

Cataraqui Region Conservation Authority – Ontario Regulation 148/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses

APPLICATION CHECKLIST

To ensure that your application will be processed in a timely manner, you must provide a complete application package that includes (check all applicable boxes):

- ☐ An original completed, signed and dated application form.
- ☐ A scaled plan view (top view) drawing (example plan view drawing is attached).
- ☐ A scaled cross-sectional (side view) drawing (example cross-section drawing is attached).

The above drawings should include (either as part of the illustration or as notes):

- ☐ name of applicant and legal description of the property (e.g. municipal street address, lot, concession, municipality);
- ☐ scale, date, and directional arrow;
- ☐ dimensions of the property (a copy of the legal survey is highly recommended).
- ☐ location and dimensions of all existing or proposed structures, grading, filling, excavating, and the distance to any waterbody(s) (e.g. wetlands, streams, lakes), valleys, steep slopes, beaches, on or adjacent to the property;
- ☐ location and type of sediment and erosion control measures (e.g. silt fence);
- ☐ soil stabilization measures proposed (e.g. seeding, sodding, planting);
- ☐ construction equipment and access routes to be used;
- ☐ location of cross section(s) indicated on the plan view drawing;
- ☐ four copies of drawings (only required if printed on paper larger than 11" x 17" in size).
- ☐ Photographs (highly recommended - digital format on CD acceptable).
- ☐ Application fee (see attached fee schedule).
- ☐ A signed Application Checklist form.
- ☐ A completed Landowner Authorization form (required if owner is assigning another party as an agent for the project).

Notes

1. The applicant is encouraged to submit copies of documents as originals may not be returned.
2. Calculations and notes from a qualified engineer or a licensed surveyor may be requested by the CRCA to support the application.
3. The applicant is responsible for ensuring compliance with any other applicable federal, provincial or municipal statutes, regulations or by-laws.

Signature of Owner / Agent

Date



CATARAQUI REGION CONSERVATION AUTHORITY

1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0

Phone: (613) 546-4228 Toll-free (613 area code): 1-877-956-CRCA

Fax: (613) 547-6474 E-mail: info@crca.ca

Websites: www.crc.ca & www.cleanwatercataraqui.ca

O. Reg. 148/06: Development, Interference with Wetlands & Alterations to Shorelines and Watercourses (Section 28 of the *Conservation Authorities Act*) Fee Schedule

(Effective: February 1, 2014)

Category	Fee	Application Type
Group 1	\$155	<ul style="list-style-type: none">Letter of Permission¹Property inquiry, clearance letter, or project advice² letter that does not require a site inspection
Group 2	\$310	<ul style="list-style-type: none">Buildings⁴, structures, boathouses, additions, reconstruction, basements greater than 10 square metres and less than or equal to 93 square metresFill³ less than or equal to 200 cubic metres (including septic systems)Site alteration / grading greater than 0.1 hectares and less than or equal to 1 hectarePermanent docksSingle culvert replacementInfrastructure⁸ minor maintenance⁵Agricultural / municipal drain channel maintenanceDredging less than or equal to 25 square metres in area, and maintenance dredging⁹Channel⁶ or shoreline alterations⁷ less than or equal to 50 metres in lengthLetter of Permission¹, property inquiry, clearance letter, or project advice letter² that requires a site inspection
Group 3	\$755	<ul style="list-style-type: none">Buildings⁴, structures, boathouses, additions, reconstruction, basements greater than 93 square metres and less than or equal to 464 square metresFill³ greater than 200 cubic metres and less than or equal to 500 cubic metres (including septic systems)Site alteration / grading greater than 1 hectare and less than or equal to 2 hectaresInfrastructure⁸ major maintenance (i.e. wing wall / abutment replacement)Multiple culvert replacementsChannel⁶ or shoreline alterations⁷ greater than 50 metres and less than or equal to 200 metresDredging greater than 25 square metres in area
Group 4	\$1515	<ul style="list-style-type: none">Buildings⁴, structures, boathouses, additions, reconstruction, basements greater than 464 square metresMultiple residential subdivision (maximum 10 lots grouped together)Fill³ greater than 500 cubic metres (including septic systems)Site alteration / grading greater than 2 hectaresNew infrastructure⁸Channel⁶ or shoreline alterations⁷ greater than 200 metres in length

Notes

- The permit fee will be reduced by 50% for Group 3 & 4 applications submitted within one year of a directly related planning application.
- A 50% surcharge will be applied to retroactive permit applications for works that have been completed without a permit.
- Applications that are amended or resubmitted after approval are subject to a 50% surcharge.
- Fees for applications involving multiple activities will be based on the highest applicable category.
- Fee includes all applicable taxes.

