

**STREAMLINED PERMIT APPLICATION**

**PROHIBITED ACTIVITES, EXEMPTIONS AND PERMITS (CONSERVATION AUTHORITIES ACT – ONTARIO REG. 41/24)**

**Streamlined Permit Applications** are only applicable for relatively minor projects such as: construction of non-habitable accessory structures <46.5 square metres, unenclosed attached decks or patios, single residential docks, swimming pools (outside wetlands and erosion hazards), minor grading/fill placement up to 20 m3 cubic metres (outside of a flood hazard, watercourse, or wetlands), maintenance and/or repair of public infrastructure (e.g. sewers, flood and/or erosion control works, water supply, etc.) and culvert replacement (same length and diameter). An application will only be considered complete upon the submission of this completed and signed application and all information outlined in Box 7. 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 by this Permit.

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| **1. Landowner Contact Information\***  | **2. Applicant Contact Information\* (If different from owner)** |
| First Name:  | First Name:  |
| Last Name:  | Last Name:  |
| Company:  | Company:  |
| **Mailing Address**  | **Mailing Address**  |
| Street Address:  | Street Address:  |
| Town/Province:  | Town/City:  |
| Postal Code:  | Postal Code:  |
| Tel. (Home):  | Tel. (Home):  |
| Tel. (Cell):  | Tel. (Cell):  |
| Tel. (Bus):  | Tel. (Bus):  |
| Fax:  | Fax:  |
| E-mail:  | 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.***

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| **3. Location of Subject Property**  |  |
| Street Address:  | Municipality:  |
| Former Geographical Twp:  | Roll #:  |
| Township Lot:  | Concession:  |
|  **4. Project Description**  |
|   |
|  **5. Type of Streamlined Development1/Proposed Works (Check all that apply)**  |
|   | Construction of non-habitable accessory structures <46.5 square metres  |   | Roadside ditch maintenance2  |
|   | New/replacement/expanded attached, unenclosed deck or patio  |   | Culvert replacement of the same length and diameter  |
|   | New swimming pool (outside wetlands and erosion hazards)  |   | 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)  |
|   | Excavation/grading/fill placement up to 20 cubic metres (outside of a watercourse or wetlands)  |   | New/replacement single residential docks  |
|   | Routine maintenance and/or repair of public infrastructure (e.g. sewers, flood and/or erosion control works, water supply, etc.)  |   | Demolition of existing building/structure  |

1. ***Any streamlined development must occur outside of a wetland. If it is proposed within a wetland, it will be considered a Standard Permit and the total 35-day timeline will apply.***
2. ***In some instances, roadside ditches do not convey water regularly or continuously and therefore may not be considered to be watercourses under the Conservation Authorities Act. In these instances, their maintenance would not be subject to Ontario Regulation 41/24 and would not require written permission from KRCA.***

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| **6. Volume of Fill Material (From Off-Site Source)**  |  |
| Type:  | Volume (m3):  | Source (Company Name, Location):  |
| Sand:  |   |   |
| Soil:  |   |   |
| Gravel:  |   |   |
| Other:  |   |   |
| Other:  |   |   |
| TOTAL VOLUME (m3):  |   |   |
| **7. Additional Information Requirements**  |

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| 1. Proof of ownership (**ONE** of the following)
	1. Tax bill from the current tax year
	2. Transfer/Deed of land document dated within the last 6 months (for new purchases)
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| 1. Articles of Incorporation (if proof of ownership is submitted under a corporation's name)
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| 1. Signed letter of authorization from owner to applicant (if applicant is not owner)
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| 1. Statement of agreement from any persons sharing rights-of-way, easements, etc. (if applicable)
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| 1. Detailed letter/report describing the proposal
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| 1. 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.
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| 1. One copy of a site plan and drawings (PDF, JPEG, or hard copy no larger than 11” x 17”) illustrating existing site conditions and proposed development and/or site alteration, including:
	1. property boundaries
	2. location and dimensions of existing and proposed buildings or structures, septic field(s), driveways, parking lots, areas of fill placement or excavation
	3. cross-section(s) of proposed work(s), if necessary
 |
| 1. Streamlined Permit Fee
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| **8. Owner Declaration, Disclaimer and Release of Information (To be Signed by Owner or Agent/Applicant)**  |
| **“**I hereby certify that I am the current and legally recognized owner or authorized agent of the subject property upon which the proposed work is to be done (property location as described in Box 3 of this Form). I give permission to Kawartha Conservation to carry out any needed inspections on this property.” “I agree that any information, including personal information such as land owner contact information, submitted as part of this permit application may be distributed to other Federal, Provincial, or Municipal public agencies for the express purposes of carrying out their respective legislative authorities; and, that all studies and technical reports submitted as part of this application become the property of Kawartha Conservation and that the information may be used by Kawartha Conservation, its member Municipalities, and partners.” “I acknowledge that this application and supporting documents will be considered as public documents and are available upon written request pursuant to the Municipal Freedom of Information and 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, c. 27 s. 21. (1). 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 41/24. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Note:** Questions about the collection of information should be directed to the Freedom of Information and Privacy Coordinator, Kawartha Region Conservation Authority, 277 Kenrei Road, Lindsay, ON K9V 4R1, telephone (705) 3282271. |

**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://www.KawarthaConservation.com)

**An application will be processed when the Streamlined 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 10 days for a streamlined application, 14 days for a minor application and 21 days for a major application. as to whether 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, 21 days for a minor application and 28 days for a major application.

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