

PERMIT APPLICATION PACKAGE

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit Application (O. Reg. 319/09)

To ensure that your application submission will be processed in a timely manner, you must provide a complete application package. Please review the mandatory submission requirements and understand that further documentation may be required depending on the project and site conditions. The submission of a complete application package does not guarantee Quinte Conservation (QC) will grant the landowner a permit for the proposed development and/or alteration and/or interference.

SUBMISSION REQUIREMENTS

Sections 1-5 are mandatory – all fields/questions must be completed. Failure to fully complete Sections 1-5 will result in a delay in processing and your application will be placed “on hold” until a complete application package has been received.

Additionally, there are minimum requirements for supporting documentation which must accompany your application. The applicant may require assistance from a qualified professional to assist with a submission package. The mandatory minimum requirements are noted below.

Mandatory Minimum Requirements for all Application Submissions

- Completed application signed and dated by the landowner/agent. Sections 1-5 on the permit application are mandatory. Incomplete applications will not be processed by staff.
- Permit application fee.
- Detailed Site Plan - showing existing site conditions and proposed works including location and dimensions of all existing structures. The site plan must also include the relevant measurements from any watercourse/wetland/steep slope/karst to existing and proposed development. The site plan must include measurements from all property boundaries to existing and proposed development.
- Construction plans/drawings/details with dimensions of all existing and proposed buildings. Drawings must be dated, numbered, and appropriately labelled, if applicable.
- Cross-section drawing(s) with measurements is required for any shoreline projects, bridge/culvert works, and maintenance dredges.
- An Erosion and Sediment Control Plan is required for any shoreline projects, bridge/culvert works, and maintenance dredges.
- If the application is for the construction of a new sewage system or alterations to an existing sewage system, drawings/details are required.

Additional Submission Requirements

The submission requirements are based on the type of application submitted and the site conditions. If the items below are required, you will be notified by staff:

- Building envelope site plan prepared by a qualified Engineering Consultant or Ontario Land Surveyor.
- Topographic survey, including the 1:100 year flood plain elevation prepared by a qualified Engineering Consultant or Ontario Land Surveyor.
- Grading plan with existing and proposed geodetic elevations determined by a qualified Engineering Consultant or Ontario Land Surveyor.
- Drainage Plan depicting existing and proposed conditions (use of an Engineering Consultant may be required).
- Photographs of the subject property/shoreline/existing features.
- Construction sequencing details/plans, including dewatering plan/details.
- Technical studies/plans may be required depending on the application and as required to meet the regulatory provisions of the *Conservation Authorities Act (CAA)*, s.28. Examples may include: floodproofing designs, calculations/designs by a qualified Professional Engineer (P.Eng.) slope stability study, 100 year erosion analysis, karst assessment, etc. If required, the applicant will be responsible for engaging with a qualified professional (geotechnical engineer/coastal engineer/etc.) at the applicants expense. Submission of a technical report as a requirement of a complete application does not guarantee the issuance of a permit by staff.

NOTES

Permits for Work Below the Seasonal High Water Mark and/or In-water Work and Timing Guidelines

The Ministry of Natural Resources & Forestry (MNR) is the lead agency for setting timing guidelines for work below the seasonal high water mark and/or for in-water work. Timing guidelines are applied to protect fish from impacts of work or undertakings in and around water during spawning migrations and other critical life history stages. Projects proposed below the seasonal high water mark and/or in-water works may require a Crown Land Work Permit and applicants will be directed to <https://www.ontario.ca/page/crown-land-work-permits> for more information and/or to seek project approval/permits.

Complying with Federal Fisheries Act

Proposed in-water projects and/or proposed projects located below the seasonal high water mark may require approval/authorization by the federal Department of Fisheries & Oceans (DFO). Applicants will be directed to <https://www.dfo-mpo.gc.ca/pnw-ppe/review-revue-eng.html> for more information. DFO may impose timing restrictions on your project.

Process

After reviewing the application and performing a site visit, QC staff will assess your application to determine if it meets *Ontario Regulation 319/09 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)* and QC development policies, and will either issue a permit or deny the application.

Should an application be denied, the applicant can withdraw or revise their application, or proceed to a hearing before QC's Board of Directors. Upon reviewing information provided by QC staff and the applicant at a hearing, the Board will make a decision on the application. If approved, QC will issue a permit for the proposed work. If refused, the applicant will be notified of the reasons in writing and the decision may be appealed within 30 days to the Ontario Land Tribunal who may dismiss the appeal or grant permission. Fees will not be refunded for applications that are denied.

