

PERMIT APPLICATION PACKAGE

This Permit Application Package provides a summary of information and required documentation for consideration of landowners who may wish to submit an application to KCCA. Full details regarding Board approved policies and procedures affecting KCCA's regulations are found within KCCA's "Policies and Procedures for the Administration of Section 28 Regulations". PLEASE READ ALL SECTIONS.

GENERAL INFORMATION

Ontario Regulation 181/06

Pursuant to Section 28 of the Conservation Authorities Act, Kettle Creek Conservation Authority (KCCA) is empowered to regulate development and activities in or adjacent to river or stream valleys, Great Lakes and large inland lake shoreline, watercourses, hazardous lands and wetlands within its area of jurisdiction.

The current regulation which affects the Kettle Creek watershed is "Ontario Regulation 181/06 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses". A copy of the regulation can be provided upon request.

Ontario Regulation 181/06 prohibits development and watercourse alterations within an area of jurisdiction unless prior written permission is obtained from the Conservation Authority. KCCA administers an application and permit process for required permission under Ontario Regulation 181/06.

The Authority may grant permission for development or alteration if, in its opinion, the control of flooding, erosion, dynamic beach, pollution or conservation of land will not be affected by the proposed development or alteration.

Application/Permit

A KCCA application form must be completed and signed by the landowner, or his/her authorized agent as confirmed in writing, with submission of all required supporting information/documentation. If an application is going to be

submitted by a solicitor or agent on behalf of the owner(s), the KCCA Landowner Authorization form must be completed and signed by the owner(s).

Complete Applications:

Applications must be deemed 'complete' prior to processing. ***It is strongly recommended that the applicant pre-consult with KCCA staff to determine complete application requirements.*** Insufficient or inaccurate information may delay the processing of an application.

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

Permits:

If an application is approved, a Permit with or without conditions will be issued to the applicant and/or authorized agent within the following timeframes:

- Maximum 30 Days for MINOR Applications: (*Low to moderate risk and/or potential impact. Review of technical letter or professional plans*);
- Maximum 90 Days for MAJOR Applications: (*High risk and/or potential impact. Review of one or more technical studies*)

Hearings:

If KCCA staff recommend an application be denied, a Hearing will be held with the KCCA Board of Directors. The final decision on the application rests with the Board of Directors.

CHECKLIST FOR COMPLETE APPLICATION REQUIREMENTS

The following checklist has been compiled by the Kettle Creek Conservation Authority (KCCA) to assist applicants in the preparation of a complete application for submission pursuant to Ontario Regulation 181/06.

Pre-consultation is encouraged for all applications to determine the information required for an application to be considered complete. The level of detail required depends upon the natural hazards which are associated with the property as well as the scale and complexity of the proposal. Additional information may be required depending upon submission details. **The submission of a complete application does not guarantee that KCCA will grant the landowner a permit for the proposed development and/or alteration.**

ALL DEVELOPMENT APPLICATIONS:

- ✓ **Completed Application Form signed by the landowner/agent;**
- ✓ **If applicable, completed Landowner Authorization Form signed by the landowner;**
- ✓ **Non-refundable Administration Fee (*See Fee Schedule*);**
- ✓ **Detailed Site Plan - showing existing site conditions and proposed works including location and dimensions of all existing structures; and elevations of existing buildings, if any, and grades and the proposed elevations of buildings and grades after development;**
- ✓ **Drainage details before and after development;**
- ✓ **Complete description of the type, volume and location of fill proposed to be placed or dumped.**

OTHER CONSIDERATIONS (*depending on location, scale and complexity of development*):

- Copy of Legal Survey;
- Topographic Survey of the property prepared by an Ontario Land Surveyor (OLS) or qualified professional engineer.
- Location of Natural features on or immediately adjacent to the property (ie. watercourse, woodlands, etc)
- Written Summary/Report describing the proposed works/activities;
- Cross-sections of proposed structures and proposed fill (include elevations);
- Sedimentation and Erosion Control Mitigation Measures.
- _____

DEVELOPMENT WITHIN A FLOOD REGULATED AREA:

- Topographic survey confirming the affected regulatory flood elevation of _____;
- Cross Sections of proposed structures and proposed fill (include elevations);
- Construction Drawings and details incorporating accepted flood-proofing measures to withstand flood depths and velocities at the site, stamped and certified by a qualified professional engineer;
- Incremental cut/fill balance prepared by a qualified professional engineer.
- Meanderbelt Allowance Assessment Report prepared by a qualified Fluvial Geomorphologist or Water Resources Engineer.
- _____

DEVELOPMENT ON OR ADJACENT TO *STEEP SLOPES/EROSION PRONE AREAS*:

- A 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 will determine the stable top-of-bank, and the minimum development setback to address the potential erosion hazards.
- Structures built on or adjacent to steep slopes must be designed by a qualified engineer. Plans submitted must be stamped and certified by the engineer.
- Site Restoration Plan.
- _____

DEVELOPMENT ON/ADJACENT TO THE *LAKE ERIE SHORELINE*:

- A Coastal Engineering Assessment prepared by a qualified professional with expertise in coastal engineering. The Coastal Assessment must be carried out in accordance with KCCA's Shoreline Management Plan and the Provincial Technical Guidelines.
- Confirmation of the affected Bluff Erosion Hazard Limit based on an annual recession rate of _____;
- _____

DEVELOPMENT WITHIN/ADJACENT TO A *WETLAND*:

- A scoped or full Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of KCCA.
- A Hydrogeological Assessment (Water Balance) prepared by a qualified hydrogeologist.
- _____

PERMISSION TO ALTER A WATERCOURSE:

ALTERATION TO A WATERCOURSE:

- ✓ **Completed Application Form signed by the landowner/agent;**
- ✓ **If applicable, completed Landowner Authorization Form signed by the landowner;**
- ✓ **Non-refundable Administration Fee (*See Fee Schedule*);**

- Letter/Report describing the proposed works/activities;
- Survey of existing cross-sections and profiles of the watercourse that is to be altered;
- Detailed grading plan illustrating how the proposed works will blend in with the adjacent undisturbed areas. Bankfull width must be clearly illustrated. Drawings should delineate the limit of work/disturbance area;
- Section and profile of proposed habitat features (ie. pools, riffles)
- Details regarding staging, phasing, sediment and erosion control measures, site dewatering, equipment, materials, access to and from the work area, site supervision, timing restrictions, etc..
- A hydraulic analysis by a qualified professional engineer. The analysis must address flood conveyance and storage, verifying that there will be no increase in flood levels to adjacent properties, no increase on-site flood risks and that stage storage-discharge relationships of the floodplain will be maintained.

ALTERATION TO A WATERCOURSE (CONT'D)

- A fluvial geomorphological assessment prepared by a qualified professional with expertise in fluvial geomorphology to ensure that the design of a stable channel based on natural channel design principles.
- Monitoring Plan identifying what and how monitoring will be undertaken during construction and post construction;
- Site Restoration Plan.
- _____

CONTACT:

For more information regarding KCCA's Permit Application, please contact:

Mr. Joe Gordon
Director of Operations
Tel: 519-631-1270 ext. 226
Email: joe@kettlecreekconservation.on.ca

PRECONSULTATION INFORMATION:

Pre-consultation Date: _____ Property Address: _____

Name of Landowner: _____ Tel. Home: _____

Mailing Address: _____ Tel. Other: _____

City: _____ Postal Code: _____

Email Address: _____

KCCA Staff: _____

Signature: _____

KCCA Notes:

**Development, Interference with Wetlands
 and Alterations to Shorelines and Watercourses
 Ontario Regulation 181/06 under Ontario Regulation 97/04**

The KCCA applies the following fee and deposit schedule To *APPLICATIONS UNDER REGULATION 181/06* in any defined area within the Kettle Creek Conservation Authority jurisdiction, pursuant to Section 28 of the Conservation Authorities Act of Ontario, R.S.O., 1990, Ch.27.

Non-refundable fees are charged to support the costs incurred through the administration of the KCCA regulations program. The fee amount is based on the type of work being applied for and the following schedule will apply:

FEE SCHEDULE

APPLICATION FEE:

REGULATED ACTIVITY:

\$110.00	Minor Works (includes additions, decks, accessory structures) or reconstruction. Placement or removal of fill, re-grading and/or watercourse alteration where engineered drawings are not required by the Authority.
\$400.00	Minor Construction (includes minor buildings, additions, accessory structures) or reconstruction less than 1000 square feet.
\$600.00	Primary Construction (includes primary buildings, additions, accessory structures) or reconstruction of greater than 1000 square feet but less than 3500 square feet. Placement or removal of fill, re-grading, and/or watercourse alterations of less than 75 feet, where engineered drawings are required by the Authority.
\$1,200.00	Major Construction (includes primary buildings, additions, accessory structures) or reconstruction of greater than 3500 square feet.
\$225.00 per lot affected by Section 28 regulations	Construction, placement or removal of fill and/or re-grading for Multi-Lot or multi-unit development (greater than 3 lots/units)

OTHER FEES:

\$75.00	Site Clearance Letter
1.5 X Application Fee	Permit/Site Clearance for remediation of a Violation

In the event of an overlap in criteria, the greater fee shall be applied. Member municipalities are exempt from the fee schedule, but not from the requirement to obtain a permit. Projects carried out under the Drainage Act are exempt from this schedule. Applicants will be responsible for the cost of peer review of supporting documentation for their application (ie. engineered plans, legal agreements) if required by the Authority. Higher fees may be charged for comprehensive development projects review.

**Development, Interference with Wetlands and
Alterations to Shorelines and Watercourses**
Conservation Authorities Act - Ontario Regulation 181/06 (O.Reg.97/04)

Landowner Authorization

Subject Property

Property Location: _____ <i>(Street and Number (911) or Lot and Concession or Lot and Plan)</i>
Municipality: _____ Community: _____

If an application is to be submitted by a solicitor or agent on behalf of the owner(s), this Landowner Authorization form must be completed and signed by the owner(s).

