

**APPLICATION FOR PERMISSION TO UNDERTAKE DEVELOPMENT & ALTERATION  
ACTIVITIES WITHIN REGULATED LANDS  
(Pursuant to *Ontario Regulation 41/24*)**

Dear Applicant:

In order for Maitland Valley Conservation Authority (MVCA) staff to process your application we require the following:

1. A **completed** application form (attached). Please note, all information is required, unless otherwise advised by staff. The check boxes are there to help ensure required information has been submitted.
2. MVCA application fee. The Board of Director's approved fee schedule can be accessed on MVCA's website or upon request. Fees reflect staff time and are based upon the complexity of reviews. MVCA reserves the right to charge additional fees if staff time required to review your application exceeds the time normally required for a similar application. These additional fees apply only to staff time and will be communicated to you prior to the fees being charged. Additional fees must be paid prior to a permit being issued.

Upon receipt of the application and payment, MVCA staff will notify the applicant within 21 days whether the application complies with subsection 28.1 (3) of the *Conservation Authorities Act, R.S.O. 1990*, and is deemed a **complete** application. It is the responsibility of applicants to hire professional expertise to assist in the procurement of the proper information to support their applications. Staff will inform applicants what is missing and will place the application on hold until all required information is submitted.

Applications are reviewed for compliance under the decision-making framework of *Ontario Regulation 41/24*, and the *Conservation Authorities Act*. Once the application is deemed complete, MVCA staff will not require new studies, technical information or plans from the applicant to make a determination on the application, unless agreed to by the authority and the applicant.

The purpose of review and subsequent permission with or without conditions is to ensure the preservation of life and property due to the risk of flooding, erosion and other natural hazards. If proposed works do not comply with the above, or if applicants do not agree with any condition of permit approval, applicants have the opportunity to present their application to the Board of Directors at a Hearing to consider the application.

**APPLICATION FOR PERMISSION TO UNDERTAKE DEVELOPMENT & ALTERATION  
ACTIVITIES WITHIN REGULATED LANDS**  
(Pursuant to *Ontario Regulation 41/24*)

**MVCA USE: File No. \_**

<b>APPLICANT INFORMATION</b>		<b>Section 1.0</b>
Are you the current property owner on title? YES: <input type="checkbox"/> NO: <input type="checkbox"/> (if no, see Agent Information)		
<b>If an agent is submitting an application on your behalf the attached <i>Landowner Authorization</i> form must be completed by the property owner on title.</b>		
Landowner Name:	Organization:	
Mailing Address:	City/Town:	
Postal Code:	Fax #:	
Telephone #:	Business#:	
Cell #	Email:	

<b>AGENT INFORMATION</b>		<b>Section 2.0</b>
Has the owner on title signed the attached <i>Landowner Authorization</i> form to permit you to act as Agent?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Name:	Organization:	
Mailing Address:	City/Town:	
Postal Code:	Fax #:	
Telephone #:	Email:	

PRE-APPLICATION CONSULTATION		Section 3.0
Have you conducted any pre-consultation with MVCA staff to determine site issues, and technical requirements for a complete application?		
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Date of contact:	MVCA staff contact:	

PROPERTY INFORMATION			Section 4.0
Project Name (if applicable):			
Project Location (911 address):			
Municipality:		Former Township:	
Lot:	Concession:	Plan #	
Is there a legal survey for the property? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Has a previous application to MVCA been filed on this property? YES <input type="checkbox"/> (provide details below) NO <input type="checkbox"/> NOT SURE <input type="checkbox"/>			
Is there a violation on this property under Ontario Regulation 41/24? YES <input type="checkbox"/> (provide details below) NO <input type="checkbox"/> NOT SURE <input type="checkbox"/>			
<p>It is the responsibility of the applicant to ensure they acquire all other applicable permissions, such as from:</p> <ul style="list-style-type: none"> <li>• <i>Municipal Building Department</i></li> <li>• <i>Department of Fisheries and Oceans</i></li> <li>• <i>Ministry of Natural Resources and Forestry</i></li> <li>• <i>Ministry of Environment Conservation and Parks</i></li> <li>• <i>etc.</i></li> </ul>			

