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PERMIT APPLICATION PACKAGE – GUIDANCE DOCUMENTS

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 as noted on the application 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.

The information contained in the following pages is designed to assist you with your application and to provide you with additional guidance and to show you examples of the types of drawings/details that you will need to submit to support your permit application. In this package you will find:

- Permit application fees
- Requirements for your residential site plan including an example drawing
- Example drawings (cross-section, site grading plan, culvert plan view)
- Example drawings to show various types of erosion and sediment control methods

PERMIT APPLICATION FEES

Application Type	Examples	Fee
Minor Application	<p>When A Site Visit is Not Required</p> <ul style="list-style-type: none"> • Decks/patios at grade/gazebos/ pergolas over 15m² (160 ft²) 	\$250
Standard Application	<ul style="list-style-type: none"> • Habitable structures/additions/wells/new or replacement sewage systems & *accessory structures that are greater than 15m² (160 ft²) • Swimming pools • Repairs to existing boat launch/boardwalk/boat slip • Directional Bores • Abutment or platform for cantilevered dock 	\$450
Major Application	<ul style="list-style-type: none"> • 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 \$500 review fee <u>per</u> report • Shoreline protection work/shoreline alteration/maintenance dredge • Large/significant site alteration/site grading project • New boathouse/boardwalk/boat slip 	\$835 +
Permit Amendments & Extensions	<ul style="list-style-type: none"> • A valid permit can be amended prior to its expiration date (updated plans/drawings/etc. may be required). • A permit extension may, at least 60 days before the expiration date of the permit, be granted provided that the re-issued permit is for the same work as the expired permit. • A site visit may be required and will be at the discretion of staff; if a site visit is required, the fee is \$450 	\$100/\$450
Hearings before the Quinte Conservation Board of Directors	<ul style="list-style-type: none"> • If staff are unable to permit the proposed development or if conditions are imposed that the applicant does not agree with, the applicant may request a Hearing before the Board • Reports submitted by the applicant to this office may be subject to peer review fees • The Hearing fee is non-refundable regardless of the outcome 	\$1840 +

** The reconstruction of a non-habitable garage with no basement, on the exact same footprint does not require a permit from this office. However, if there is a change of use proposed to the garage (i.e. converting garage to include bunkie quarters/living space/kitchen/new plumbing fixtures/converting to a boat house, etc.) a permit from this office is required and staff will review the application to ensure it conforms to the Regulation and Policy.*

If you apply for a permit within the same calendar year as the site visit, the fee paid for the site visit will be applied against the applicable permit application fee.

