



**Lake Simcoe  
Region  
Conservation  
Authority**



**Proud Winner  
of the 2009  
International  
Thiess Riverprize**

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# PERMIT APPLICATION PACKAGE

April 28, 2008

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# PERMIT APPLICATION PACKAGE

## Terms and Conditions

1. Permits granted by the Lake Simcoe Region Conservation Authority (LSRCA) are non-transferable.
2. Permits are non-renewable.
3. Approvals may also be required from other agencies prior to undertaking the proposed work. Permission from the LSRCA does not exempt the owner/agent from complying with any or all other laws, statutes, regulations, ordinances, directives or approvals, etc. which may affect the property or the use of same.
4. The LSRCA will consider this application based upon the information provided. If the information provided is incorrect or untrue, the LSRCA reserves the right to withdraw any permission granted.
5. This application and supporting documents will be considered as public documents and available to the public on written request under the Freedom of Information and Protection of Privacy Act.
6. Permission is given to the LSRCA, its employees and authorized representatives to access this property for the purposes of obtaining information and monitoring any approved works.
7. Fees are subject to change without notice and are non-refundable.
8. Permit applications are subject to compliance with the Ontario Reg. 179/06, Lake Simcoe Protection Plan (LSPP) and LSRCA's Watershed Development Policies ([www.lsrca.on.ca](http://www.lsrca.on.ca)).

**Please read all pages.**



**“SAMPLE APPLICATION FORM”**

**APPLICATION FOR A DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES PERMIT**

(CONSERVATION AUTHORITIES ACT - ONT. REG. 179/06)

**PLEASE CLEARLY PRINT ALL INFORMATION - \* DENOTES A REQUIRED FIELD**  
**OWNER CONTACT INFORMATION:**

* OWNER’S NAME: <u>JOHN DOE</u>	* PHONE:(BUS) <u>905-555-1111</u>
* MAILING ADDRESS: <u>123 JOHN DOE DR.</u>	* PHONE (RES) <u>705-555-1212</u>
<b>(Please note if different, we need the mailing address here <u>not</u> the project location address)</b>	
*TOWN <u>JOHNVILLE, ON</u>	CELL: <u>705-705-7050</u> FAX: <u>705-555-7050</u>
* POSTAL CODE <u>L3Y 4X1</u>	E-MAIL: _____

**(If not owner - Please have a Landowner Authorization form completed and signed by the owner.)**

* APPLICANT’S NAME: <u>JOHN SMITH, CONTRACTOR</u>	* PHONE: <u>905-555-1111</u>
* ADDRESS: <u>BOX 398</u>	FAX: <u>705-555-1212</u>
* TOWN : <u>JOHNVILLE, ON</u>	CELL: <u>705-333-2222</u>
* POSTAL CODE: <u>L3Y 4X1</u>	E-MAIL: _____

* <b>Project location:</b> Municipal Address of project: <u>456 PROJECT LANE</u>
Lot: <u>25</u> Conc: <u>002</u> Plan Lot: _____ Plan: _____ Municipality: <u>GEORGINA</u>

\*Application is hereby made for: **Check appropriate box(es)**

- |                                            |                                                          |                                                       |
|--------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Demolition        | <input type="checkbox"/> New Building                    | <input type="checkbox"/> Install a Septic System      |
| <input type="checkbox"/> Deck              | <input type="checkbox"/> Fence                           | <input type="checkbox"/> LEAP                         |
| <input type="checkbox"/> Addition          | <input type="checkbox"/> LOA                             | <input type="checkbox"/> Alter a Watercourse/Crossing |
| <input type="checkbox"/> Work at Shoreline | <input type="checkbox"/> Fill placement/Grade alteration | <input type="checkbox"/> Construct a Pond             |
| <input type="checkbox"/> Swimming Pool     | <input type="checkbox"/> Watercourse Crossing            | <input type="checkbox"/> Boathouse                    |

Type & Origin of Fill: eg. silt/clay/sand, on-site, off-site fill, if off-site please provide documentation verifying the clean contents of the fill \_\_\_\_\_

\* **Description of proposed works:** CONSTRUCTION OF AN ADDITION ON THE REAR OF THE EXISTING HOUSE



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**PLEASE CLEARLY PRINT ALL INFORMATION - \* DENOTES A REQUIRED FIELD**

This application must be accompanied by five (5) folded copies (6 copies in King Twp.) or digital submission of drawing via e-mail in .pdf format of all required drawings (ie. Detailed site plan, grading plan, build elevations, etc.) and payment of processing fee as determined by the Conservation Authority.

