



613-968-3434 Belleville
613-354-3312 Napanee
RR2, 2061 Old Hwy 2,
Belleville, ON. K8N 4Z2

PERMIT APPLICATION PACKAGE

Prohibited Activities, Exemptions & Permits Permit Application (O. Reg. 41/24)

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

Failure to fully complete the permit application will result in a delay in processing and your application will be placed “on hold” until a complete application package has been received.

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.

Mandatory Minimum Requirements for all Application Submissions

As per Section 7(1)(2) of O. Reg. 41/24, an application for a permit under S.28(1) of the Conservation Authorities Act shall include:

- A detailed site plan of the area showing the type & location of the proposed development activity or a plan of the area showing plan view & 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;
- The proposed use of any buildings & 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 change or interfere with a wetland;
- The start & completion dates of the development activity or other activity;
- A description of the methods 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;
- The elevations of existing buildings, if any, and grades, and the proposed elevations of any buildings and grades after the development activity or other activity;
- A complete description of any type of fill proposed to be placed or dumped.
- 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.
- The permit application fee.

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:

- An Erosion and Sediment Control Plan.
- Detailed 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.
- Geodetic elevations of existing and proposed grades/buildings 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.

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 Prohibited Activities, Exemptions & Permits 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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PERMIT APPLICATION

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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"/> In-ground Pool |
| <input type="checkbox"/> Above-ground Pool | <input type="checkbox"/> New/Repair Boathouse | <input type="checkbox"/> Boardwalk |
| <input type="checkbox"/> New/Repair Boat Slip | <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):
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 Provisions 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 (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. 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.
5. 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.
6. 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.
7. 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.
8. 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 41/24 does not constitute QC approval of any related *Planning Act* applications. Separate approval of all related applications must be obtained from the respective agency.

9. Please see issued permit for additional, site-specific 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 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, including Section 4 Standard Provisions of Issued Permit, 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 owner’s behalf. A signed application acknowledges the right to exercise binding authority.

The owner may give permission for the agent to apply 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. 41/24. 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	