

PERMIT APPLICATION PACKAGE

Prohibited Activities, Exemptions, and Permits

(Conservation Authorities Act, R.S.O. 1990, c. C.27 – Ontario Regulation 41/24)

PERMIT APPLICATION CHECKLIST

Pre-consultation with ORCA staff is strongly recommended prior to submitting a permit application. To book an appointment, call 705-745-5791, ext 230.

Mandatory minimum requirements for all applications:

- ☐ Completed and signed Application Form
- ☐ Completed and signed Landowner Authorization Form (if applicable)
- ☐ **1 digital pdf copy of the Site Plan and construction plans/details/drawings** including dimensions to be submitted with the application
- ☐ Summary statement describing proposed use of any buildings/structures and the methods to be used if carrying out an activity to straighten, change, divert or interfere with a regulated feature
- ☐ Drainage details along with existing and proposed elevation details
- ☐ Start and completion dates
- ☐ Complete description of any type of fill proposed to be placed or dumped
- ☐ Full payment by credit card, cheque (payable to “ORCA”), or cash
- ☐ Any additional documentation requested by ORCA during pre-consultation

IMPORTANT

Failure to provide necessary documentation and/or payment may result in the Application being deemed “INCOMPLETE” and result in delay of review.

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, R.S.O. 1990, chapter C. 27, and Prohibited Activities, Exemptions, and Permits Ontario Regulation 41/24. This information is used to access applications and where approved issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.



OTONABEE REGION CONSERVATION AUTHORITY
250 Milroy Drive, Peterborough, ON K9H 7M9
T: 705.745.5791 F: 705.745.7488
www.otonabeeconservation.com

Permit Application

Prohibited Activities, Exemptions, and Permits

(Conservation Authorities Act, R.S.O. 1990, c. C.27 – Ontario Regulation 41/24)

Landowner

Agent/Applicant*

Name _____

Name _____

Mailing Address _____

Mailing Address _____

City _____

City _____

Postal Code _____

Postal Code _____

Tel: Primary _____

Tel: Primary _____

Email _____

Email _____

***Signed Landowner Authorization is required.**

Please specify to whom all correspondence should be sent? ☐ Owner ☐ Agent/Applicant

Only those individuals listed above will be authorized to sign and pick up a permit.

Type of Work Proposed (check all that apply)

Description of proposed project: _____

- ☐ Construct New Building ☐ Alter an Existing Watercourse ☐ Build Pond, Reservoir
☐ Alter, Add or Renovate a Building ☐ Construct a Retaining Wall, Erosion Control ☐ Other (specify) _____
☐ Install Sewage Disposal System ☐ Place or Remove Fill, Site Grading _____

Location and Timelines for Proposed Works

Street Address/911 # _____ Municipality _____

Concession _____ Lot _____ Roll # _____

Proposed Land Use _____ Proposed Start Date _____ / _____ / _____
mm dd yy

Existing Land Use _____ Proposed Finish Date _____ / _____ / _____
mm dd yy

Does the proposed work comply with the municipal Zoning By-law, Official Plan, etc? ☐ Y ☐ N

Terms and Conditions

- Permits or Approvals granted by the Otonabee Region Conservation Authority (ORCA) are non-transferable and are valid for a period of two years from the date of issuance.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.
- If information provided on or with this application is determined to be untrue or incorrect, or becomes untrue or incorrect, ORCA reserves the right to withdraw any permission granted.
- Permits contain important conditions. A copy of the permit must be on the work site at all times.
- Further information and studies may be required by ORCA to process this application, the costs of which will be borne by the owner or their authorized agent/applicant. This information may include details related to wetlands, floodplains, hydraulics, slope stability or stream systems.
- Once submitted, all studies become the property of ORCA and the information may be used by ORCA, its' member municipalities, and partners.
- A formal request under the Municipal Freedom of Information Protection and Privacy Act, RSO 1990, c. M. 56 is required for members of the public to view any studies, plans, and reports related to your permit. Access is subject to statutory exemptions. The same is true should you wish to access any studies, plans and reports pertaining to other's permits.
- Insufficient information may delay the processing of your application.
- Fees subject to change without notice.

I / we _____ hereby certify to the best of my/our
(please print)

knowledge and belief that all of the above-noted, attached, and/or supporting documentation 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 terms and conditions, and the declaration which is written below.

By signing this application, consent is given to ORCA staff and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works.

Date _____ Signature _____

☐

Landowner

☐

Authorized Agent/Applicant



OTONABEE REGION CONSERVATION AUTHORITY
250 Milroy Drive, Peterborough, ON K9H 7M9
T: 705.745.5791 F: 705.745.7488
www.otonabeeconservation.com

Landowner Authorization Form

Location of Proposed Works

Street Address/911 # _____ Municipality _____

Concession _____ Lot _____ Roll # _____

NOTE TO THE OWNER

IF THE APPLICATION IS TO BE PREPARED BY AN AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU. ALL SUBMISSIONS ARE THE RESPONSIBILITY OF THE OWNER.