**Please see page 6 for an example of a typical site plan.**

NOTE: **Insufficient or inaccurate information may delay the processing of your application.** Please allow 30 days for processing. This application does not relieve the applicant of the obligation to secure any other necessary approvals. Fee subject to change without notice. Approval is valid for 24 months unless otherwise stated on the conditions of approval.

I, JOHN SMITH declare that the above information is correct to the best of my

\* **Please Print** knowledge and I agree to abide by Ontario Regulation 179/06

“I acknowledge that this application and supporting documents will be considered as public documents and available to the public upon written request under the *Municipal Freedom of Information and Protection of Privacy* (the Act).. I understand that any and all personal information gathered by the LSRCA will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act.”

“I grant permission to LSRCA staff to enter onto my property to conduct site inspections”.

“I acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information.”

\* **Signature:** JOHN SMITH \*Date: MM/DD/YYYY

\*Please check  Owner  Agent/Applicant  Other \_\_\_\_\_

\*Please check  Call owner for pick up  Call applicant for pick up  Please mail permit

\*Please check preferred method of correspondence:  Phone  Fax  Mail  E-mail

<b>Non- refundable processing fees</b>			
<input type="checkbox"/> Violation Application	\$1,000.00	<input type="checkbox"/> Property Information Request	\$150.00
<input checked="" type="checkbox"/> Permit Application	450.00	<input type="checkbox"/> Site Plan Clearance	75.00
<input type="checkbox"/> Permit Application (minor)	150.00	<input type="checkbox"/> Permit Revision	300.00
<b>Paid by</b> <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Visa / MasterCard <input type="checkbox"/> Debit			

**“To help us serve you better - please call for an appointment”**



### **Violation Application**

This application and fee are submitted by an Owner or Applicant with the intent of obtaining Authority approval for works which were completed without first obtaining a permit from the Conservation Authority. Submission of this application and payment of the required fee does not imply that Authority approval will be granted. All works must be shown to comply with Authority Watershed Development Policies prior to a permit being issued.

**Please note: Approvals may also be required from other agencies prior to undertaking the proposed work. Permission from the LSRCA does not exempt the owner/agent from complying with any or all other laws, statutes, regulations, ordinances, directives or approvals, etc. which may affect the property or the use of same.**

### **Minor Permit Application**

A permit application shall be deemed to be 'minor' in nature if the development works proposed within an area regulated by the Lake Simcoe Region Conservation Authority (LSRCA) are deemed to be minor in nature,

**such as:**

Construction of a deck, fence, pool (in-ground or above ground), storage shed less than 100 square feet in size, septic system, and patios, demolition, minor docks – Permanent straight docks (no permanent finters).

### **Regular Permit Application**

A permit application shall be deemed to be 'regular' in nature if the development works proposed within an area regulated by the Lake Simcoe Region Conservation Authority (LSRCA) are deemed to be regular in nature,

**such as:**

New structures (boathouses, houses, garages, shed >100sq.ft.), additions, grading, full permit docks – docks with permanent fingers and/or significant boulder ice protection, placement/removal of fill, repairing/replacing shoreline structures, in grade staircases.

### **LSRCA Standard Site Plan Requirements**

A copy of the legal survey of the property **may be required** to process a permit application.

① **Proposed Structure**

- Indicate all dimensions of the proposed structure.
- Show any existing structures.
- Show setback distances from at least two property boundaries and other relevant features (ie. watercourses and waterbodies). This will enable us to plot the proposed structure on our mapping.

