

PERMIT APPLICATION PACKAGE

THIS APPLICATION PACKAGE INCLUDES THE FOLLOWING INFORMATION:

1. Application Checklist (Section A)*
2. Sample Drawings (Section B)*
3. Application Form (Section C)
4. Landowner Authorization (Section D – last page of application form)

To ensure your application will be processed in a timely manner, please ensure you have met the Mandatory Minimum Requirements as itemized on the Application Checklist and complete all sections of the application. Should additional information be required to support your application you will be notified by QC staff. Processing will not begin if any part of the application is incomplete and/or if payment is not attached.

PROCESSING OF AN APPLICATION CAN TAKE 2-6 WEEKS.

*Please do not include these sections of the package with your submission.

NOTES

1. Permits to work below the Seasonal High Water Mark and/or In Water Work and Timing Guidelines:

The Ontario Ministry of Natural Resources & Forestry (OMNRF) is the lead agency for setting timing guidelines for work below the seasonal high water mark. Timing guidelines are applied to protect fish from impacts of work or undertakings in and around water during spawning migrations and other critical life history stages. Proposed projects located below the seasonal high water mark may require a Crown Land Work Permit and applicants will be directed to <https://www.ontario.ca/environment-and-energy/crown-land-work-permits> for more information and/or to seek project approval/permits.

2. Complying with Federal Fisheries Act:

Proposed in-water projects and/or proposed projects located below the seasonal high water mark may require approval/authorization by the federal Department of Fisheries & Oceans (DFO). Applicants will be directed to <https://www.dfo-mpo.gc.ca/pnw-ppe/reviews-revues/request-review-demande-d-examen-005-eng.html> to request a review of their project.

3. Process

After reviewing the application and performing a site visit, Quinte Conservation staff assess your application to determine if the control of flooding, erosion, dynamic beached, pollution, or the conservation of land will be affected by the proposed works and will either issue a permit or deny the application.

Should an application be denied, the owner can withdraw or revise their application, or proceed to a hearing before Quinte Conservation's Hearing Board. Upon reviewing information provided by QC staff and the owner/agent the Hearing Board will make a decision. If approved, the authority will issue the permit for the proposed work. If refused, the applicant will be notified of the reasons in writing and the decision may be appealed within 30 days to the Minister of Natural Resources and Forestry who may dismiss the appeal or grant permission. Fees will not be refunded for applications that are refused.

A permit is valid for a period of two years from the date of issue. Permit renewals are not granted. Permits are not transferrable. A permit amendment will represent a change to the original permit issued.

NOTICE OF COLLECTION

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*. This information is used to assess applications and, where approved, issue the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit. Information submitted as part of this application 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 the collection of information should be directed to the Human Resources Specialist, Quinte Conservation Authority, Tel: 613-968-3434.

In the event the property location on the application falls within a vulnerable area as defined by the Clean Water Act, 2006, S.O. 2006, c.22 and the Quinte Region Approved Assessment Report, 2014, the information collected will be used by the Risk Management Office at Quinte Conservation under subsection 54(3) of the Clean Water Act, 2006 for the purposes of Part IV screening for and regulation of drinking water threats. Information may also be provided to the Ministry of the Environment and Climate Change, your municipality and other regulatory bodies.

SECTION A - APPLICATION CHECKLIST

To ensure that your application will be processed in a timely manner, you must provide a complete application package. Additional information may be required depending upon the proposal and submission details.

The submission of a complete application does not guarantee QC will grant the landowner a permit for the proposed development and/or alteration.

FOLLOWING THE MANDATORY MINIMUM REQUIREMENTS TABLE BELOW, THE APPLICATION REQUIREMENTS ARE DIVIDED INTO TWO SECTIONS:

1: DEVELOPMENT OR INTERFERENCE WITH A WETLAND	2: ALTERATION OF SHORELINES OR A WATERCOURSE
If you are proposing development within or adjacent to a floodplain area submit requirements in SECTION 1A	If you are proposing to undertake alterations of a shoreline and/or a watercourse submit requirements in SECTION 2
If you are proposing development on or adjacent to a steep slope (greater than 3m high) and/or an erosion prone area submit requirements in SECTION 1B	
If you are proposing development within or adjacent to a wetland submit requirements in SECTION 1C	

PLEASE ENSURE THE MANDATORY REQUIREMENTS AND THE SECTIONS THAT APPLY TO YOUR PROPERTY ARE SUBMITTED WITH YOUR APPLICATION.