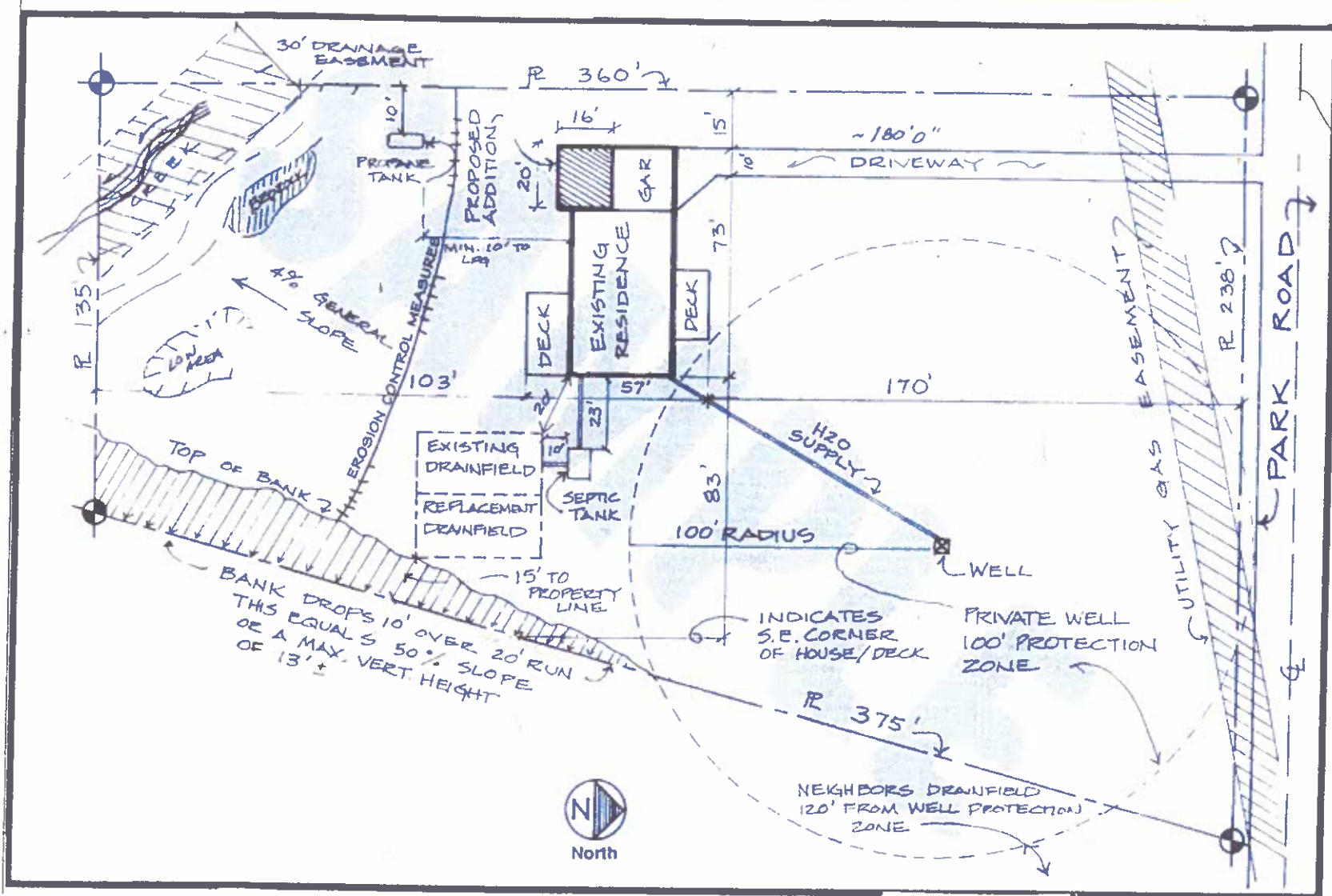
RESIDENTIAL SITE PLAN REQUIREMENTS

All permit application submissions require a site plan (sometimes called a plot plan). The site plan is a detailed and accurate map of the property on which a project is located. A complete and accurate site plan must accompany all permit application submissions. In most instances, the site plan can be hand-drawn by the applicant. A complete site plan will include all the site features and information listed here and an example site plan sketch follows:

1. The property owner's name, assessment roll number, the lot, concession and ward, and the 911 address if available. If the property does not have a current 911 address, please provide the closest adjacent 911 number.
2. The map scale (if drawn to scale) and date drawn or revised.
3. A north arrow, indicating the compass direction North.
4. All property lines, all easements (utilities, access, etc.), and site dimensions. Show the distances between all buildings, and from all buildings to all property lines.
5. All streets and alleys, with names. Show length and width of all existing and proposed driveways, easements, rights-of-way, and parking areas, including emergency vehicle turnaround areas.
6. The location and dimensions of all existing and proposed buildings. Identify each building by its use (garage, residence, etc.). Show all impervious surface areas. Include decks, retaining walls, porch and roof overhangs.
7. Clear distinction between the existing building and any proposed development. Also show any buildings to be demolished.
8. Locations of septic tank and leaching bed, electricity and gas lines, propane tanks, and any underground storage tanks. Locations of private well(s) or public water mains and water supply pipes to all buildings, on this site plan and within 100' of building site. Show placement of excavated materials.
9. Show construction access route, buffer strips, sediment barriers, limits of clearing, and other erosion control features as applicable.
10. All surface water with flow directions (creeks, streams, lakes, ponds, wetlands, ditches etc.) within 200' of the property. If known, show the seasonal high water mark (SHWM) and/or the flood plain and/or the wetland boundary.
11. Any steep slopes (30% or greater, about 1' vertical for 3' horizontal) higher than 3m, low areas, swales below average grade, fill areas, or any exposed bedrock.
12. Indicate the slope (elevation change) of the site. Use contour lines or arrows to show the direction of slope(s). Also indicate percent of slope (s): $\text{rise or drop in height divided by horizontal run or distance multiplied by 100\%} = \% \text{ of slope}$.