I/we _____
(please print)

hereby authorize _____
(please print)

to provide as my agent any required authorizations or consents, to submit the enclosed application to the Otonabee Region Conservation Authority (ORCA), and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the ORCA board relevant to the application for the purposes or obtaining a permit in accordance with the requirements of Ontario Regulation 41/24, as amended.

Dated at _____ of _____
(Location) (City/Town)

Signature of Owner _____ Date _____ / _____ / _____
mm dd yy

Preparing Your Site Plan & Cross-Section

The following information is provided as a guide only. **Pre-consultation with ORCA staff is strongly recommended prior to submitting a permit application.**

Structures (New or altered)

- ☐ Identify elevation (in metres geodetic) of the lowest opening (e.g. window, door sill) of the proposed structure or the elevation change from the lowest opening to the current water level (shoreline properties only).
- ☐ Dimensions of any proposed structure.
- ☐ Location of any existing structures.
- ☐ Distances from at least two property boundaries and other natural features (e.g. watercourse).
- ☐ Cross-section of the proposed structure showing existing grade and finished grade.

Fill Placement

- ☐ Location of all areas of proposed fill placement and/or removal and the limits of disturbance.
- ☐ Dimensions of the proposed fill area and the depth of fill required.
- ☐ Description of proposed fill (e.g. crushed stone).
- ☐ Cross-section of the proposed fill area showing depth(s), side slopes, before and after elevations.

Proposed Driveway or Road Construction

- ☐ Distances from at least two property boundaries or other natural features (e.g. watercourse)
- ☐ Description of proposed material (e.g. crushed stone).
- ☐ If proposed construction is not at grade, show proposed depth and limits of fill.
- ☐ Location, length, diameter, type and pipe invert for any proposed culvert(s).

Natural Feature Identification

- ☐ Location of any watercourses, ditches, drainage features, wetlands, forested areas or any steep slopes.