APPLICATION REQUIREMENTS		Section 5.0
I <input type="checkbox"/>	<b>START &amp; END DATES</b> the start and completion dates of the development activity or other activity	
II <input type="checkbox"/>	<b>SITE PLANS</b> a plan of the area showing the type and location of the proposed development activity, or a plan of the area showing plan view and cross-section details of an activity to; straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland	
III <input type="checkbox"/>	<b>DESCRIPTIONS &amp; DETAILS</b> the proposed use of any buildings and structures following completion of the development activity, or a statement of the purpose of an activity to; straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse or to change or interfere with a wetland	
IV <input type="checkbox"/>	<b>CONSTRUCTION METHODS</b> a description of the methods to be used in carrying out an activity to; straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland	
V <input type="checkbox"/>	<b>ELEVATIONS &amp; GRADES</b> the elevations of existing buildings, if any, the grades, and the proposed elevations of any buildings and grades after the development activity or other activity	
VI <input type="checkbox"/>	<b>DRAINAGE DETAILS</b> drainage details before and after the development activity or other activity	
VII <input type="checkbox"/>	<b>FILL MATERIAL DETAILS</b> a complete description of any type of fill proposed to be placed or dumped	
VIII <input type="checkbox"/>	<b>LANDOWNER AUTHORIZATION</b> a confirmation of authorization for the proposed development activity, or other activity given by the owner of the subject property, if the applicant is not the owner	
IX <input type="checkbox"/>	<b>OTHER TECHNICAL STUDIES</b> any other technical information, studies, or plans that the authority requests including information requested during pre-submission consultations between the authority and the applicant	
X <input type="checkbox"/>	<b>FEE</b> payment by the applicant of the fee charged by the authority	

I - START & END DATES		Section 5.1
PROPOSED START DATE:	PROPOSED COMPLETION DATE:	
NOTES:		

II – SITE PLANS	Section 5.2
<input type="checkbox"/> SITE PLANS ATTACHED	
LIST OF PLANS ATTACHED:	
<div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	
NOTES:	

**III – DESCRIPTION & DETAILS****Section 5.3**☐ DETAILED DESCRIPTION ATTACHED

DESCRIPTION OF PROJECT & INTENT (purpose of activity, existing use of land/building, proposed use of land/building, etc.)

**IV – CONSTRUCTION METHODS****Section 5.4**☐ PLANS & METHODS DESCRIPTION ATTACHED

DESCRIPTION OF METHODOLOGY (equipment to be used, construction staging, spills action plan, sediment control, etc.)

**V – ELEVATIONS & GRADES****Section 5.5**☐ ELEVATION AND/OR GRADING PLANS ATTACHED

LIST OF PLANS ATTACHED:

-  
-  
-

ELEVATION OF EXISTING BUILDING(s) (provide one elevation value for each floor including basement)

ELEVATION OF PROPOSED BUILDING(s) (provide one elevation value for each floor including basement)

**VI – DRAINAGE DETAILS****Section 5.6**☐ DRAINAGE AND/OR GRADING PLANS ATTACHED

LIST OF PLANS ATTACHED:

-  
-  
-

DESCRIPTION OF CHANGES TO SITE DRAINAGE

**VI – FILL MATERIAL DETAILS****Section 5.7**

☐ FILL MATERIAL DESCRIPTION ATTACHED

LIST OF FILL DOCUMENTS ATTACHED:

-  
-  
-

DESCRIPTION OF FILL MATERIAL (origin, quality, temporary placement, etc.)