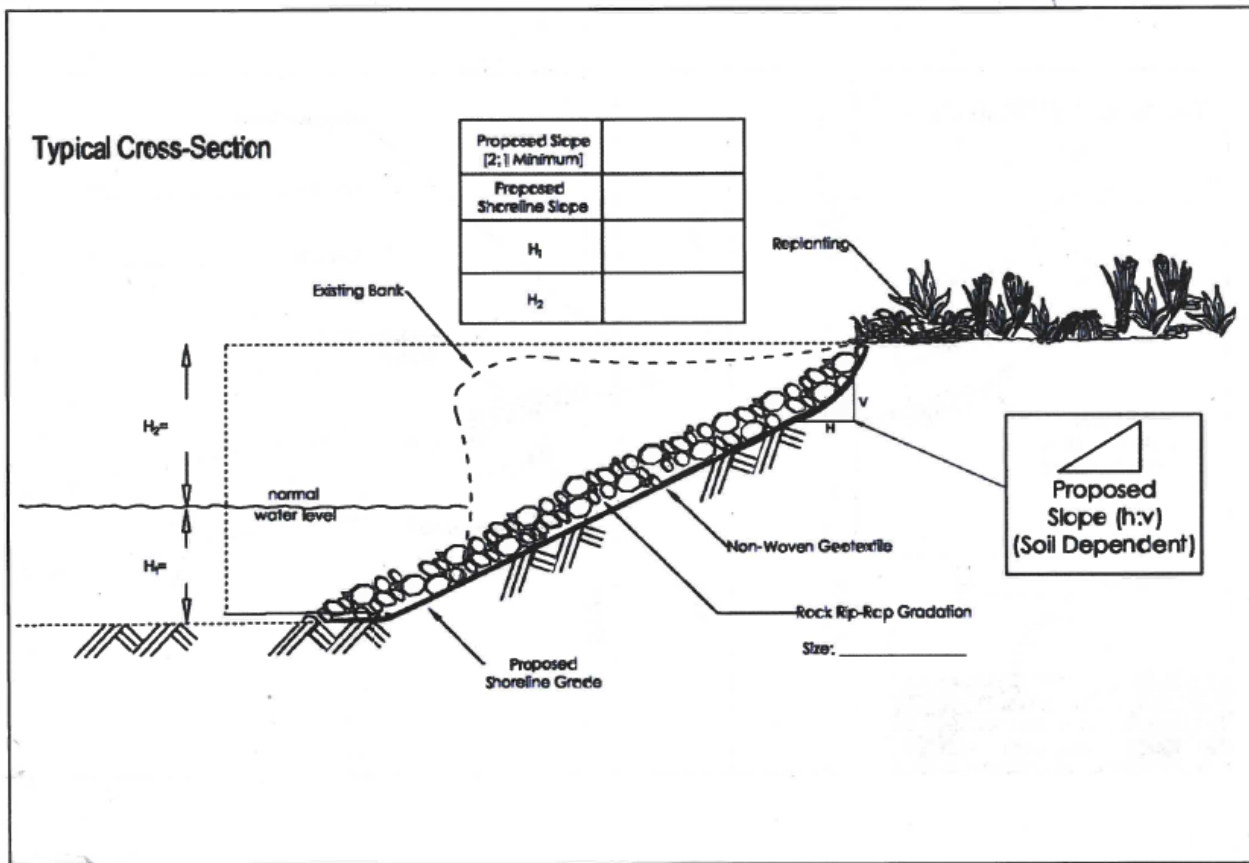
SITE PLAN - EXAMPLE DRAWING

A detailed site plan is a mandatory requirement for any permit application submission.