When all of the information listed above is received in a form satisfactory to QC and the fee has been paid an application is then deemed to be complete.

An application may be put "on hold" or returned to the applicant if it is subsequently determined that further information is required.

MANDATORY MINIMUM REQUIREMENTS FOR ALL APPLICATIONS	
<input type="checkbox"/>	Completed Application Form <u>signed</u> by the landowner/agent – including contact information, location of proposed works, description of works, etc. Photographs of the site are highly recommended.
<input type="checkbox"/>	Signed Landowner Authorization Form from applicant/owner if application is being made by a contractor/agent
<input type="checkbox"/>	Detailed Site Plan – showing existing site conditions and proposed works including location and dimensions of all existing structures, elevations of existing buildings (if any) and grades (geodetic may be required), and the proposed elevation of structure and grades after development. The site plan must also include the relevant setbacks from any environmental features and details on sediment and erosion control measures.
<input type="checkbox"/>	Drainage details before and after development
<input type="checkbox"/>	Non-refundable Permit Fee

SECTION 1: PERMISSION TO UNDERTAKE DEVELOPMENT OR INTERFERENCE WITH A WETLAND

Note: Requirements are dependent on the proposal and are based on a case by case basis. You will be notified by staff should any technical studies/plans be required.

SECTION 1A: Development Within or Adjacent to a Floodplain Area

- Topographic survey confirming the location of the 1:100 regulatory floodplain elevation
- Cross sections of proposed structures and proposed fill (include elevations)
- Grading plan with existing and proposed geodetic elevations of the property and of existing and proposed structures
- Drainage details before and after development
- Technical studies/plans as required to meet the regulatory provisions of *CA Act S.28* – examples include: floodproofing designs, balanced cut and fill calculations by a qualified P.Eng., elevation surveys, etc. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard.)

SECTION 1B: Development on or Adjacent to Steep Slopes (greater than 3m high) and/or an Erosion Prone Areas

- Drainage details before and after development
- Technical studies/plan as required to meet the regulatory provisions of *CA Act S.28* – examples include: slope stability study and erosion analysis prepared by a qualified professional with expertise in geotechnical engineering. This analysis must be carried out in accordance with the Provincial Technical Guidelines and must determine the stable top-of-bank and the minimum development setback required to address the potential erosion hazards. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard. You will be notified by staff if you are required to submit technical studies/plans.)

SECTION 1C: Development Within or Adjacent to a Wetland (Interfere with Wetlands)

- Grading plan with existing and proposed geodetic elevations of the property and of existing and proposed structures
- Drainage details before and after development
- Technical studies/plan as required to meet the regulatory provisions of *CA Act S.28* – examples include: environmental impact study, hydrologic impact study, elevation surveys, etc. The studies must clearly indicate that there will be no negative impact to the form or function of the wetland to the satisfaction of QC. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard.)

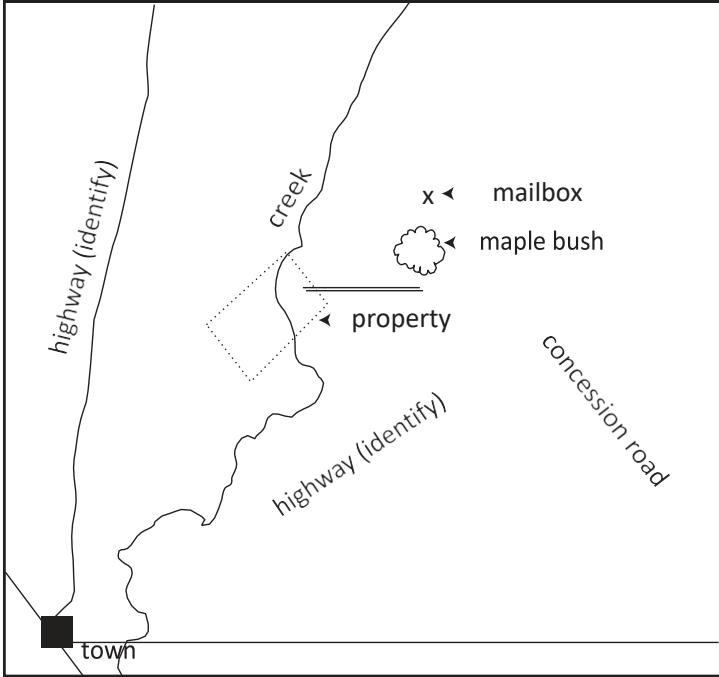
SECTION 2: PERMISSION TO UNDERTAKE ALTERATIONS OF A SHORELINE AND/OR WATERCOURSES

Note: Requirements are dependent on the proposal and are based on a case by case basis. You will be notified by staff should any technical studies/plans be required.

