

Application Form

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, O. Reg. 180/06

Lakehead Region Conservation Authority
130 Conservation Road, P.O. Box 10427, Thunder Bay, ON P7B 6T8
Telephone 344-5857, Fax 345-9156, Email: info@lakeheadca.com, www.lakeheadca.com

Office Use Only
Permit #
Fee \$
<input type="checkbox"/> Cheque
<input type="checkbox"/> Cash
<input type="checkbox"/> Visa
Date received:

SECTION 1- Applicant Information/Project Location					
Applicant Information:					
Name:					
Organization/Company (if applicable)					
Address:		Postal code:			
		Fax:			
		Telephone:			
Email:		Cell:			
Property Owner Information: Same as above : <input type="checkbox"/>					
Name:					
Address:		Postal code:			
		Fax:			
		Telephone:			
Email:		Cell:			
<i>Correspondence will be sent to the owner and copied to the applicant (if different).</i>					
Subject Property:					
Municipal Address:		Fire Number			
Municipality:					
Legal Address:	Lot:		Concession:	Registered Plan:	

Notes:

1. If the applicant is not the owner (i.e. agent, consultant, etc.) of the property, Schedule A – Letter of Authorization must be submitted with the application.
2. If work is to be carried out on land owned by a Campers Association or other group ownership, a letter authorizing the work must be provided that is signed by the legal representative of the Association.
3. If work is to be carried out on a Municipal right-of-way, a letter authorizing the work must be provided that is signed by a representative of the Municipality.

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SECTION 2 – Description of Proposed Work		
Fill in all Sections that apply.		
Attach additional information (i.e. site plan (including lot and building/structure dimensions, lot grading plan, drainage details, construction drawings, etc.)		
A - Construction, Renovation, Addition		
<input type="checkbox"/> Construct a new building or structure		
<input type="checkbox"/> Construct an addition to an existing building or structure		
<input type="checkbox"/> Re-construct an existing building or structure – In Floodplain <input type="checkbox"/> Yes / <input type="checkbox"/> No		
Proposed use of building/structure (i.e. dwelling, shed, garage, etc.):		
Proposed floor area (m ²):	Existing floor area (m ²):	
Lowest opening elevation (m):	Ground elevation (m):	
B - Placement/Removal of Fill and Site Grading		
<input type="checkbox"/> Re-grade Site	Size of Area to be re-graded (ha):	
<input type="checkbox"/> Place Fill on Site		
Type of fill material placed on site:		
<input type="checkbox"/> Sand <input type="checkbox"/> Gravel <input type="checkbox"/> Crushed Stone <input type="checkbox"/> Rip Rap <input type="checkbox"/> Topsoil <input type="checkbox"/> Other		
Quantity of Fill Placed on site (m ³)		
Length of Area Filled (m)	Width of Area Filled (m)	Depth of Fill (m)
<input type="checkbox"/> Remove Fill from Site		
Quantity of Fill Removed from Site (m ³)		
Location where removed fill will be deposited:		
Proposed method of Erosion Protection (e.g. straw bales, silt fencing, etc.)		
Description of method:		
C - Shoreline Alteration/Channel or Lake Bed Alteration		
<input type="checkbox"/> Boat Launch installation or repair		
<input type="checkbox"/> Boathouse installation or repair		
<input type="checkbox"/> Dock installation or repair		
Length of Dock (m)	Width of Dock (m)	Elevation of top of Dock (m)
<input type="checkbox"/> Groyne or breakwall installation or repair		
<input type="checkbox"/> Dredge lake or river bottom		
Length of Dredged Area (m)	Width of Dredged Area (m)	Depth of Dredging (m)

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<input type="checkbox"/> Erosion control	
Length of Erosion control (m)	
Type of material used for erosion control	
Proposed method of installation: (describe machinery used, method, etc.)	
D – Infrastructure Installation, Repair and Replacement	
Include details of method of installation, description of materials used, grade of side slopes, etc.	
<input type="checkbox"/> Culvert	
<input type="checkbox"/> Replace existing <input type="checkbox"/> Repair existing <input type="checkbox"/> New installation	
Length of proposed pipe (m):	
Diameter of proposed pipe (m):	Diameter of existing pipe (m):
Road width (m):	Depth of fill over culvert (m):
Describe bank slope and material on slope:	
<input type="checkbox"/> Bridge	
<input type="checkbox"/> Replace existing <input type="checkbox"/> Repair existing <input type="checkbox"/> New installation	
Span/width of Bridge (m):	
End area of existing Bridge (m ²):	End area of new Bridge (m ²):
<input type="checkbox"/> Other type of crossing – Describe:	
<input type="checkbox"/> Replace existing <input type="checkbox"/> Repair existing <input type="checkbox"/> New installation	
Proposed method of Erosion Protection (e.g. straw bales, silt fencing, etc.)	
Description of method:	
E - Other	
Specify proposed development or alteration not specified in A, B, C or D above:	
Dates when work will be carried out	
Start Date:	Completion Date:

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SECTION 3 – Submission Requirements – CHECK LIST

- A. Completed and signed Application Form.
- B. Each application must be accompanied by the appropriate fee as noted on the Fee Schedule (Schedule B attached).
- C. If the applicant is not the owner, the Letter of Authorization (Schedule A) must be completed.
- D. If the land is a Camper’s Association or group ownership a letter of authorization must be provided signed by the legal representative of the group.
- E. If the land is a Municipal right-of-way a letter of authorization must be provided signed by the authorized representative of the Municipality.
- F. Additional studies as requested by the Authority (i.e. geotechnical study, Environmental Impact Statement, etc.).
- G. A copy of each plan must be submitted.

Examples of information that should be included on your site plan(s): See Schedule C – Sample Site Plans

Project Type:	Details to be included:
Construction, Renovation, Reconstruction	➤ Location, dimensions, watercourses, structures, drainage/flow path, existing and proposed grades, geodetic elevations
Placement of Fill, Dredging, Site Grading	➤ Location, dimensions, watercourses, drainage/flow path, existing and proposed grades, sediment and erosion control measures
Alteration to Shorelines and Watercourses	➤ Location, plan view (existing/proposed), cross-section (existing/proposed), dimensions, structures, size of rock being used, sediment and erosion control measures

SECTION 4 – Permit Review Procedures

Permits are issued by the Conservation Authority or designated Staff, under the current *Rules of Procedure for Permit Application Review and Approval*.

Applicants will be notified within 21 days of whether or not their application is considered complete. From the date of confirmation of a complete application the Authority or designated Staff will make a decision with respect to the application within 30 days for minor applications and within 90 days for major applications.

If Staff is recommending refusal of the application and the owner wishes to proceed with the proposal, the Authority will convene a Hearing to consider the application. If the owner objects to the proposed conditions of the approval they may request a Hearing. Applicants will be given notice of all Hearings prior to being held. All Hearings will be conducted according to the document entitled *Section 28 (12) Conservation Authorities Act Hearing Guidelines, Lakehead Region Conservation Authority*.

The Authority may at any time cancel any permission given under the Regulation if in the opinion of the Authority the condition(s) on the permit are not complied with. Any false or misleading statement in this application may result in cancellation of any permission issued on the basis of this application.

Be advised that other municipal (e.g. building permit, etc.), provincial (e.g. MNR Work Permit, etc.) or federal (e.g. *Federal Fisheries Act*, etc.) approvals or permits may also be required.

Permits issued by the LRCA are issued to the current owner of the property and are not transferrable.

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SECTION 5: Notice of Collection

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained in this form is collected under the authority of the *Conservation Authorities Act*. This information is used to assess applications and where approved, issue the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit. Information on this form may be disclosed to Government and Municipal agencies for review, comment, or to members of the public through the Freedom of Information process or in the Hearing process. Questions related to the collection of information should be directed to the General Manager/Secretary-Treasurer, LRCA, 130 Conservation Road, P.O. Box 10427, Thunder Bay, ON, P7B 6T8, 807-344-5857.

SECTION 6 - Applicants Statement

By signing this application, consent is given to the LRCA, its employees and other persons as required by the LRCA, to access the property, for the purpose of inspection, obtaining information, and/or monitoring any and all works, activities and/or construction pertaining to the property in addition to the works as approved under cover of any permit issued by the LRCA.

In addition to any other conditions that may be imposed on a Permit, I agree that the Permit will be subject to the standard conditions set out in Schedule "A" to this application.

I acknowledge and agree that any false or misleading statement made on this application will render null and void any permission granted in the discretion of the Authority.

I hereby declare that I have read the above statements and that the information I have provided is true and correct to the best of my knowledge and belief and that, all of the above information, plans and submissions to be true, valid and current. I further accept the aforementioned terms and conditions to be binding upon the registered owner(s) of the property and all assigned agents, contractors and/or constructors acting on my behalf. I have authority to bind the foregoing to these terms and conditions.

