

**APPLICATION FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS AND  
ALTERATIONS TO SHORELINES AND WATERCOURSES  
(Pursuant to Ontario Regulation 164/06)**

Dear Applicant:

In order for Maitland Valley Conservation Authority (MVCA) staff to process your application we require the following:

1. A **completed** application form (attached). Please note, all information is required, unless otherwise advised by staff. The check boxes are there to help ensure required information has been submitted.
2. MVCA application fee. The Board of Director's approved fee schedule can be accessed on MVCA's website or upon request. Fees reflect staff time and are based upon the complexity of reviews. MVCA reserves the right to charge additional fees if staff time required to review your application exceeds the time normally required for a similar application. These additional fees apply only to staff time and will be communicated to you prior to the fees being charged. Additional fees must be paid prior to a permit being issued.

MVCA appreciates the effort required to make complete application. Please be aware, the most common reason for requiring additional fees and/or having an application delayed is because it is not complete. It is the responsibility of applicants to hire professional expertise to assist in the procurement of the proper information to support applications. MVCA regrets we are unable to accept applications that are deemed incomplete. Staff will inform applicants what is missing and will place the application on hold until all information is submitted.

Applications are reviewed for compliance under the decision-making framework of *Ontario Regulation 164/06* and as per MVCA Board of Director's approved policies. The purpose of review and subsequent permission with or without conditions is to help ensure the preservation of life and property due to the risk of flooding, erosion and other natural hazards.

If proposed works do not comply with the above, or if applicants do not agree with any condition of permit approval, applicants have the opportunity to present their application to the Board of Directors at a Hearing to consider the application.

Thank you for your cooperation. We look forward to working with you.

**APPLICATION FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS AND  
ALTERATIONS TO SHORELINES AND WATERCOURSES  
(Pursuant to Ontario Regulation 164/06)**

**MVCA USE: File No.** \_\_\_\_\_

In accordance with *Ontario Regulation 164/06* made under the provisions of Section 28 of the *Conservation Authorities Act (R.S.O. 1990 as amended)* permission must be obtained by Maitland Valley Conservation Authority prior to: construction, reconstruction, erecting or placing of a building or structure of any kind; changing a building or structure that would have the effect of altering the use or potential use of a building or structure, increasing the size or number of dwelling units of a building or structure; site grading, or the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere; straightening, changing, diverting or interfering in any way the existing channel of a river, creek, stream or watercourse or wetland. Works undertaken without MVCA permission, or failure to comply with conditions of permission, may result in a fine and prosecution under the *Conservation Authorities Act*.

**APPLICANT INFORMATION**

**Section 1.0**

Are you the current property owner on title? Yes: ☐ No: ☐ (if no, see Agent Information)

**If an agent is submitting an application of your behalf the attached *Landowner Authorization* form must be completed by the property owner on title.**

Landowner Name:	Organization:
Mailing Address:	City/Town:
Postal Code:	Fax #:
Telephone #:	Business#:
Cell #	Email:

**AGENT INFORMATION**

**Section 2.0**

Has the owner on title signed the attached *Landowner Authorization* form to permit you to act as Agent?

Yes ☐

No ☐

Name:	Organization:
Mailing Address:	City/Town:
Postal Code:	Fax #:
Telephone #:	Email:

**PRE-APPLICATION CONSULTATION****Section 3.0**

**Have you conducted any pre-consultation with MVCA staff to determine site issues, and technical requirements for a “complete” application?”**

(A pre-application consultation may be in the form of a phone conversation, a meeting, email messages, or site visit)

YES ☐NO ☐

Approximate date of contact:

Name of MVCA staff contact:

**PROPERTY INFORMATION****Section 4.0**

Project Name (if applicable):

Project Location (911 address):

Municipality:

Former Township:

Lot:

Concession:

Plan #

Is there a legal survey for the property? YES ☐ NO ☐Has a previous application to MVCA been filed on this property? YES ☐ (provide details below) NO ☐NOT SURE ☐Is there a violation on this property under Ontario Regulation 164/06? YES ☐ (provide details below) NO ☐NOT SURE ☐

