



## A 3-STEP GUIDE TO THE ELECTRONIC PERMITTING PROCESS

Otonabee Conservation will temporarily be accepting applications digitally, as part of our COVID-19 response.

### 1 | Application

Please submit applications for development under Ontario Regulation 167/06, to [permits@otonabeeconservation.com](mailto:permits@otonabeeconservation.com). Permits submitted to individual staff emails will not be accepted.

Large-scale drawings and reports will also need to be submitted in hard copy via mail/courier. Otonabee Conservation staff will let you know about hard copy submission requirements after reviewing the application.

**Please note that Otonabee Conservation does NOT have a mailbox. Application materials CANNOT be dropped off at the office at this time.**

We will place your application in queue upon receiving a complete digital application, and will then wait to receive any required hardcopies by mail. For more information regarding what to submit with your application please see our [Permit Application Package](#).

While we are not conducting face-to-face pre-consultations, our staff remain available to talk to you about your project via email or phone.

### 2 | Payment

Payment can be made to Otonabee Conservation by credit card over the phone. Cheque payments can be received by mail/courier. Similar to above, while your permit application will not be reviewed until payment is received, we will get your application in queue.

### 3 | Signatures

Once your permit is complete, you will be emailed a copy of the permit and be asked to either:

- 1) Sign and scan, or
- 2) Digitally sign the permit and return to Otonabee Conservation.

Please note that the permit will not yet be signed by the Authorized Staff member. Once we receive your signed copy back from received you, it will be signed by an Authorized Staff member and returned to you with your permit placard. **YOUR PERMIT IS NOT VALID UNTIL YOU HAVE RECEIVED A SIGNED COPY BACK.** Proceeding with works prior to receiving your fully signed and authorized copy can result in enforcement action.