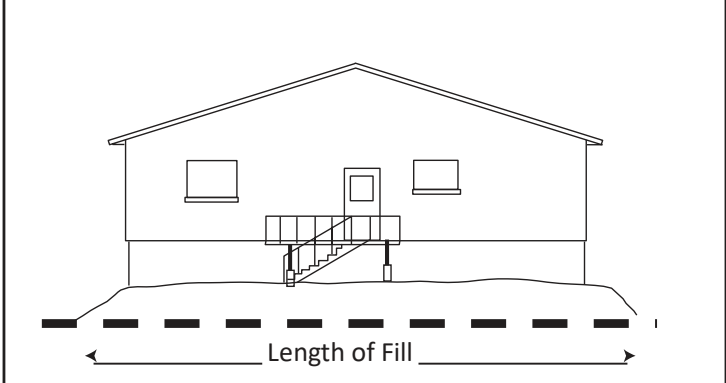
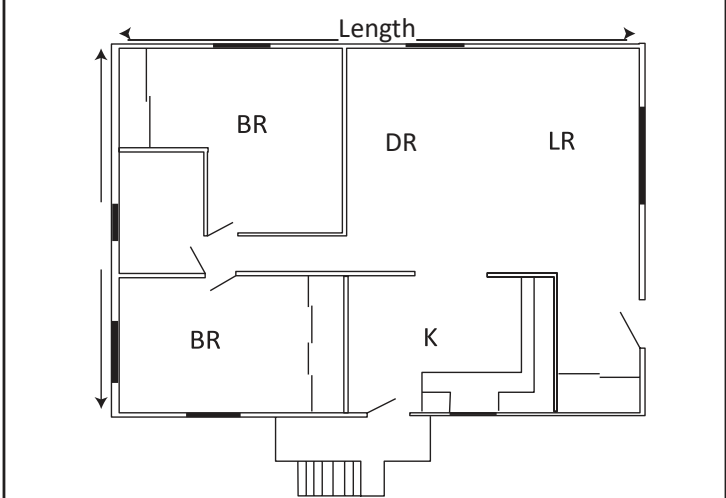
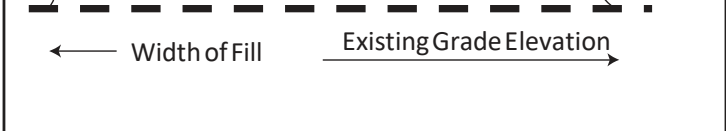
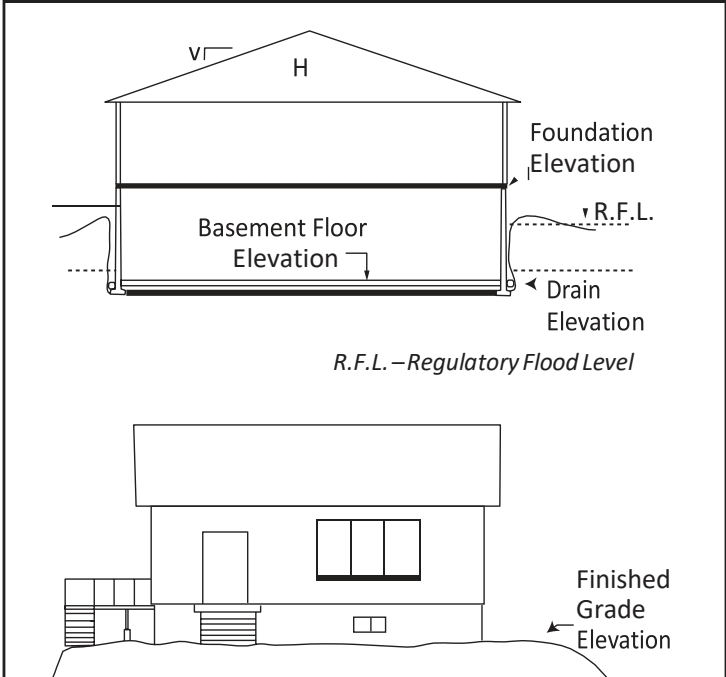
- Photos of shoreline/culvert/bridge/watercourse, etc.
- Plan view (top down) and cross-section drawings, with dimensions, of existing conditions and proposed work. NOTE: Some shoreline protection projects may be required to be designed and/or stamped by a coastal engineer.
- Details regarding staging, phasing, sediment and erosion control measures, site dewatering, equipment, materials, access to and from the work area, site supervision, timing windows, etc. (as required)
- Technical studies/plan as required to meet the regulatory provisions of *CA Act S.28* (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the associated potential negative impacts with major application generally requiring more complex technical studies.)

