**STANDARD PERMIT APPLICATION**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Owner’s Name: |  |  | Applicant’s Name: |  |
| Mailing Address: |  |  | Mailing Address: |  |
|  |  |  |  |  |
| Postal Code: |  |  | Postal Code: |  |
|  |  |  |  |  |
| Business Name: |  |  | Business Name: |  |
| Tel.(Cell) |  |  | Tel. (Cell) |  |
| Tel. |  |  | Tel. |  |
| 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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| **Location of Subject Property:**  Municipal Address: Municipality:  Roll # (16-digits):  **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://www.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 10 days for a streamlined application, 14 days for a minor application and 21 days for a major 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, 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.

“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. 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 |  |
| 1. Articles of Incorporation (if proof of ownership is submitted under a corporation's name) |  |
| 1. Signed letter of authorization from owner to applicant (if applicant is not owner) |  |
| 1. Statement of agreement from any persons sharing rights-of-way, easements, etc. (if applicable) |  |
| 1. Detailed letter/report describing the proposal |  |
| 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.   \*\* If fill exceeds 500 cubic metres, a separate application form, fee, and process is required\*\* |  |
| 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    4. if lot grading/drainage plan is required for Building Permit, please provide as your site plan |  |
| 1. Colour photographs of entire shoreline taken in summer (if shoreline works or boathouse proposed) |  |
| 1. Sediment and erosion control proposal (for infrastructure, commercial/industrial/multi-residential) |  |

**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**

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KawarthaConservation.com

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