Are there any other required approvals? (e.g. MNR, DFO, Health Unit, Building Permit)

YES ☐ (provide details below) NO ☐ NOT SURE ☐**For Development Applications Only****Section 4.1**

Current Zoning Status:

Current Official Plan Status:

Existing Use of Land:

Proposed Use of Land:

Are Planning Act or Municipal Approvals required? YES ☐ (provide details below) NO ☐ NOT SURE ☐

Proposed Zoning:

Proposed Official Plan Designation:

**PROJECT DETAILS****Section 5.0**

Application is hereby made to:

☐**Construct / Reconstruct / Erect or Place a Building or Structure; Change, Alter or Renovate the Use or Potential Use of a Building or Structure; Increase the Size or Number of Dwelling Units of a Building or Structure****\*Continue to Sections 5.1, 5.2, & 6.0\***☐**Carry Out Site Grading and/or Temporary or Permanently Place or Dump or Removal of Material, Originating on the Site or Elsewhere****\*Continue to Sections 5.1, 5.3, & 6.0\***☐**Straighten / Change / Divert / Interfere or Alter a River, Creek, Stream, or Watercourse (i.e. Crossing, Pond, Drains, Cleanout, Bank Protection, etc.)****\*Continue to Section 5.1, 5.4, & 6.0\***☐**Change or Interfere or Alter a Wetland****\*Continue to Sections 5.1, 5.5, & 6.0\*****General Requirements for all Applications:****Section 5.1**

Proposed Start Date:

Anticipated Date of Completion:

☐Application fee as advised by MVCA staff. Payments can be made by E-transfer, cheque, or cash. Cheques shall be made payable to the Maitland Valley Conservation Authority. E-transfers shall be sent to [payment@mvca.on.ca](mailto:payment@mvca.on.ca)☐

Legal survey of subject property and location map in relation to surrounding buildings and roadways (to scale.) The survey must identify location of proposed works.

☐

Final erosion and sediment control plan showing measures to be implemented prior to commencement of work and throughout the construction period.

☐

Final post-construction and restoration/landscape plan.

☐

Other plans, studies or reports required by MVCA to support your application.

List plans, studies, reports submitted:

☐**Unless otherwise requested, 2 copies of all plans must be submitted. Multi-paged engineering drawings must be folded or reproduced on 11' x 17 ' sheets.**☐**ALL pages of final plans and final engineered drawings MUST be titled, dated, numbered and signed. Final Engineered drawings must be stamped by a licensed engineer.****Section 5.2****Application to: Construct / Reconstruct / Erect or Place a Building or Structure;  
Change, Alter or Renovate the Use or Potential Use of a Building or Structure;  
Increasing the Size or Number of Dwelling Units of a Building or Structure**

Proposed use of building or structure following completion of the development:

Area of footprint of existing structure:

Total area of all floors of existing structure:

Area of footprint of proposed structure:

Total area of all floors of proposed structure:

(Footprint = area of foundation or roofline, whichever is greater)

**Section 5.2 Continued**

Does the existing structure have a basement?

Yes ☐ No ☐

Will the new structure or addition have a basement?

Yes ☐ No ☐

Elevation (m or ft) of existing lowest external opening (window, door, etc.) in relation to existing grade:

Elevation (m or ft) of proposed lowest external opening (window, door, etc) in relation to proposed grade:

Elevation (mASL) of finished floor of existing buildings or structures, if any:

Elevation (mASL) of finished floor or proposed buildings or structures, if any:

Is site grading, cutting / filling proposed Yes ☐ (see Site Grading section 5.3 below) No ☐**All development applications must be accompanied by the following plans:**