NOTE TO 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 Kettle Creek Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Board relevant to the application for purposes of obtaining permission to develop, interfere with a wetland or alter a shoreline or watercourse in accordance with the requirements of Ontario Regulation 181/06 as amended.

Signature of Owner: _____ **Date:** _____

**APPLICATION for Development, Interference with Wetlands
 and Alterations to Shorelines and Watercourses**

Conservation Authorities Act - Ontario Regulation 181/06 (O.Reg.97/04)

APPLICATION #: _____

Section A - Applicant Information

Name of Landowner: _____		Tel. Home: _____	
Mailing Address: _____		Tel. Other: _____	
City: _____	Postal Code: _____		
Email: _____			
<i>If an Agent is authorized to act on behalf of the Landowner, complete the following:</i>			
Name of Agent: _____		Organization: _____	
Mailing Address: _____		Tel. Bus: _____	
City: _____	Postal Code: _____		Tel. Other: _____
Email: _____			

Section B - Project Location

Property Location: _____ <small>(Street and Number (911) or Lot and Concession or Lot and Plan)</small>	
Municipality: _____	Community: _____

Section C -- Project Details

Description of Project: _____ _____ _____	
List Attachments: (Details of Drawings, Plans, Reports, etc..) _____ _____ _____	
Existing use of Land: _____	Proposed use of Land: _____
Proposed Start Date: _____	Completion Date: _____
Are Planning Act or Municipal Approvals required? (eg. Zoning, Severance, Building Permit, etc...)	
<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details) _____	

I/we the undersigned hereby certify to the best of my/our knowledge and belief that all of the above noted and attached information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the Submission Requirements, Terms and Conditions, and Declaration which are written on Page 2 of this Application.

Signature of Applicant: _____ **Date:** _____

KCCA OFFICE USE ONLY

Application Fee: _____	Cash or Cheque No: _____
Date Received: _____	Received By: _____
Application Complete: _____	Initial: _____

SUBMISSION REQUIREMENTS: *(One copy of all project drawings, unless otherwise requested)*

As set out in O.Reg.181/06, an application must be accompanied by the following:

Permission to Develop:

- 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 and the proposed elevations of buildings and grades after development
- Drainage details before and after development
- Complete description of the type, volume and location of fill proposed to be placed or dumped
- Such other technical studies or plans requested by the Authority

Permission to Alter:

- Plan View and cross-section details of the proposed alteration
- Description of methods to be used in carrying out the alteration
- A statement of the purpose of the alteration
- Such other studies or plans requested by the Authority

All Permissions:

- Appropriate fee as noted on KCCA's Application Fee Schedule.
- KCCA Landowner Authorization Form, if an agent is submitting an application on behalf of the landowner. *(landowner Authorization form available at www.kettlecreekconservation.on.ca)*
- Technical studies/plans as required subject to KCCA staff review of this project *(NOTE: this is dependant on the proposed extent of intrusion into the regulated area and/or associated potential negative impacts)*
- Structural drawings, certified by a qualified professional engineer, subject to KCCA staff review of this project. *(eg. flood-proofing, geotechnical requirements, etc...)*

Authority staff must deem an application complete before it can be processed. When all the information listed above is received in a form satisfactory to Authority staff, and a pre-consultation or site assessment is conducted as necessary, an application will then be deemed to be complete.

TERMS AND CONDITIONS:

1. Permission granted by the Conservation Authority is not transferrable and is issued to the current owner of the property only.
2. Permission granted by the Conservation Authority does not replace any other permit and/or approval issued through municipal offices or other levels of government. A permit under Ontario Regulation 181/06 does not constitute KCCA approval of any related Planning Act applications.
3. The Conservation Authority may at any time withdraw any permission granted if, in the opinion of the Conservation Authority, the representations contained in the application for permission are not carried out, are untrue or incorrect, or the conditions/requirements of the permission are not complied with.
4. If revisions to the design of the project are required subsequent to granted permission of the Conservation Authority, plans/documents reflecting the changes must be submitted to the Conservation Authority for further review and approval prior to undertaking the redesigned works. A subsequent application may be required for the redesigned works.
5. Permission granted by the Conservation Authority shall not release the Applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law.
6. This application and supporting documents will be considered as public documents and available to the public upon written requests under the Freedom of Information and Protection of Privacy Act.

DECLARATION:

I/we acknowledge that it is our responsibility to ensure that a valid KCCA permission is in effect at the time the works are undertaken.

I/we agree to allow representatives of the Kettle Creek Conservation Authority and other persons as required by KCCA, to access the property for the purpose of obtaining information relevant to this application.

I/we further agree to undertake or obtain, at my own expense, further information, studies, reports, etc... prepared by others, if such is required by the Conservation Authority to properly review the application.

I/we the applicants, agree to indemnify and save harmless the Kettle Creek Conservation Authority 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 Applicant or any of their agents, employees or contractors relating to any particulars, terms or conditions of permission granted by the Conservation Authority.
