21 days of receipt of an application as to whether or not the application has been deemed complete.
- From the date that an application is deemed complete, a decision should be made within 15 days for a streamlined application, 30 days for a minor application and 90 days for a major application.

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: \_\_\_\_\_

### **Standard Application Criteria**

We require the following information for a completed standard permit application. The submission of additional information may be necessary, based on review by staff.

**Check:**

- |   |                          |
|---|--------------------------|
| 1. Complete copy of deed or tax bill and registered plan/survey   | <input type="checkbox"/> |
| 2. Location map showing nearest intersections (e.g. google map)   | <input type="checkbox"/> |
| 3. Signed letter of authorization from owner to applicant (if applicant is not owner)   | <input type="checkbox"/> |
| 4. Statement of agreement from any persons sharing right-of-ways, easements, etc. (if applicable)   | <input type="checkbox"/> |
| 5. Detailed letter/report describing the proposal   | <input type="checkbox"/> |
| 6. Volume (cubic metres/cubic yards) and origin (company name, location) of any fill material (sand, soil, rock, etc.) from an off-site source for septic systems, driveways, foundations, etc.<br>** If fill exceeds 500 cubic metres, a separate application form, fee, and process is required** | <input type="checkbox"/> |
| 7. <u>Three</u> sets of plans/drawings folded to 8.5" x 11" illustrating existing site conditions and proposed development and/or site alteration, including:   | <input type="checkbox"/> |
| a. property boundaries  |                          |
| b. location and dimensions of <u>existing</u> and <u>proposed</u> buildings or structures, septic field(s), driveways, parking lots, areas of fill placement or excavation  |                          |
| c. cross-section(s) of proposed work(s), if necessary   |                          |
| d. if lot grading/drainage plan is required for Building Permit, please provide as your site plan   |                          |
| 8. Colour photographs of entire shoreline taken in summer (if shoreline works or boathouse proposed)  | <input type="checkbox"/> |
| 9. Sediment and erosion control proposal (for infrastructure, commercial/industrial/multi-residential)  | <input type="checkbox"/> |
| 10. Reductions of the plans if larger than 11"x17" 10. All larger size plans <u>must</u> be folded  | <input type="checkbox"/> |

**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.**

**KAWARTHA CONSERVATION**  
277 Kenrei Road, Lindsay, ON K9V 4R1  
705.328.2271  
GenInfo@KawarthaConservation.com  
KawarthaConservation.com