- ☐ Site Plan to scale (dated, titled and signed) showing: (1) Location and dimensions of existing and proposed buildings/structures (2) Current property boundaries (3) Size and dimensions of property (4) Location of well and/or sanitary disposal system, if applicable (5) Location of any watercourse, wetland, open water, top of bank, steep slope, or other natural features (6) Distances of existing and proposed buildings/structures in relation to property boundaries and natural features noted-above.
- ☐ Detailed plans to scale (dated, titled, numbered & signed) showing: (1) location, dimension, and elevations of proposed structures relative to current elevation (2) Elevation of windows, doors, vents or other exterior openings in relation to final and proposed grades (3) A front view of the basement and first floor with specifications of the lowest opening (window, door, vent, etc.) and basement floor slab elevations (mASL).
- ☐ Construction drawings (dated, titled, numbered & signed) to scale in plan view, including foundation details and depths, and cross sectional detail showing proposed use of each floor or level of building including area under main floor (basement, crawlspace, etc.)
- ☐ Floodproofing measures (if applicable) prepared by a professional engineer accompanied by stamped drawings with dates and numbered pages on all drawings.
- ☐ Geotechnical report (if applicable) prepared by a geotechnical engineer accompanied by stamped drawings with dates and numbered pages on all drawings.
- ☐ Site grading and drainage plans showing the difference between final and existing grades.

**Application to: Undertake Site Grading / Temporary or Permanent Placing or Dumping or Removal of Material, Originating on the Site or Elsewhere****Section 5.3**

Type of fill proposed:

Depth and area of fill:

Source of material:

*(All fill material must be clean and free of any substance that may have ill effect on the environment and/or human health. Contact the Ministry of Environment and Climate Change if you have questions on fill quality)*

Proposed use of land when completed:

Description of proposed works:

**Section 5.3 Continued****All site grading/filling applications must be accompanied by the following plans:**

- ☐ Site Plan to scale (dated, titled and signed) showing: (1) Location and dimensions of proposed grading and or fill and any existing or proposed buildings/structures (2) Current property boundaries (3) Size and dimensions of property (4) Location of any watercourse, wetland, open water, top of bank, steep slope, or other natural features (5) Distance of proposed works in relation to property boundaries and natural features noted-above.
- ☐ Site grading and drainage plans (dated, titled, numbered & signed) showing the difference between final and existing grades in plan view and cross-section detail.
- ☐ Geotechnical report (if applicable) prepared by a geotechnical engineer accompanied by stamped drawings with dates and numbered pages on all drawings.

**Section 5.4**

**Application to: Straighten / Change / Divert / Interfere or Alter a Watercourse**  
**(i.e. Crossings, Ponds, Private Drain Work, Cleanouts, Erosion Works, Outlets, etc.)**

Description of proposed works:

**All alteration / interference applications must be accompanied with following plans:**

- ☐ Site Plan to scale (dated, titled and signed) showing: (1) Location and dimensions of proposed works; (2) Current property boundaries (3) Size and dimensions of property (4) Location of any watercourse, wetland, open water, top of bank, or other natural features (5) distance of proposed works in relation to property boundaries and natural features noted above.
- ☐ Details of staging of construction (commencement, order of works, etc.)
- ☐ Detailed description of actual construction techniques and materials to be utilized.

**For proposed crossings, the following must be submitted:**

- ☐ Detailed design drawings to scale (dated, titled, numbered & signed) in plan view and cross-sectional detail prepared by an engineer or qualified contractor showing the existing and proposed watercourse or watercourse crossing detail. Engineered plans must be stamped and dated.

**For bank protection works, the following must be submitted:**

- ☐ Detailed design drawings to scale (dated, titled, numbered & signed) in plan view and cross-sectional detail, prepared by an engineer or a qualified contractor showing the existing and proposed site conditions/grades; and methods/materials used for stabilization. Engineered plans to be stamped & dated

**For new drains or improvements to drains, or private drain cleanouts, the following must be submitted:**

- ☐ Detailed design drawings to scale (dated, titled, numbered & signed) prepared by an engineer or a qualified contractor showing, in plan view and cross-sectional detail, the existing and proposed site conditions/grades. Engineered plans must be stamped and dated.

**Section 5.5**

**Application to: Change or Interfere or Alter a Wetland**  
**(i.e., Drains, Laneways, Construction / Reconstruction, Grading / Filling)**  
**\*For development and grading / filling you must also refer to Sections 5.1 and 5.2\***

Description of proposed works:

### Section 5.5 Continued

#### All Alteration/Interference Applications must be accompanied with following plans:

- ☐ Site Plan to scale (dated, titled and signed) showing: (1) Location and dimensions of proposed works (2) Location of any watercourse, wetland boundary, open water, top of bank, or other natural features (3) Current property boundaries (4) size and dimensions of property (5) distance of proposed works in relation to property boundaries and natural features noted above.