Signature of Owner:		Date:
Signature of Agent:		Date:

Internal Use Only

Inspection Date:		Regulatory Flood Elevation:	
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Application Form Revision Date: June 26, 2014

Schedule A – Letter of Authorization

Authorization to submit an Application for a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit by a Person other than the Legal Owner

I _____, being the legal owner of the property described as
Lot _____, Concession _____, Plan _____,
Parcel _____ in the Municipality/Township of _____,
located at Municipal address _____
Authorize _____

as my agent to submit the attached application and all information, documents and submissions relating thereto to the Lakehead Region Conservation Authority (LRCA), and to appear on my behalf at any Hearing(s) of the application and to provide any information or material required by the LRCA relevant to the application for purposes of obtaining a permit to develop, interfere with a wetland or alter a shoreline or watercourse in the accordance with the requirements of Ontario Regulation 180/06.

Dated at _____
Municipality

Signature of Legal Owner _____

Date _____

Schedule B – Schedule of Fees
*Development, Interference with Wetlands and
Alterations to Shorelines and Watercourses, O. Reg. 180/06*

Category	Description of Activity	Fee
Small Works	Accessory buildings and structures ¹ with a floor area less than 20 square metres (215 ft ²)	\$75 + HST = \$84.75
	Additions with a floor area less than or equal to 20 square metres (215 ft ²)	
	Infrastructure maintenance ²	
	Fill activity ³ of 25 to 100 cubic metres (approximately 2 to 6 tandem loads)	
	Docks and boathouses - new construction, modifications or extensions, less than 15 square metres (161 ft ²) in area	
Standard Works	New buildings, reconstruction, accessory buildings and structures ¹ and additions with a total gross floor area of 20 to 100 square metres (226 - 1,076 ft ²)	\$150 + HST = \$169.50
	Fill activity ³ of 101 to 500 cubic metres (7-33 tandem loads) or grading a property less than 0.5 hectares (1.2 acres) in size	
	Shoreline alteration ⁴ /natural erosion control ⁵ <50 metres in length	
	Channel/lake bed alteration ⁶ less than 200 metres in length or 0.5 hectares (1.2 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures less than 3 metres in width/span	
	Docks and boathouses - new construction, modifications or extensions, greater than 15 square metres (161 ft ²) in area	
Large Works	New buildings, reconstruction, accessory buildings and structures ¹ with a total gross floor area of 101 to 450 square metres (1087 - 4,844 ft ²)	\$300+ HST = \$339.00
	Fill activity ³ from 501 to 2000 cubic metres (34-134 tandem loads) or grading on property 0.5 - 1.0 hectare (1.2 - 2.7 acres) in size	
	Infrastructure including but not limited to: culverts, bridges, clear span structures between 3 - 25 metres in width/span	
	Channel/lake bed alteration ⁶ greater than 200 metres in length or 0.5 hectares (1.2 acres) in area	
	Shoreline alterations/natural erosion control 51 and 500 metres in length	
Major Works	Multiple unit projects or buildings greater than 450 square metres in area	\$500 + HST = \$565.00
	Reconstruction of a habitable structure in the floodplain	
	Fill activity ³ greater than 2,000 cubic metres or grading on a property greater than 1.1 hectares (2.47 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures greater than 25 metres in width/span	
	Shoreline alterations/natural erosion control greater than 501 metres in length	
Subdivision	Review and approval of large subdivisions.	\$750+ HST = \$847.50

Schedule B – Schedule of Fees
*Development, Interference with Wetlands and
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Category	Description of Activity	Fee
Permit Revisions	Minor Revisions	\$50 + HST = \$56.50
	Major Revisions	½ original Permit Fee
Permit Extensions	If applicable, permits not issued for the maximum allowable validity period may be extended up to the maximum validity period if approved.	\$50 + HST = \$56.50
Violations	Applications submitted after the proposed project has commenced.	Double the prescribed fee
Property Inquires (Legal/Real Estate)	Written response to legal, real estate, financial institution inquires on behalf of land-owners or others.	\$75 + HST = \$84.75
Clearance Letters	Written clearance letter indicating proposed development is outside regulated area and permit is not required.	\$75 + HST = \$84.75
Other Services		
Screening Map Copies	Colour printed copies of Screening Maps (full map size)	\$30 per sheet + HST = \$33.90
Map Creation Services	Project specific. Consult with Staff for estimate.	

