

Application Form

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses, O. Reg. 180/06

Lakehead Region Conservation Authority
130 Conservation Road, P.O. Box 10427, Thunder Bay, ON P7B 6T8
Telephone 344-5857, Fax 345-9156, Email: info@lakeheadca.com, www.lakeheadca.com

Office Use Only
Permit #
Fee \$
<input type="checkbox"/> Cheque
<input type="checkbox"/> Cash
<input type="checkbox"/> Visa

SECTION 1- Applicant Information/Project Location					
Applicant Information:					
Name:					
Organization/Company (<i>if applicable</i>)					
Address:		Postal code:			
		Fax:			
Email:		Telephone:			
Property Owner Information: Same as above : <input type="checkbox"/>					
Name:					
Address:		Postal code:			
		Fax:			
Email:		Telephone:			
<i>Correspondence will be sent to the owner and copied to the applicant (if different).</i>					
Subject Property:					
Municipal Address:		Fire Number			
Municipality:					
Legal Address:		Lot:	Concession:	Registered Plan:	

Notes:

1. If the applicant is not the owner (i.e. agent, consultant, etc.) of the property, Schedule A – Letter of Authorization must be submitted with the application.
2. If work is to be carried out on land owned by a Campers Association, a letter authorizing the work must be provided that is signed by the legal representative of the Association.
3. If work is to be carried out on a Municipal right-of-way, a letter authorizing the work must be provided that is signed by a representative of the Municipality.

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SECTION 2 – Description of Proposed Work		
Fill in all Sections that apply.		
Attach additional information (i.e. site plan (including lot and building/structure dimensions, lot grading plan, drainage details, construction drawings, etc.)		
A - Construction, Renovation, Addition		
<input type="checkbox"/> Construct a new building or structure		
<input type="checkbox"/> Construct an addition to an existing building or structure		
<input type="checkbox"/> Re-construct an existing building or structure – In Floodplain: Yes / No		
Proposed use of building/structure:		
Proposed floor area (m ²):	Existing floor area (m ²):	
Lowest opening elevation (m):	Ground elevation (m):	
B - Placement/Removal of Fill and Site Grading		
<input type="checkbox"/> Re-grade Site	Size of Area to be re-graded (ha):	
<input type="checkbox"/> Place Fill on Site		
Type of fill material placed on site:		
<input type="checkbox"/> Sand <input type="checkbox"/> Gravel <input type="checkbox"/> Crushed Stone <input type="checkbox"/> Rip Rap <input type="checkbox"/> Topsoil <input type="checkbox"/> Other		
Quantity of Fill Placed on site (m ³)		
Length of Area Filled (m)	Width of Area Filled (m)	Depth of Fill (m)
<input type="checkbox"/> Remove Fill from Site		
Quantity of Fill Removed from site (m ³)		
Location where removed fill will be deposited:		
Proposed method of Erosion Protection (e.g. straw bales, silt fencing, etc.)		
Description of method:		
C - Shoreline Alteration/Channel or Lake Bed Alteration		
<input type="checkbox"/> Boat Launch installation or repair		
<input type="checkbox"/> Boathouse installation or repair		
<input type="checkbox"/> Dock installation or repair		
Length of Dock (m)	Width of Dock (m)	Elevation of top of Dock (m)
<input type="checkbox"/> Groyne or breakwall installation or repair		
<input type="checkbox"/> Dredge lake or river bottom		
Length of Dredged Area (m)	Width of Dredged Area (m)	Depth of Dredging (m)

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<input type="checkbox"/> Erosion control	
Length of Erosion control (m)	
Type of material used for erosion control	
D – Infrastructure Installation, Repair and Replacement	
Include details of method of installation, description of materials used, grade of side slopes, etc.	
<input type="checkbox"/> Culvert	
<input type="checkbox"/> Replace existing <input type="checkbox"/> Repair existing <input type="checkbox"/> New installation	
Length of proposed pipe (m):	
Diameter of proposed pipe (m):	Diameter of existing pipe (m):
<input type="checkbox"/> Bridge	
<input type="checkbox"/> Replace existing <input type="checkbox"/> Repair existing <input type="checkbox"/> New installation	
Span/width of Bridge (m):	
<input type="checkbox"/> Other type of crossing – Describe:	
<input type="checkbox"/> Replace existing <input type="checkbox"/> Repair existing <input type="checkbox"/> New installation	
Proposed method of Erosion Protection (e.g. straw bales, silt fencing, etc.)	
Description of method:	
E - Other	
Specify proposed development or alteration not specified in A, B, C or D above:	

Additional Details

Dates when work will be carried out:	
Start date:	Completion Date:

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SECTION 3 - Applicants Statement

Permits are issued by the Conservation Authority Board that generally meets once per month on the third Wednesday. Applicants are advised to submit applications as early as possible to permit processing time for inclusion in the Authority Board Agenda. Applications received within two weeks of a Meeting date or are not complete may not be processed until the following meeting (six week format).

The Authority may at any time withdraw any permission given under the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, if in the opinion of the Authority, the condition(s) on the permit are not complied with. Any false or misleading statement or any changes to this application may result in withdrawal of any permission issued on the basis of this application.

Be advised that other municipal (i.e. building permit, etc.), provincial (i.e. MNR Work Permit, etc.) or federal approvals or permits may also be required.

By signing this application, consent is given to the LRCA, its employees and other persons as required by the LRCA, to access the property, for the purpose of inspection, 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 the LRCA.

Permits issued by the LRCA are issued to the current owner of the property and are not transferrable.

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained in 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 on this form may be disclosed to Government and Municipal agencies for review, comment, or to members of the public through the Freedom of Information process. Questions related to the collection of information should be directed to the General Manager/Secretary Treasurer, LRCA, 130 Conservation Road, P.O. Box 10427, Thunder Bay, ON, P7B 6T8, 807-344-5857.