**VIII – LANDOWNER AUTHORIZATION****Section 5.8**

☐ LANDOWNER AUTHORIZATION FORM ATTACHED

The *LANDOWNER AUTHORIZATION FORM* is the final page of this application document and must be completed if the applicant is not the landowner, or unless other appropriate authorization is provided (*i.e.* contractor authorization from the Municipality, service agreement contracts for utilities, *etc.*)



**XI – OTHER TECHNICAL STUDIES****Section 5.9**☐ OTHER TECHNICAL STUDIES ATTACHED

TECHNICAL STUDIES ATTACHED (including relevant correspondence, review letters, terms of reference *etc.*):

☐ GEOTECHNICAL STUDY☐ ENVIRONMENTAL IMPACT STUDY☐ HYDROGEOLOGY STUDY☐ STORMWATER MANAGEMENT PLAN (may also be listed in previous sections)☐ ENGINEERED DRAINAGE PLAN (may also be listed in previous sections)☐ LOCAL FLOOD STUDY☐ COASTAL STUDY☐ RESTORATION PLAN (may also be listed in previous sections)☐ OTHER STUDIES \_\_\_\_\_

NOTES:

**X – FEE****Section 5.10**☐ PAYMENT ATTACHED

FORM OF PAYMENT:

NOTES:

TERMS AND CONDITION OF APPLICATION 6.0		Section
<ol style="list-style-type: none"> <li>1. Permission granted by MVCA cannot be transferred to another party without prior written approval from MVCA.</li> <li>2. Subject to Section 28 (20) of the <i>Conservation Authorities Act</i>, signing of this application permits MVCA to enter the subject property for the purpose of reviewing the application; compliance monitoring during the work and upon completion of the work, should a permit be issued.</li> <li>3. MVCA may at any time withdraw any permission given if, in the opinion of MVCA, the representations contained in the application for permission are not carried out, false or misleading, or the conditions of the permit are not complied with.</li> <li>4. Pursuant to the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, the personal information on this form is collected under the authority of the <i>Conservation Authorities Act</i>. This information is used to assess applications, and issue <i>Ontario Regulation 41/24</i> permission upon approval. Information on this form may be disclosed to Government and Municipal agencies for review and comment, or to members of the public through the Freedom of Information process. Questions about this collection should be directed to the MVCA.</li> <li>5. Approvals may be required from other agencies prior to undertaking the work proposed. The MVCA permission or review does not exempt the Applicant from complying with any other approvals, laws, statutes, or regulations.</li> <li>6. Refunds for application fees will not be provided once the file policy/technical review process has been initiated by MVCA staff.</li> </ol>		
<p><b>I / We acknowledge through the assessment of this application additional fees will be charged to reflect costs associated with site visits requested by the applicant that are beyond the normal review process, incomplete submissions, and or amendments to the permit after the permit has been issued.</b></p> <p><b>I / We, the undersigned, do solemnly declare that the above information is true and correct.</b></p> <p><b>I / We acknowledge this information is collected to administer <i>Ontario Regulation 41/24</i>.</b></p> <p><b>I / We acknowledge that my / our application will be returned if the information submitted is not complete or is deemed inaccurate, and that MVCA will cease review of the application until all required information is submitted as noted in the application sections of this application.</b></p>		
<b>Name of Owner (Print):</b> _____	<b>Name of Agent (Print):</b> _____	
<b>Signature of Owner:</b> _____	<b>Signature of Agent:</b> _____	
<b>Date (month/day/year):</b> _____	<b>Date (month/day/year):</b> _____	

## LANDOWNER AUTHORIZATION

Project Location (911 address):

Municipality:

Former Township:

Lot:

Concession:

Plan #

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 owners(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 corporations 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, the owner(s).**

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

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

TO PROVIDE AS MY AGENT ANY REQUIRED AUTHORIZATIONS OR CONSENTS, TO SUBMIT THE ENCLOSED APPLICATION TO THE MVCA, AND TO APPEAR ON MY BEHALF AT ANY HEARINGS(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 UNDER SECTION 28.1 OF THE CONSERVATION AUTHORITIES ACT R.S.O. 1990, IN ACCORDANCE WITH THE REQUIRMENTS OF ONTARIO REGULATION 41/24, AS AMENDED.

**NOTE: AGENTS MUST BE OVER THE AGE OF 18 TO SUBMIT AN APPLICATION ON THE LANDOWNERS BEHALF**

DATED ON: \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year)

OWNERS NAME (PRINT) \_\_\_\_\_

OWNERS SIGNATURE \_\_\_\_\_