SECTION B – SAMPLE DRAWINGS

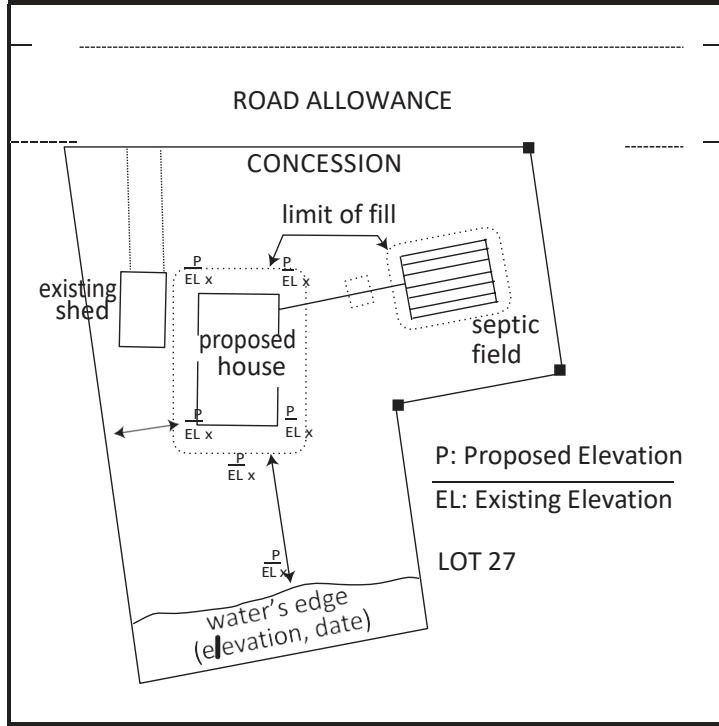
Location Plan: (draw to scale or give accurate distance measurements)



Construction Drawings (drawn to scale)



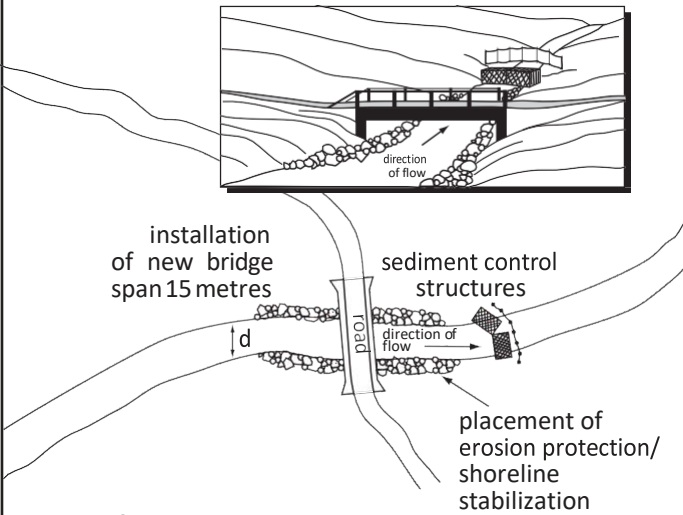
Site Plan: (draw to scale or give accurate distance measurements and provide existing and proposed grades by OLS/P.Eng. as required)