### TERMS AND CONDITION OF APPLICATION

### Section 6.0

1. Permission granted by MVCA cannot be transferred to another party without prior written approval from MVCA.
2. Subject to Section 28 (20) of the Conservation Authorities Act, signing of this application permits MVCA to enter the subject property for the purpose of reviewing the application; compliance monitoring during the work and upon completion of the work, should a permit be issued.
3. MVCA may at any time withdraw any permission given if, in the opinion of MVCA, the representations contained in the application for permission are not carried out, false or misleading, or the conditions of the permit are not complied with.
4. Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information on this form is collected under the authority of the Conservation Authorities Act (R.S.O. 1990, as amended). This information is used to assess applications and where approved, issue Ontario Regulation 164/06 permission. Information on this form may be disclosed to Government and Municipal agencies for review and comment, or to members of the public through the Freedom of Information process. Questions about this collection should be directed to the Conservation Authority.
5. Approvals may be required from other agencies prior to undertaking the work proposed. The MVCA permission or review does not exempt the Applicant from complying with any or all other approvals, laws, statutes, or regulations.
6. Refunds for application fees will not be provided once the file policy/technical review process has been initiated by MVCA staff. Application fees for submissions that have been submitted, but not processed will be refunded at the request of the applicant and with the approval of the Flood and Erosion Safety Services Coordinator, less a 25% administration fee.

**I / We acknowledge through the assessment of this application additional fees will be charged to reflect costs associated with site visits requested by the applicant that are beyond the normal review process, incomplete submissions, and or amendments to the permit after the permit has been issued.**

**I / We, the undersigned, do solemnly declare that the above information is true and correct.**

**I / We acknowledge this information is collected to administer *Ontario Regulation 164/06***

**I / We acknowledge that my / our application will be returned if the information submitted is not complete or is deemed inaccurate, and that MVCA will cease review of the application until all required information is submitted as noted in the application sections of this application.**

<b>Name of Owner (Print):</b> _____	<b>Name of Agent (Print):</b> _____
<b>Signature of Owner:</b> _____	<b>Signature of Agent:</b> _____
<b>Date (month/day/year):</b> _____	<b>Date (month/day/year):</b> _____



## LANDOWNER AUTHORIZATION

Project Location (911 address):

Municipality:

Former Township:

Lot:

Concession:

Plan #

If this application is to be submitted by a solicitor or agent on behalf of the owner(s), this Landowner Authorization must be completed and signed by the owners(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 corporations seal (if any) must be affixed.

### NOTE TO THE OWNER(S):

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

I / WE \_\_\_\_\_

HEREBY AUTHORIZE \_\_\_\_\_

TO PROVIDE AS MY AGENT ANY REQUIRED AUTHORIZATIONS OR CONSENTS, TO SUBMIT THE ENCLOSED APPLICATION TO THE MVCA, AND TO APPEAR ON MY BEHALF AT ANY HEARINGS(S) OF THE APPLICATION AND TO PROVIDE ANY INFORMATION OR MATERIAL REQUIRED BY THE BOARD RELEVANT TO THE APPLICATION FOR PURPOSES OF OBTAINING A PERMIT TO DEVELOP, INTERFERE WITH A WETLAND OR ALTER A SHORELINE OR WATERCOURSE, IN ACCORDANCE WITH THE REQUIRMENTS OF ONTARIO REGULATION 164/06, AS AMENDED.

**NOTE: AGENTS MUST BE OVER THE AGE OF 18 TO SUBMIT AN APPLICATION ON THE LANDOWNERS BEHALF**

DATED ON: \_\_\_\_\_(month)\_\_\_\_\_(day)\_\_\_\_\_(year)

OWNERS NAME (PRINT): \_\_\_\_\_

OWNERS SIGNATURE \_\_\_\_\_