② **Proposed Fill**

- For all proposals, indicate all areas where fill will be placed and the limits of disturbance. Show the dimensions of the proposed fill area and the depth of fill required. **Provide details of the type of fill** proposed for use.
- Note, **a cross-section of the proposed fill is required**, showing the fill depths, side slopes and elevations.



③ Proposed Driveway or Road Construction

- Show the location of the proposed road.
- Indicate the type of material that will be used (i.e. crushed stone).
- If the road is not being constructed at grade, illustrate the depth and the limits of fill required for the road.
- Show the location of any proposed culverts. Include the length, diameter and pipe invert.

④ Natural Feature Identification

- Show the location of any watercourses, ditches, wetlands and forested areas.
- Indicate the location of any steep slopes.
- For works along the shoreline of Lake Simcoe, you may be required to provide a professionally prepared topographic survey that clearly identifies the location of the 219.15 metres above geodetic sea level elevation.

⑤ Erosion Control Measures

- Show **location** and **type** of erosion control measures, installation details, a sediment **maintenance** plan and if necessary, a site re-vegetation plan.

**Note: In certain areas, or for certain proposals, the LSRCA may require further information to process applications. Examples of that information may include, but may not be limited to:**

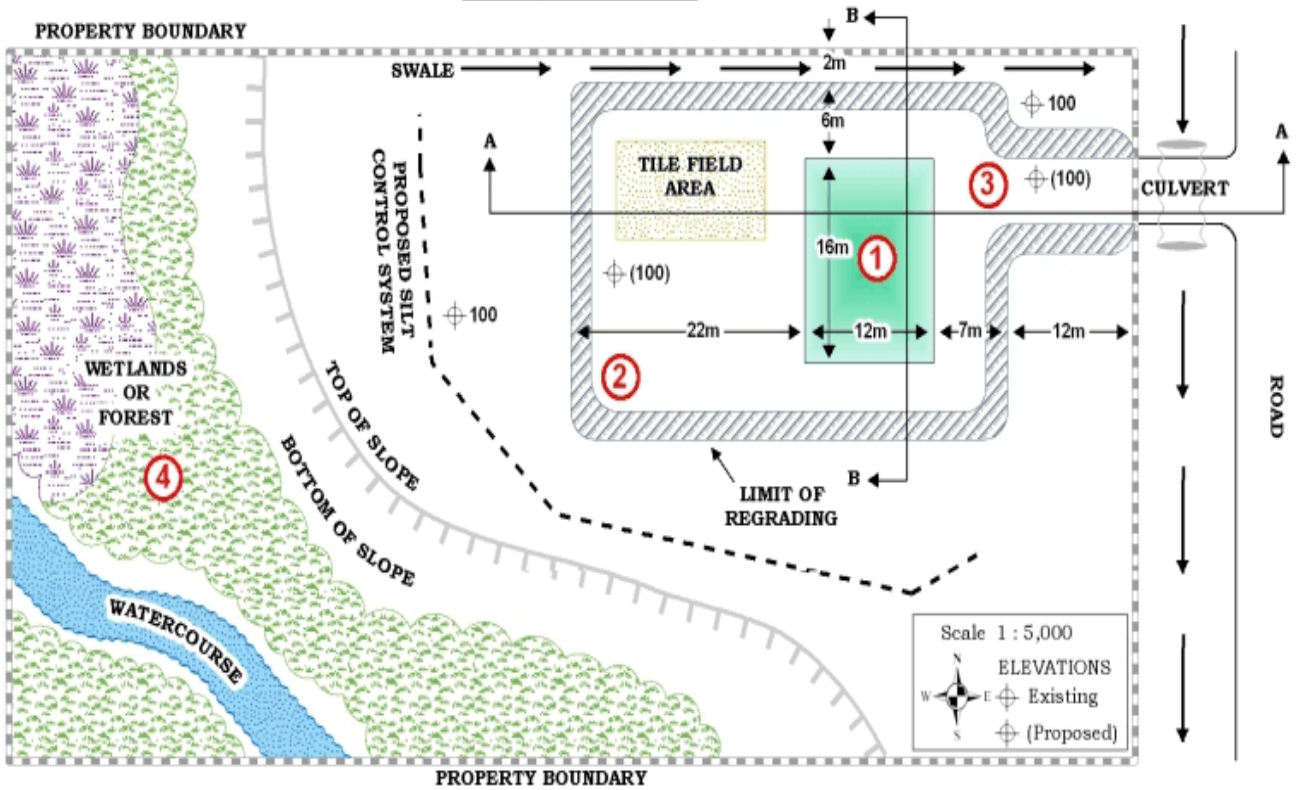
- A cross-section of the proposed structure, including all dimensions and the elevations of all building openings. Elevations may have to be supported by a professionally prepared topographic survey.
- A flood plain analysis to determine the extent of the flood plain in areas where flood plain mapping does not exist and/or a flood plain analysis to determine the effect of the proposed works on flooding up and down stream.
- An environmental impact statement to determine the effects of the proposed works on the natural environment.