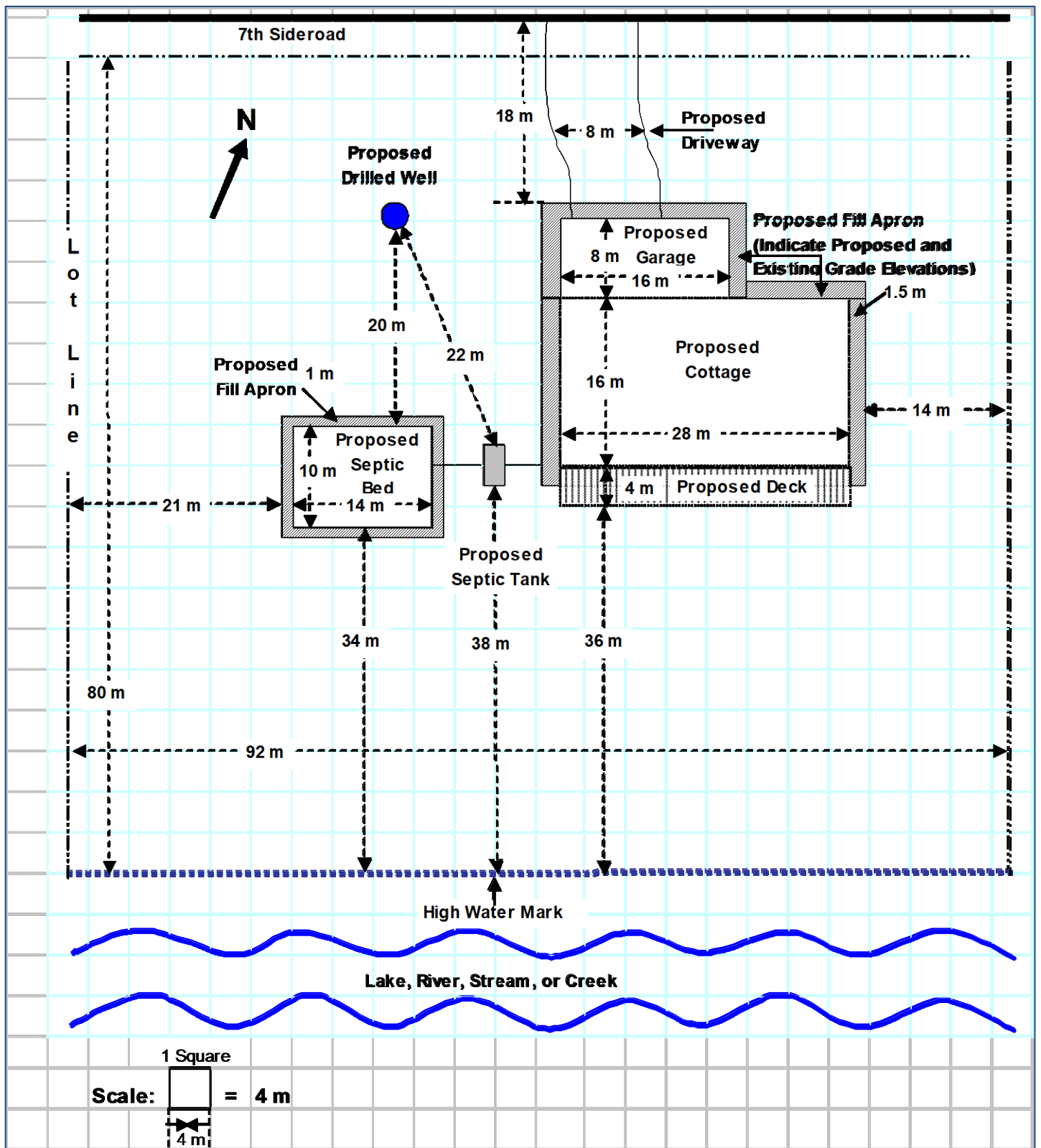
Erosion Control Measures

- ☐ Location and type of measures proposed, installation details, and site re-vegetation plan.

Additional information that *may* be required to process a permit application includes but is not limited to:

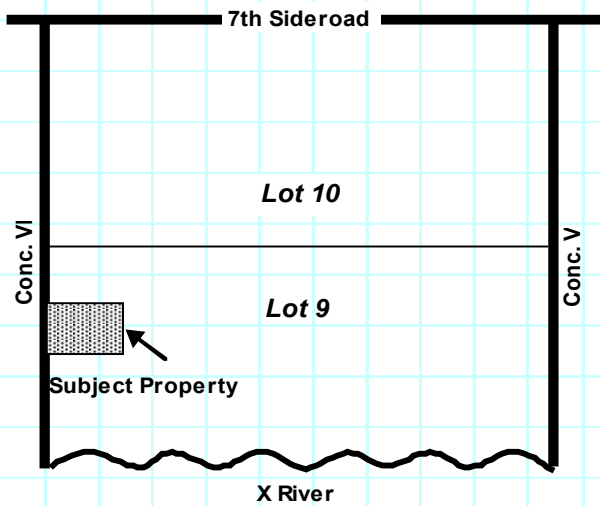
- Copy of a legal survey of the property
- Professionally prepared topographic survey, Lot Grading/Drainage Plan
- Flood Plain Analysis/Delineation Study, Hydrology/Hydraulic Analysis
- Environmental Impact Study, Planting or Vegetation Plan or Tree Retention Plan
- Hydrogeological Analysis, Fluvial Geomorphological Assessment, Meander Belt Allowance Assessment
- Stormwater Management Plan or Sediment and Erosion Control Plan
- Slope Stability/Erosion Study.

Sample Site Plan

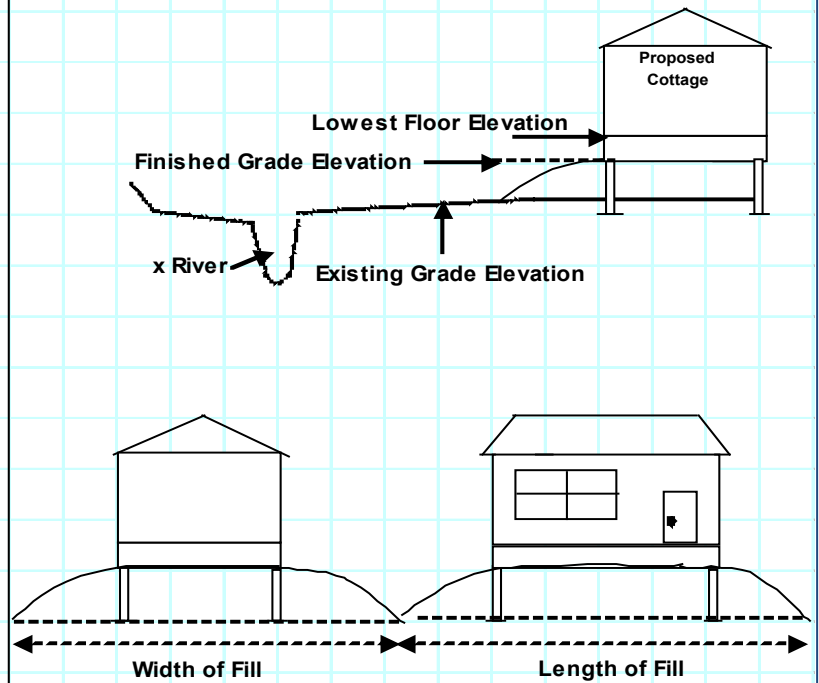


Sample Drawings

Location Map



Cross-Sections - Construction and Fill



Cross-Section - Alteration to Waterway
Eg. Rip Rap Erosion Control at Shoreline