A permit is valid for a period of two years from the date of issue. Permit renewals are not granted. Permits are not transferrable. Permit amendments may be issued for minor changes to an issued and valid permit.

PERMIT APPLICATION FEES

Major Applications - \$835/\$1335

Examples include:

- Projects that require complex technical review and/or require multiple approval processes, generally including development proposals that require staff review of a report/study prepared by a qualified professional (geotechnical engineer/coastal engineer/ecologist/etc.) - there is an additional review fee of \$500 per report for a total application fee of \$1335.
- Major infrastructure projects;
- Shoreline protection works/shoreline alterations/maintenance dredges;
- Large/significant site alterations/site grading projects;
- New boathouses/boardwalks/boat slips;

Standard Applications - \$450

Examples include:

- Habitable structures/additions/wells/new or replacement sewage systems/driveways, and accessory buildings greater than 14.9 m² (160 ft²);
- Non-habitable structures less than 14.9m² (160 ft²) where a site visit is required by staff;
- Swimming pools & ponds;
- Repairs to existing boat launch/boardwalks/boat slips;
- Directional bore;
- Abutment or platform for cantilevered dock.

Minor Applications Where a Site Visit is not Required - \$200

Examples include:

- Non-habitable structures less than 14.9m² (160 ft²);
- Decks/patios at grade/gazebos/pergolas.

Permit Amendment - \$ 100 Without A Site Visit/\$450 With Site Visit

A valid permit can be amended prior to its expiration date. Updated plans/drawings/etc. may be required; a site visit may be required and will be at the discretion of staff.

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*. This information is used to assess applications and, where approved, issue the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses permit. Information submitted as part of this application 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 the collection of information should be directed to the Corporate Services Manager at Quinte Conservation.

In the event the property location on the application falls within a vulnerable area as defined by the Clean Water Act, 2006, S.O. 2006, c.22 and the Quinte Region Approved Assessment Report, 2014, the information collected will be used by the Risk Management Office at Quinte Conservation under subsection 54(3) of the Clean Water Act, 2006 for the purposes of Part IV screening for and regulation of drinking water threats. Information may also be provided to the Ministry of the Environment, Conservation and Parks (MECP), your municipality and other regulatory bodies.



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 613-354-3312 Napanee
 RR2, 2061 Old Hwy 2,
 Belleville, ON. K8N 4Z2

PERMIT APPLICATION

Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit Application (O. Reg. 319/09)

Section 1 - Contact Information

Property Owner's Name(s)		
Mailing Address (Street, PO Box)	City	Postal Code
Telephone	Alternate Telephone	
Email		
Agent/Project Manager Name		
Mailing Address (Street, PO Box)	City	Postal Code
Telephone	Email	

Section 2 - Location of Proposed Works

Assessment Roll Number (Found on Property Assessment Notice)			PIN
Lot	Concession	Ward	Municipality
Municipal Street Address			
Watercourse/Waterbody/Natural Feature			
Directions to Property			

Section 3 - Description of Proposed Works – Check All That Apply (Reference Mandatory Minimum Submission Requirements on Page 1)

- | | | |
|--|--|--|
| <input type="checkbox"/> New Habitable Structure | <input type="checkbox"/> Addition to Habitable Structure | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> New Sewage System | <input type="checkbox"/> Replacement Sewage System | <input type="checkbox"/> Pond |
| <input type="checkbox"/> In-ground Pool | <input type="checkbox"/> Above-ground Pool | <input type="checkbox"/> Boardwalk |
| <input type="checkbox"/> New/Repair Boat Slip | <input type="checkbox"/> New/Repair Boathouse | <input type="checkbox"/> Well |
| <input type="checkbox"/> Other: _____ | | |

- Large/significant site alterations/site grading projects either originating on site or off** (beyond typical grading associated with a new home/structure and/or sewage system works). You must provide a detailed description/drawing including the location, purpose, the various types of fill and the amounts (cubic yards) of each type of fill. Include the area (square metres) of proposed works.
- Shoreline Protection Works/Shoreline Alteration.** You must provide a detailed description including the purpose, length of shoreline affected, the various types of material, and the amounts (cubic yards/tonnage) of each type of material, and the dimensions of each of the various types of material .
- Maintenance Dredge.** You must provide a detailed description including the purpose, dimensions, and date of last dredge. Engineered drawings may be required depending on the scope of the project. Details regarding the proposed location for the excavated material are required.
- New Bridge/Bridge Repair/New Culvert** – You must follow Quinte Conservation’s Bridge and Culvert Design Guidelines, January 2023 found here: <https://www.quinteconservation.ca/en/watershed-management/reports-and-studies.aspx#Bridge-and-Culvert-Design-Guidelines>
- Replacement Bridge/Culvert.** Drawings must clearly show that existing invert elevations remain. Engineered drawings may be required.