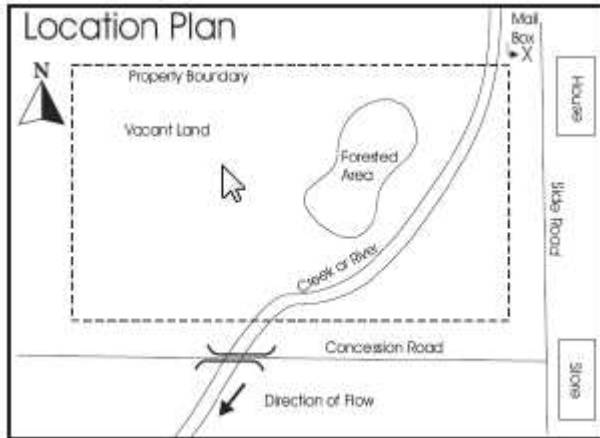
Notes:

- 1 **Accessory buildings and structures** include sheds, retaining walls, gazebos, decks, etc. which are non-habitable.
- 2 **Maintenance** means repair to a structure involving no change in size, location or shape.
- 3 **Fill activity** includes placement, removal and/or grading material originating on the site or elsewhere.
- 4 **Shoreline alteration** includes boat launches, groynes, breakwalls, etc.
- 5 **Natural erosion control** means measures to control erosion using live plants, natural and native rock (i.e. rip-rap/blast rock, etc.).
- 6 **Channel/lake bed alteration** means dredging, channel diversion or re-alignments, etc.
- 7 The Lakehead Region Conservation Authority reserves the right to revise the Fee Schedule at any time without notice.
- 8 Permit fees are considered a processing fee and are non-refundable.

Effective Date of Fee Schedule: June 1, 2011
Board Resolution No. 42/11

Schedule C - Sample Site Plans

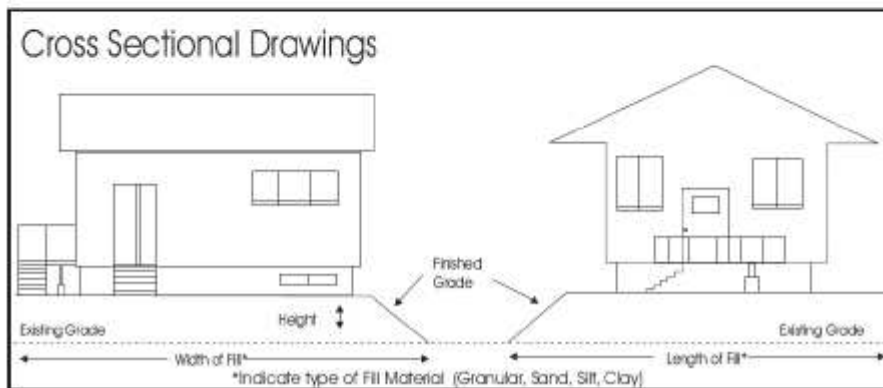
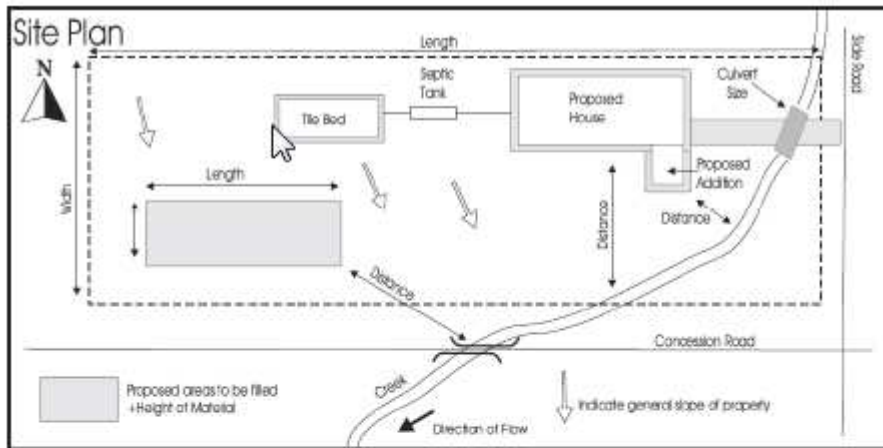
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Instructions:

These drawings are not for design purposes. They are examples to illustrate the minimum level of detail required to enable the LRCA to process your application.

Drawings should include the location and dimensions of proposed works (i.e. buildings, quantity and areas of fill, landscaping features, culvert(s) and location of existing buildings or features, location of water bodies, wetlands and drainage areas.



Cross sections must show existing and final grade elevations, existing and finished floor elevations and lowest openings into buildings.

Elevations must be geodetic (as determined by an Ontario Land Surveyor).