- Letter of Permission* includes buildings and structures 10 square metres or less in size, demolition of a building or structure, fill not exceeding 12 cubic metres, seasonal docks, marine railways and non-permanent boat lifts, site alteration / grading less than or equal to 0.1 hectares, agricultural tile drain outlets, dug wells located above the seasonal high water mark, geothermal heat loop systems, fencing, or other minor works that, in the opinion of CRCA staff, do not necessitate the issuance of a permit.
- Project advice* may relate to the regulation, erosion, habitat, drainage, docks and construction.
- Fill* means the placement or removal of any material that alters the contour of the ground.
- Building* means a structure consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof including all plumbing, works, fixtures and service systems or a sewage system.
- Minor maintenance* means the repair of a structure involving no change in the size, shape or location of the structure.
- Channel alterations* include channel diversions, or re-alignment.
- Shoreline alterations* include boat ramps, shoreline erosion protection, and solid structures on the bed of a waterbody.
- Infrastructure* includes bridges, culverts, pipelines, stormwater management structures, and utilities (i.e. cables, poles and pipes).
- Maintenance dredging* must be completed within 5 years of the previous dredging permit issuance date.

Application for Development, Interference with Wetlands and Alterations to Shorelines
and Watercourses Permit (per Ontario Regulation 148/06)

Office Use Only	UTM Coordinates:	N	E
Appendix A to File No.		Date Received	
Method of Payment		Amount Paid \$	

Please read, complete each section as required, date and sign application form.

PART 1 OF 2

Owner Information

Name			
Mailing Address			
City / Province		Postal Code	
Home Phone		Cell Phone	
Business Phone		Facsimile	
Email Address			

Contractor / Agent Information

Name			
Mailing Address			
City / Province		Postal Code	
Business Phone		Cell Phone	
Facsimile			
Email Address			

Property Information

Lot(s)		Concession(s)	
Municipality		Ward / Former Twp.	
Civic Address			
Assessment Roll No.			
Waterbody			
Directions to Property			

Fill Volume (cubic m.)		Area of Grading (sq. m.)	
Structure Dimensions (m.)		Structure Size (sq. m.)	
Shoreline Length (m.)		Channel Length (m.)	
Start Date:		Completion Date:	

Description of Proposed Work (attach separate sheets if required)

[illegible]

Planning Details

Planning Act Requirements (e.g. severance, minor variance, zoning by-law amendment)	<u>Yes</u>	<u>No</u>	<u>Unknown</u>
Is There a Concurrent <i>Planning Act</i> Application?			
Has There Been a <i>Planning Act</i> Decision in the Last 12 Months?			

Standard Conditions of Permit

1. Permits granted by the Cataraqui Region Conservation Authority (CRCA) are valid for up to two years from the date of issue and are not transferable. Consent is hereby given to the CRCA, its employees, and designates to access the property for the purpose of obtaining information, monitoring any approved construction, and any and all other works or activities related to the permission.
2. Permits granted by the CRCA do not exempt the applicant from obtaining permission from other agencies, boards, governments, or other approvals as may be required. It is the responsibility of the owner to ensure that a valid permit is in effect at the time the work is occurring.
3. Any false information or misleading statements made on this application will render any permission granted by the Cataraqui Region Conservation Authority null and void.

Authorized Signature

I declare that I have read and agree to the standard conditions of the permit application and that all of the information provided is correct to the best of my knowledge.	
Signature of Owner(s)	Date
Signature of Solicitor/Contractor/Agent*	Date

***A Landowner Authorization form (attached) is required if the solicitor/contractor/agent is completing the application form on behalf of the owner(s).**

LANDOWNER AUTHORIZATION

If an application is to be submitted by a solicitor/contractor/agent on behalf of the legal owner(s) of the subject property, this Landowner Authorization form must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed. Authority staff reserve the right to discuss any or all aspects of the permitting process with the property owner.

If the application is to be prepared by a solicitor/contractor/agent, authorization should not be given until the application and its attachments have been examined and approved by you, the owner(s).

