

## SECTION B - APPLICATION CHECKLIST

To ensure that your application will be processed in a timely manner, you must provide a complete application package. Additional information may be required depending upon the proposal and submission details.

The submission of a complete application does not guarantee QC will grant the landowner a permit for the proposed development and/or alteration.

**FOLLOWING THE MANDATORY MINIMUM REQUIREMENTS TABLE BELOW, THE APPLICATION REQUIREMENTS ARE DIVIDED INTO TWO SECTIONS:**

<b>1: DEVELOPMENT OR INTERFERENCE WITH A WETLAND</b>	<b>2: ALTERATION OF SHORELINES OR A WATERCOURSE</b>
If you are proposing development within or adjacent to a floodplain area submit requirements in <b>SECTION 1A</b>	If you are proposing to undertake alterations of a shoreline and/or a watercourse submit requirements in <b>SECTION 2</b>
If you are proposing development on or adjacent to a steep slope (greater than 3m high) and/or an erosion prone area submit requirements in <b>SECTION 1B</b>	
If you are proposing development within or adjacent to a wetland submit requirements in <b>SECTION 1C</b>	

**PLEASE ENSURE THE MANDATORY REQUIREMENTS AND THE SECTIONS THAT APPLY TO YOUR PROPERTY ARE SUBMITTED WITH YOUR APPLICATION.**

When all of the information listed above is received in a form satisfactory to QC and the fee has been paid an application is then deemed to be complete.

An application may be put "on hold" or returned to the applicant if it is subsequently determined that further information is required.

<b>MANDATORY MINIMUM REQUIREMENTS FOR ALL APPLICATIONS</b>	
<input type="checkbox"/>	Completed Application Form <u>signed</u> by the landowner/agent – including contact information, location of proposed works, description of works, etc. Photographs of the site are highly recommended.
<input type="checkbox"/>	Signed Landowner Authorization Form from applicant/owner if application is being made by a contractor/agent
<input type="checkbox"/>	Detailed Site Plan – showing existing site conditions and proposed works including location and dimensions of all existing structures, elevations of existing buildings (if any) and grades (geodetic may be required), and the proposed elevation of structure and grades after development. The site plan must also include the relevant setbacks from any environmental features and details on sediment and erosion control measures.
<input type="checkbox"/>	Drainage details before and after development
<input type="checkbox"/>	Non-refundable Permit Fee

## **SECTION 1: PERMISSION TO UNDERTAKE DEVELOPMENT OR INTERFERENCE WITH A WETLAND**

Note: Requirements are dependent on the proposal and are based on a case by case basis. You will be notified by staff should any technical studies/plans be required.

### **SECTION 1A: Development Within or Adjacent to a Floodplain Area**

- Topographic survey confirming the location of the 1:100 regulatory floodplain elevation
- Cross sections of proposed structures and proposed fill (include elevations)
- Grading plan with existing and proposed geodetic elevations of the property and of existing and proposed structures
- Drainage details before and after development
- Technical studies/plans as required to meet the regulatory provisions of CA Act S.28 – examples include: floodproofing designs, balanced cut and fill calculations by a qualified P.Eng., elevation surveys, etc. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard.)

### **SECTION 1B: Development on or Adjacent to Steep Slopes (greater than 3m high) and/or an Erosion Prone Areas**

- Drainage details before and after development
- Technical studies/plan as required to meet the regulatory provisions of CA Act S.28 – examples include: slope stability study and erosion analysis prepared by a qualified professional with expertise in geotechnical engineering. This analysis must be carried out in accordance with the Provincial Technical Guidelines and must determine the stable top-of-bank and the minimum development setback required to address the potential erosion hazards. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard. You will be notified by staff if you are required to submit technical studies/plans.)

### **SECTION 1C: Development Within or Adjacent to a Wetland (Interfere with Wetlands)**

- Grading plan with existing and proposed geodetic elevations of the property and of existing and proposed structures
- Drainage details before and after development
- Technical studies/plan as required to meet the regulatory provisions of CA Act S.28 – examples include: environmental impact study, hydrologic impact study, elevation surveys, etc. The studies must clearly indicate that there will be no negative impact to the form or function of the wetland to the satisfaction of QC. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard.)

## **SECTION 2: PERMISSION TO UNDERTAKE ALTERATIONS OF A SHORELINE AND/OR WATERCOURSES**

Note: Requirements are dependent on the proposal and are based on a case by case basis. You will be notified by staff should any technical studies/plans be required.

- Photos of shoreline/culvert/bridge/watercourse, etc.
- Plan view (top down) and cross-section drawings, with dimensions, of existing conditions and proposed work. NOTE: Some shoreline protection projects may be required to be designed and/or stamped by a coastal engineer.
- Details regarding staging, phasing, sediment and erosion control measures, site dewatering, equipment, materials, access to and from the work area, site supervision, timing windows, etc. (as required)
- Technical studies/plan as required to meet the regulatory provisions of CA Act S.28 (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the associated potential negative impacts with major application generally requiring more complex technical studies.)