**For a list of information and studies that the LSRCA may request in support of your application please see Section 2.4 of the Watershed Development Policies, Ontario Reg, 179/06 and LSPP.**

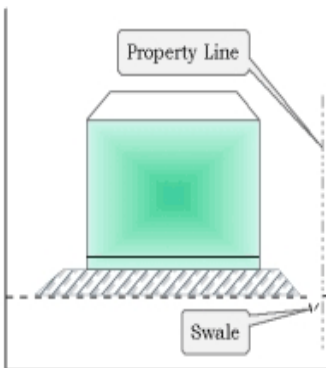
**For more information on LSRCA Watershed Development Policies go to [www.lsrca.on.ca](http://www.lsrca.on.ca)**



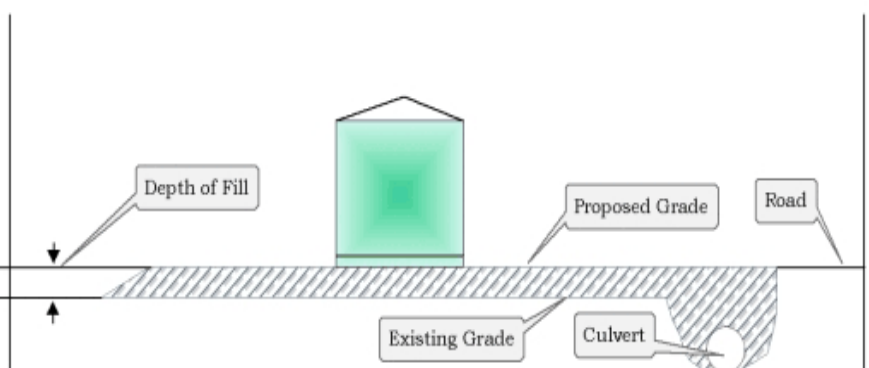
**SAMPLE SITE PLAN**



**SAMPLE CROSS SECTION B-B**



**SAMPLE CROSS SECTION A-A**





## CHECKLIST OF REQUIREMENTS FOR A COMPLETE PERMIT APPLICATION

(Please refer to the Watershed Development Policies for detailed requirements)

### General Requirements:

\* Note: The checklist may not cover all aspects and requirements of the permit approval process

- Completed application form signed and dated by applicant (or authorized agent)
- A Site Plan showing lot line dimensions and area of subject property (to scale), location of Natural Features on or immediately adjacent to the property (i.e. wetlands, watercourses, ponds, ditches woodlots, forested areas, valley lands)
- Landowner Authorization form (if applicant is not the owner)
- Application fee
- Copy of legal survey

### Works in a Flood-Regulated Area

\* Note: your Flood Elevation is: \_\_\_\_\_ m ASL (metres above sea level)

5 sets of stamped folded plans including:

- Topographic survey (geodetic) of the property prepared by an Ontario Land Surveyor (OLS) or P.Eng
- Plan View showing locations and dimensions of all existing and proposed structures (include existing and proposed elevations)
- Grading Plan (grading and/or fill) - include elevations (existing and proposed)
- Cross-sections of proposed structures and proposed fill (include elevations)
- Structures built in a floodplain will require the basement slab, foundations and walls to be designed to withstand the hydrostatic effects of the Regulatory flood, and will be required to be designed by a professional structural engineer. Plans submitted must be stamped and signed by a qualified engineer
- Sediment and erosion controls including location and details
- Incremental Cut/Fill balance prepared by a qualified registered professional engineer
- Compliance with Section 7 of the LSRCA Watershed Development Policies

### Works in a Meanderbelt

\* Note: Work is generally not permitted within 30 metres of a watercourse

5 sets of stamped folded plans including:

- Plan View showing locations and dimensions of all existing and proposed structures (include existing and proposed elevations)
- Grading Plan (grading and/or fill) - include elevations (existing and proposed)
- Cross-sections of proposed structures and proposed fill (include elevations)
- Erosion analysis prepared by a qualified professional



### **Works In/Adjacent to a Wetland or Environmentally Significant Area**

5 sets of stamped folded plans including:

- An Environmental Impact Statement clearly indicating that there will be no negative impact to the form or function of the wetland (to the satisfaction of the Authority. This EIS must be scoped with staff of the Authority prior to its undertaking)
- Plan View showing locations and dimensions of all existing and proposed structures
- Grading Plan (grading and/or fill) - include elevations (existing and proposed)
- Cross-sections of proposed structures and any proposed fill (include elevations)
- Sedimentation/Erosion controls
- Compliance with Section 11 of the LSRCA Watershed Policies

### **Works on or adjacent to Steep Slopes / erosion prone areas**

\* Note: Steep slopes are defined as slopes greater than 3:1 except in sandy soils where steep slopes are defined as 5:1. Erosion prone areas adjacent to Lake Simcoe are defined as the 100 year erosion limit.

5 sets of stamped folded plans including:

- A slope stability and erosion analysis carried out by a Professional Geotechnical Engineer. This analysis must be carried out in accordance with the Authority and Ministry of Natural Resources (MNR) guidelines and will determine the stable top-of-bank, and the minimum development setback to address potential erosion hazards
- Plan View showing locations and dimensions of all existing and proposed structures (include existing and proposed elevations)
- Grading Plan (grading and/or fill) - include elevations (existing and proposed)
- Cross-sections of proposed structures and proposed fill (include elevations)
- Structures built on or adjacent to steep slopes must be designed by a qualified engineer. Plans submitted must be stamped and signed by the engineer
- Sediment and erosion controls including location and details
- Site restoration plan including planting details

### **Shoreline Works**

\* Note: your Shoreline Flood Elevation is: \_\_\_\_\_m ASL (metres Above Sea Level)

5 sets of stamped folded plans including:

- topographic survey (with elevations)
- contour** of 219.15 metres Above Sea Level
- Plan View of existing and proposed structures/conditions (include existing and proposed elevations and distances)
- Limit's of disturbance are to be shown on all plans
- Cross-sections of proposed structures (include elevations and distances)
- Boathouses must be designed by a professional structural engineer and constructed to withstand the forces of wave, ice action and/or hydrostatic effects of floodplain
- Photographs of the site
- Sediment and erosion controls including location and details
- Sediment & erosion control/restoration security agreement
- Method of construction and staging areas
- Re-vegetation plan
- Compliance with Section 7 of the LSRCA Watershed Development Policies



LANDOWNER AUTHORIZATION

For Subject Property:

Twp. Lot \_\_\_\_\_ Conc. \_\_\_\_\_ Plan Lot \_\_\_\_\_ Plan \_\_\_\_\_

Property Address \_\_\_\_\_

Municipality \_\_\_\_\_

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 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.