I / WE _____, being the legal owner(s) of the property
described as Lot _____, Concession _____, Part / Lot No. _____, on Plan _____,
in the Municipality / Township of _____, located at
Civic Address _____ and having a Tax Assessment Roll Number
of _____, hereby authorize _____,
(Print full name of solicitor/contractor/agent)

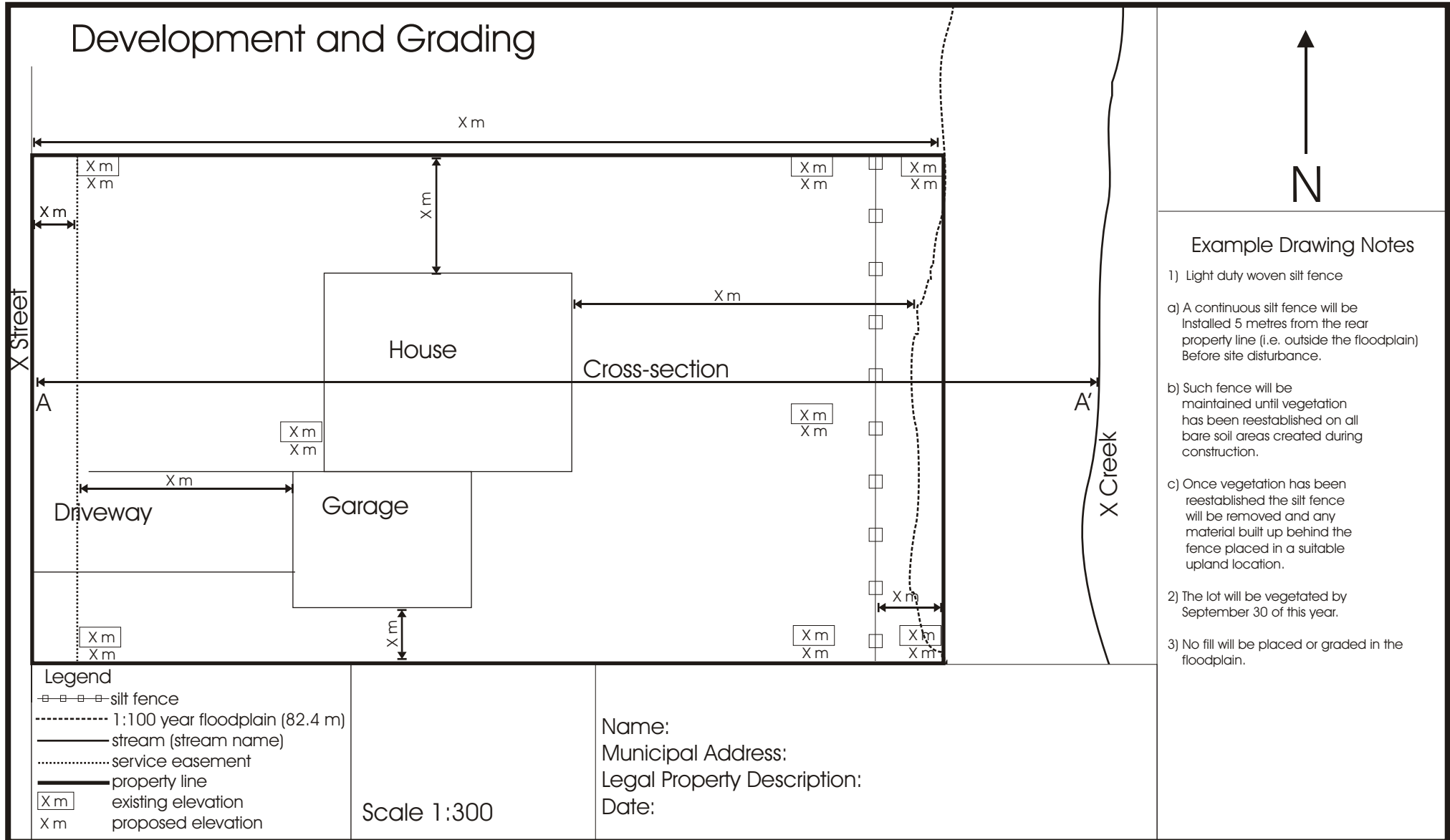
to submit the enclosed application to the Cataraqui Region Conservation Authority and to provide any
information or material required by Authority staff relevant to the application for the purposes of obtaining a
permit in accordance with the requirements of Ontario Regulation 148/06.

Signature of Legal Owner _____ Date _____

Signature of Legal Owner _____ Date _____

*** NOTE: If land is held as Tenants-in-Common, all registered owners must sign this form.**

Plan View Drawing Example



Cross-section Drawing Example

Development and Grading