I hereby declare that I have read the above statements and that the information I have provided is true and correct to the best of my knowledge and belief, all of the above information, plans and submission 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 authorizes the right to exercise binding authority.

Signature of Owner:		Date:
Signature of Agent:		Date:

Internal Use Only		
Inspection Date:		
Floodplain Map Sheet No.		Regulatory Flood Elevation:
Fisheries Review Required	Yes / No	If HADD date referred to DFO:
Resolution #		Application Form Revision Date: June 1, 2011

Schedule A – Letter of Authorization

Authorization to submit an Application for a Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit by a Person other than the Legal Owner.

I _____, being the legal owner of the property described as
Lot _____, Concession _____, Plan _____,
Parcel _____ in the Municipality/Township of _____,
located at Municipal address _____
Authorize _____

to provide as my agent any required authorizations or consents, to submit the enclosed application to the Lakehead 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 LRCA Hearing Board relevant to the application for purposes of obtaining a permit to develop, interfere with a wetland or alter a shoreline or watercourse in the accordance with the requirements of Ontario Regulation 180/06.

Dated at _____
City/Town

Signature of Legal Owner _____

Date _____

Schedule B – Schedule of Fees
*Development, Interference with Wetlands and
Alterations to Shorelines and Watercourses, O. Reg. 180/06*

Category	Description of Activity	Fee
Small Works	Accessory buildings and structures ¹ with a floor area less than 20 square metres (215 ft ²)	\$75 + HST = \$84.75
	Additions with a floor area less than or equal to 20 square metres (215 ft ²)	
	Infrastructure maintenance ²	
	Fill activity ³ of 25 to 100 cubic metres (approximately 2 to 6 tandem loads)	
	Docks and boathouses - new construction, modifications or extensions, less than 15 square metres (161 ft ²) in area	
Standard Works	New buildings, reconstruction, accessory buildings and structures ¹ and additions with a total gross floor area of 20 to 100 square metres (226 - 1,076 ft ²)	\$150 + HST = \$169.50
	Fill activity ³ of 101 to 500 cubic metres (7-33 tandem loads) or grading a property less than 0.5 hectares (1.2 acres) in size	
	Shoreline alteration ⁴ /natural erosion control ⁵ <50 metres in length	
	Channel/lake bed alteration ⁶ less than 200 metres in length or 0.5 hectares (1.2 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures less than 3 metres in width/span	
	Docks and boathouses - new construction, modifications or extensions, greater than 15 square metres (161 ft ²) in area	
Large Works	New buildings, reconstruction, accessory buildings and structures ¹ with a total gross floor area of 101 to 450 square metres (1087 - 4,844 ft ²)	\$300+ HST = \$339.00
	Fill activity ³ from 501 to 2000 cubic metres (34-134 tandem loads) or grading on property 0.5 - 1.0 hectare (1.2 - 2.7 acres) in size	
	Infrastructure including but not limited to: culverts, bridges, clear span structures between 3 - 25 metres in width/span	
	Channel/lake bed alteration ⁶ greater than 200 metres in length or 0.5 hectares (1.2 acres) in area	
	Shoreline alterations/natural erosion control 51 and 500 metres in length	
Major Works	Multiple unit projects or buildings greater than 450 square metres in area	\$500 + HST = \$565.00
	Reconstruction of a habitable structure in the floodplain	
	Fill activity ³ greater than 2,000 cubic metres or grading on a property greater than 1.1 hectares (2.47 acres) in area	
	Infrastructure including but not limited to: culverts, bridges, clear span structures greater than 25 metres in width/span	
	Shoreline alterations/natural erosion control greater than 501 metres in length	
Subdivision	Review and approval of large subdivisions.	\$750+ HST = \$847.50

Schedule B – Schedule of Fees
*Development, Interference with Wetlands and
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Category	Description of Activity	Fee
Permit Revisions	Minor Revisions	\$50 + HST = \$56.50
	Major Revisions	½ original Permit Fee
Permit Extensions	Permits are valid for two calendar years from date of issue. Permits may be extended for one additional year at a time to a maximum of five years prior to expiry of permit. Extensions beyond five years must re-apply for a new permit.	\$50 + HST = \$56.50
Violations	Applications submitted after the proposed project has commenced.	Double the prescribed fee
Property Inquires (Legal/Real Estate)	Written response to legal, real estate, financial institution inquires on behalf of land-owners or others.	\$75 + HST = \$84.75
Clearance Letters	Written clearance letter indicating proposed development is outside regulated area and permit is not required.	\$75 + HST = \$84.75
Other Services		
Screening Map Copies	Colour printed copies of Screening Maps (full map size)	\$30 per sheet + HST = \$33.90
Map Creation Services	Project specific. Consult with Staff for estimate.	

Notes:

- 1 **Accessory buildings and structures** include sheds, retaining walls, gazebos, decks, etc. which are non-habitable.
- 2 **Maintenance** means repair to a structure involving no change in size, location or shape.
- 3 **Fill activity** includes placement, removal and/or grading material originating on the site or elsewhere.
- 4 **Shoreline alteration** includes boat launches, groynes, breakwalls, etc.
- 5 **Natural erosion control** means measures to control erosion using live plants, natural and native rock (i.e. rip-rap/blast rock, etc.).
- 6 **Channel/lake bed alteration** means dredging, channel diversion or re-alignments, etc.
- 7 The Lakehead Region Conservation Authority reserves the right to revise the Fee Schedule at any time without notice, subject to Board approval.
- 8 Permit fees are considered a processing fee and are non-refundable.

Effective Date of Fee Schedule: June 1, 2011

Board Resolution No. 42/11