**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.

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

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

**(PRINT FULL NAME OF SOLICITOR OR AGENT)**

TO SUBMIT THE ENCLOSED APPLICATION TO THE LAKE SIMCOE REGION 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 A PERMIT FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS, ALTERATIONS TO SHORELINES AND WATERCOURSES IN ACCORDANCE WITH THE REQUIREMENTS OF ONTARIO REGULATION 179/06.

DATED AT THE \_\_\_\_\_ OF \_\_\_\_\_,  
(Location) (Town, City, Municipality)

This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

**SIGNATURE OF OWNER(S)** \_\_\_\_\_





**APPLICATION FOR A DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES PERMIT**

(CONSERVATION AUTHORITIES ACT - ONT. REG. 179/06)

**PLEASE CLEARLY PRINT ALL INFORMATION - \* DENOTES A REQUIRED FIELD**  
**OWNER CONTACT INFORMATION:**

* OWNER'S NAME: _____	* PHONE (BUS): _____
* MAILING ADDRESS: _____	* PHONE (RES) : _____
<b>(Please note if different, we need the mailing address here <u>not</u> the project location address)</b>	
*TOWN: _____	CELL: _____ * FAX: _____
*POSTAL CODE: _____	E-MAIL: _____

**(If not owner - Please have a Landowner Authorization form completed and signed by the owner.)**

*APPLICANT'S NAME: _____	* PHONE: _____
*ADDRESS: _____	FAX: _____
* TOWN : _____	CELL: _____
* POSTAL CODE: _____	E-MAIL: _____

* <b>Project location:</b> Municipal Address of project: _____
Lot:: _____ Conc: _____ Plan Lot: _____ Plan: _____ Municipality: _____

\*Application is hereby made for: **Check appropriate box(es)**

- |                                            |                                                          |                                                       |
|--------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Demolition        | <input type="checkbox"/> New Building                    | <input type="checkbox"/> Install a Septic System      |
| <input type="checkbox"/> Deck              | <input type="checkbox"/> Fence                           | <input type="checkbox"/> LEAP                         |
| <input type="checkbox"/> Addition          | <input type="checkbox"/> LOA                             | <input type="checkbox"/> Alter a Watercourse/Crossing |
| <input type="checkbox"/> Work at Shoreline | <input type="checkbox"/> Fill placement/Grade alteration | <input type="checkbox"/> Construct a Pond             |
| <input type="checkbox"/> Swimming Pool     | <input type="checkbox"/> Watercourse Crossing            | <input type="checkbox"/> Boathouse                    |
- Type & Origin of Fill: eg. silt/clay/sand, on-site, off-site fill, if off-site please provide documentation verifying the clean contents of the fill
- \_\_\_\_\_

\* **Description of proposed works:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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I, \_\_\_\_\_ declare that the above information is correct to the best of my

\* **Please Print** \_\_\_\_\_ knowledge and I agree to abide by Ontario Regulation 179/06

“I acknowledge that this application and supporting documents will be considered as public documents and available to the public upon written request under the *Municipal Freedom of Information and Protection of Privacy* (the Act).. I understand that any and all personal information gathered by the LSRCA will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act.”

“I grant permission to LSRCA staff to enter onto my property to conduct site inspections”.

“I acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information.”

\* **Signature:** \_\_\_\_\_ \***Date:** \_\_\_\_\_

\***Please check**  Owner  Agent/Applicant  Other \_\_\_\_\_

\***Please check**  Call owner for pick up  Call applicant for pick up  Please mail permit

\***Please check** preferred method of correspondence:  Phone  Fax  Mail  E-mail

<b>Non- refundable processing fees</b>			
<input type="checkbox"/> Violation Application	\$1,000.00	<input type="checkbox"/> Property Information Request	\$150.00
<input type="checkbox"/> Permit Application	450.00	<input type="checkbox"/> Site Plan Clearance	75.00
<input type="checkbox"/> Permit Application (minor)	150.00	<input type="checkbox"/> Permit Revision	300. 00
<b>Paid by</b> <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Visa/ MasterCard <input type="checkbox"/> Debit			

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