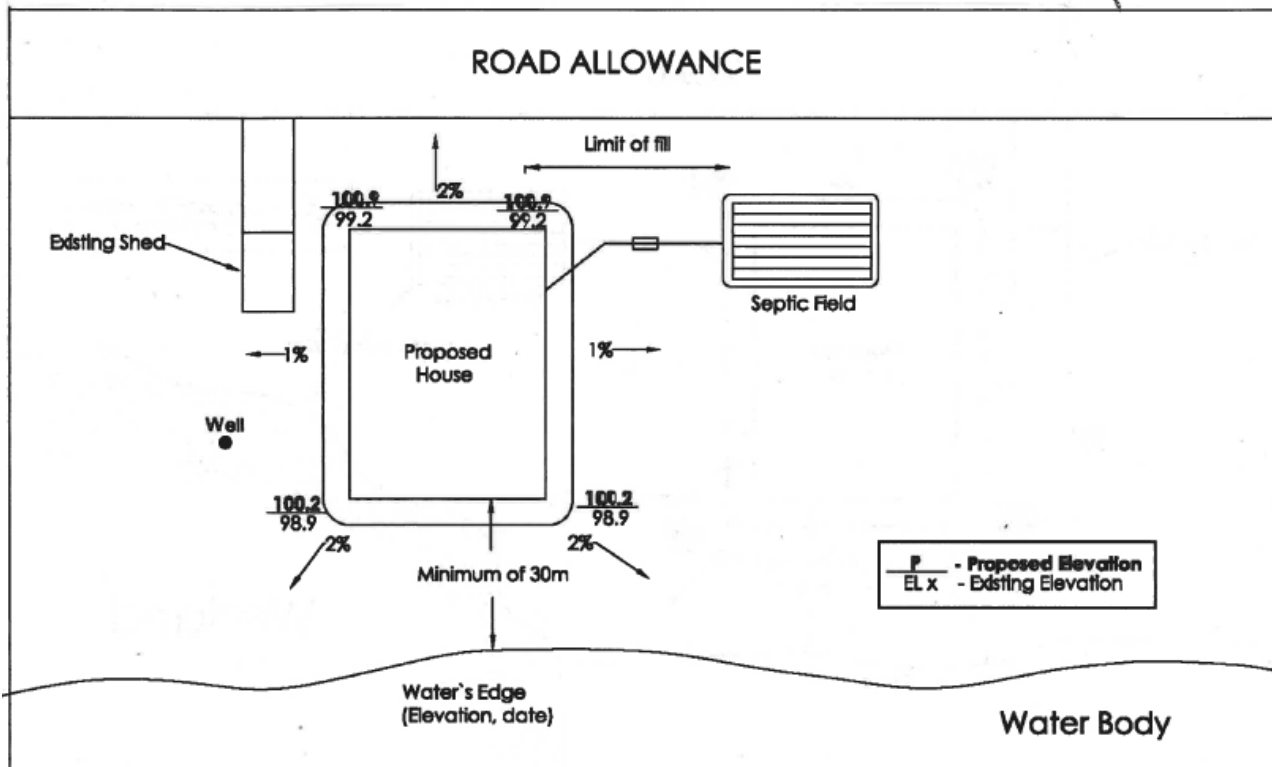


Name John Doe	SITE PLAN DRAWING	Scale ¼" = 10'
Site Address 123 Nowhere Street	Lot, Concession, Ward Lot 32, Concession 4, Sheffield	Date MM/DD/YYYY

EXAMPLE CROSS-SECTION DRAWING



EXAMPLE SITE GRADING PLAN DRAWING



EXAMPLE CULVERT PLAN VIEW DRAWING