Provide a Detailed Description of Activities Noted Above (attach additional pages if necessary)

Proposed Start Date (mm/dd/yyyy):	Proposed Completion Date (mm/dd/yyyy):
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Does the property require a severance/rezoning/minor variance, or has one recently been approved? Provide file number & details below:

Has a previous application been filed with this office for these lands? Provide file number & details below:

Section 4 - Standard Conditions of Issued Permit

1. Permit notice must be posted in a visible location at the worksite and remain in place until project has been completed.
2. By signing this application, consent is given to Quinte Conservation (herein referred to as QC) staff, agents, representatives, or other persons as may be reasonably required by QC, in its opinion, to enter the property, other than a dwelling or building, without notice at reasonable times for the purpose of considering a request for a permit, inspecting, 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 QC, and to conduct all required discussions with the owner, their agents, consultants or representatives with respect to the works.
3. The owner and agent agree:
 - a) To indemnify and save harmless QC and its officers, employees, or agents, from and against all damages, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the owner and/or agent or any of their employees or contractors relating to any of the particulars, terms, or conditions of this permission;
 - b) This permission shall not release the owner/agent from any legal liability or obligation and remains in force subject to all limitations, requirements, and liabilities imposed by law; and,
 - c) All complaints arising from the execution of the works authorized under this permission shall be reported immediately by the owner/agent to QC. The owner/agent shall indicate any action which has been taken, or is planned to be taken, if any, regarding each complaint.
4. The owner/agent agrees that, should the works be carried out contrary to the terms of this permission, QC may enter onto the property and cause the terms to be satisfied at the expense of the owner.
5. All conditions imposed upon a permit are legally binding. The legislation provides QC the ability to cancel a permit if those conditions are not met and provides QC the ability to initiate legal proceedings in the event of non-compliant related issues.
6. Should new information be presented/obtained, or should there be an error on an issued permit, QC staff reserve the right to rescind the permit to re-evaluate the application and re-issue a corrected version if necessary.
7. The owner/agent shall notify QC staff 48 hours prior to the commencement of any of the works referred to in this permit and within 48 hours upon completion of the works referred to herein. The owner/agent acknowledges that this permit is non-transferrable and is issued only to the current owner of the property. The owner/agent further acknowledges that upon transfer of the property into different ownership, this permit shall be terminated, and a new permit must be obtained from QC by the new owner.
8. In the case of municipal or utility projects, where works may extend beyond lands owned or easements held by the municipality or utility provider, Landowner Authorization is required to the satisfaction of QC.
9. This permit is valid for a period of two (2) years from the date of issue. The owner/agent acknowledges that it is the responsibility of the owner/agent to ensure a valid permit is in effect at the time works

are occurring. After a permit has expired a new application must be submitted. The current fee schedule during submission applies.

- 10. Permits granted by QC do not replace building permits or any other permits or approvals issued through municipal offices or other levels of government. A permit under Ontario Regulation 319/09 does not constitute QC approval of any related *Planning Act* applications. Separate approval of all related applications must be obtained from the respective agency.
- 11. These conditions are to ensure compliance with the approved plans and reports and to ensure that the project adheres to O. Reg. 319/09 and QC development policies.
- 12. Please see issued permit for additional, site-specific conditions.

Section 4 - Owner Initials Agreeing to Standard Conditions

Section 5 - Landowner Authorization

Any false or misleading statement made on this application will render null and void any permission granted. I/we hereby certify to the best of my/our knowledge and belief that all of the information contained herein and/or supporting documentation is true, valid and current. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the terms and conditions to be binding on the registered owner(s) of the property and all assigned agents, contractors and/or constructors acting on the owners behalf. A signed application acknowledges the right to exercise binding authority.

The owner may give permission for the agent to submit an application package on their behalf. The owner gives permission for their agent to submit the application to (QC) and to provide any information or material required by QC relevant to the application for the purpose of obtaining a permit under O. Reg. 319/09. In doing so, I understand that QC staff reserve the right to discuss any or all aspects of the permitting process with me, the owner.

SIGNATURE OF OWNER	
Name	Date (mm-dd-yyyy)
Signature	
SIGNATURE OF AGENT/PROJECT MANAGER	
Name	Date (mm-dd-yyyy)
Signature	