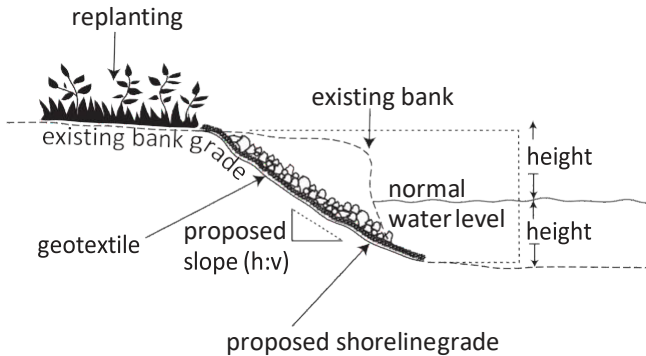
Minimum Application Requirements

Channelization, Bank Stabilization, Erosion Control

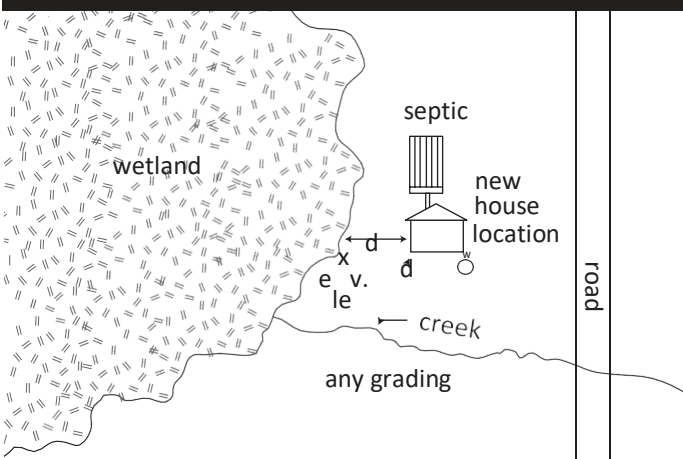
Typical Plan View



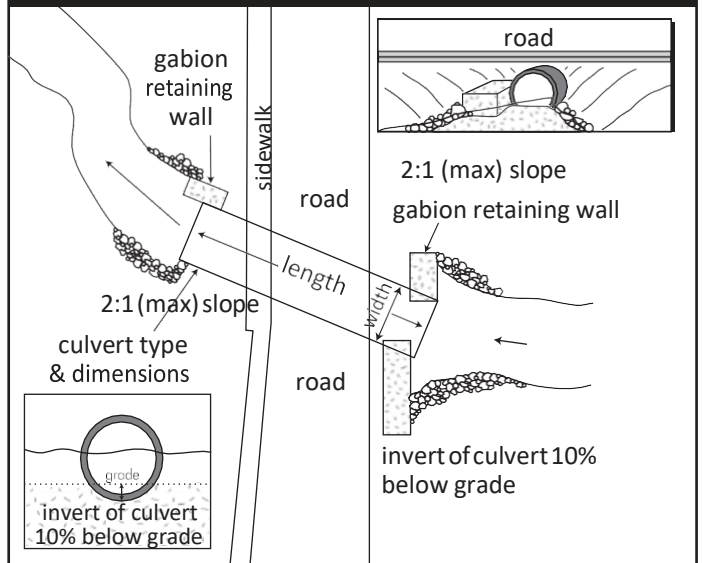
Typical Cross Section



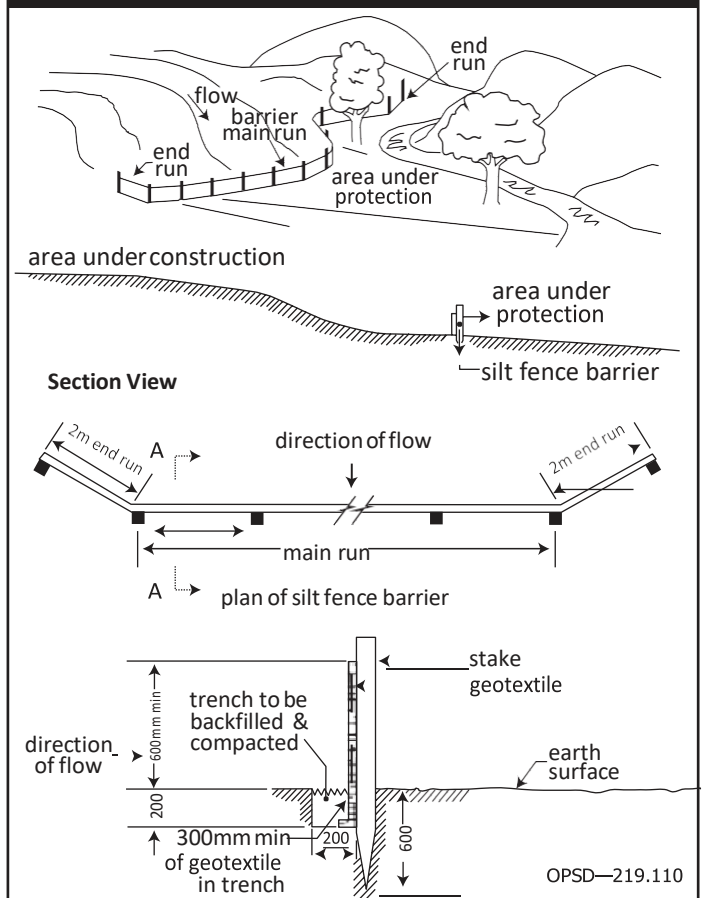
Wetland Plan: (draw to scale or give accurate distance measurements and existing and proposed grades)



Culvert Plan View



Sediment Control





2061 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2
PHONE: (613) 968-3434 • **FAX:** (613) 968-8240
www.quinteconservation.ca

SECTION C - PERMIT APPLICATION FORM

FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES PERMIT (O. Reg. 319/09)

CONTACT INFORMATION

Property Owner's Name(s)

Mailing Address (Street, P.O. Box)

City

Postal Code

Home Telephone

Work Telephone

Mobile

Email

Agent's Name(s)

**property owner's letter of authorization or signature to be attached*

Mailing Address (Street, PO Box)

City

Postal Code

Home Telephone

Work Telephone

Mobile

Email

LOCATION OF PROPOSED WORKS

Assessment Roll Number (this number can be found on your Property Assessment Notice or from your real estate agent)

Lot

Concession

Ward

Municipality

Municipal Street Address

Watercourse/Waterbody/Natural Feature

Directions to Property

OFFICE USE ONLY

Permit #REG _____

Amount Paid _____

SWP: Y N

Payment Method _____

DESCRIPTION OF WORKS (CHECK ALL THAT APPLY)			
Development		Shoreline, Wetland and Watercourse Alterations	
<input type="checkbox"/>	New Structure – Type/Dimensions	<input type="checkbox"/>	New Bridge
<input type="checkbox"/>	Addition to Existing Structure – Type/Dimensions	<input type="checkbox"/>	Replacement Bridge
<input type="checkbox"/>	New Sewage System	<input type="checkbox"/>	New Culvert
<input type="checkbox"/>	Replacement Sewage System	<input type="checkbox"/>	Replacement Culvert
<input type="checkbox"/>	Dug Well	<input type="checkbox"/>	Utility Crossing
<input type="checkbox"/>	Blasted Well	<input type="checkbox"/>	New Boat Slip - Dimensions
<input type="checkbox"/>	Excavate Pond	<input type="checkbox"/>	Repair Existing Boat Launch - Dimensions
<input type="checkbox"/>	Install Pool –Above-ground/In-ground/Dimensions	<input type="checkbox"/>	Boardwalk - Dimensions
<input type="checkbox"/>	Place or Remove Fill Material – Purpose/Type/Amount (cu/yds)	<input type="checkbox"/>	Maintenance Dredge
<input type="checkbox"/>	Site Grading – Purpose/Area (sq/m)	<input type="checkbox"/>	Watercourse Channelization – Purpose/Length (m)/Width (m)
<input type="checkbox"/>	Dock Anchor/Abutment	<input type="checkbox"/>	Shoreline Protection – Purpose/Material/Length of Shoreline Affected (m)
<input type="checkbox"/>	Other	<input type="checkbox"/>	Other

PROVIDE A DETAILED DESCRIPTION OF ACTIVITIES NOTED ABOVE (Please attach additional pages if necessary)

Proposed Start Date (mm/dd/yyyy):

Proposed Completion Date (mm/dd/yyyy):

Does the property require a severance/rezoning/minor variance, or has one recently been approved? Provide details below:

Has a previous application been filed with this office for these lands? Provide details below:

STANDARD CONDITIONS OF PERMIT

1. Permit must be posted in a visible location at the worksite and remain in place until project has been completed.
2. By signing this application, consent is given to Quinte Conservation (herein referred to as QC) staff, agents, representatives, or other persons as may be reasonably required by QC, in its opinion, to enter the premises without notice at reasonable times for the purpose of considering a request for a permit, inspecting, 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 QC, and to conduct all required discussions with the Owner, their agents, consultants or representatives with respect to the works.
3. The owner and agent agree:
 - a. To indemnify and save harmless QC and its officers, employees, or agents, from and against all damages, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the owner and/or agent or any of their employees or contractors relating to any of the particulars, terms, or conditions of this permission
 - b. This permission shall not release the owner/agent from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law; and,
 - c. All complaints arising from the execution of the works authorized under this permission shall be reported immediately by the owner/agent to QC. The owner/agent shall indicate any action which has been taken, or is planned to be taken, if any, with regard to each complaint.
4. The owner/agent agrees that, should the works be carried out contrary to the terms of this permission, QC may enter onto the property and cause the terms to be satisfied at the expense of the owner.
5. All conditions imposed upon a permit are legally binding. The legislation provides QC the ability to cancel a permit if those conditions are not met and offers the permit holder the opportunity at a hearing to show cause as to why the permit should not be cancelled.
6. Should new information be presented or obtained or should there be an error on an issued permit, QC staff reserve the right to rescind the permit to re-evaluate the application and re-issue a corrected version if necessary.
7. The legislation also identifies that it is an offence to contravene the imposed terms and conditions of a permit and provides QC the ability to initiate legal proceedings in the event of non-compliant related issues.
8. The owner/agent shall notify QC staff 48 hours prior to the commencement of any of the works referred to in this permit and within 48 hours upon completion of the works referred to herein. The owner/agent acknowledges that this permit is non-transferrable and is issued only to the current owner of the property. The owner/agent further acknowledges that upon transfer of the property into different ownership, this permit shall be terminated and a new permit must be obtained from QC by the new owner.
9. In the case of municipal or utility projects, where works may extend beyond lands owned or easements held by the municipality or utility provider, Landowner Authorization is required to the satisfaction of QC.
10. This permit is valid for a period of two (2) years from the date of issue. The owner/agent acknowledges that it is the responsibility of the owner/agent to ensure a valid permit is in effect at the time works are occurring. After a permit has expired a new application must be submitted. The current fee schedule during submission applies.
11. The owner/agent agrees to maintain all existing drainage patterns, and not to obstruct external drainage from other adjacent private or municipal lands.
12. Permits granted by QC do not replace building permits or any other permits or approvals issued through municipal offices or other levels of government. A permit under Ontario Regulation 319/09 does not constitute QC approval of any related *Planning Act* applications. Separate approval of all related applications must be obtained from the respective agency and QC.
13. These conditions are being requested to ensure compliance with the approved plans and reports and to ensure that the control of flooding, erosion, dynamic beaches, pollution, or the conservation of land will not be affected.

AUTHORIZED SIGNATURE

Any false or misleading statement made on this application will render null and void any permission granted.

I, the owner, _____ of _____
Print name *Organization(if any)*

solemnly declare that to my best knowledge and belief, all of the above information, plans and submissions to be true, valid and current. I further accept the aforementioned inclusions, 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. My signature acknowledges the right to exercise binding authority.

SIGNATURE OF OWNER*	
Name	Date (mm-dd-yyyy)
Signature	

*Please note that if your application is being submitted by a contractor/agent on behalf of the owner, the Landowner Authorization section below must be completed, signed by the owner and the contractor/agent and submitted with the application.

SECTION D - LANDOWNER AUTHORIZATION

Please note that Authority staff reserve the right to discuss any or all aspects of the permitting process with the property owner.

NOTICE TO THE OWNERS:

If the application is to be prepared by a 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 give permission to our contractor/agent to submit the enclosed application to Quinte Conservation and to provide any information or material required by Quinte Conservation relevant to the application for the purpose of obtaining a permit under O. Reg. 319/09

SIGNATURE OF OWNER	
Name	Date (mm-dd-yyyy)
Signature	

SIGNATURE OF CONTRACTOR/AGENT	
Name	Date (mm-dd-yyyy)
Signature	