

# Application for a Notice to Conduct Activity in a Protected Area near a Municipal Water Supply



## Standard Application Criteria – Part A

The purpose of this application is to ensure municipal drinking water supplies are protected. This application is required when an activity is proposed in an area that is protected under an approved source protection plan. This application form helps fulfil the requirements for the Risk Management Official (RMO) to evaluate proposals related to restricted land uses in approved source protection plans and Section 59 of the Clean Water Act, 2006. Should you have any questions or concerns, or require this information in an accessible format please contact the Risk Management Official at Kawartha Conservation.

Risk Management Official  
705-328-2271  
Kawartha Conservation  
277 Kenrei Road  
Lindsay, ON  
K9V 4R1

We require the following information to help ensure a timely response to proposed planning and building permit applications. The information listed below will be required for all applications for notices. Please note that a notice is required from the RMO prior to the submission of a planning application. A notice will be required before a building permit is issued by the municipality. A risk management plan to address a potential impact of an activity on a drinking water system may be required before a notice is issued. The submission of additional information may be necessary.

- Complete copy of deed and registered plan
- Location map showing nearest intersections
- Signed letter of authorization from owner to applicant (if applicable)
- Statement of agreement from any persons sharing right-of-ways, easements, etc. (if applicable)
- Detailed letter/report describing the proposal
- Location map showing proposed activity on property including existing structures
- Application Fee (as applicable)

For Office Use Only		Date Issued:	
Application number:		Notice number (if different):	
Date received:		Reviewed by:	

Please fill out the following information:			
<b>A. Property information</b>			
Building number, street name		Unit number	Lot/con.
Town, Municipality	Postal code	Roll #/Plan #/other description	
<b>B. Applicant</b> Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Town, Municipality	Postal code	Province	E-mail
Mailing Address <input type="checkbox"/> Same as above			

Telephone number (    )	Fax (    )	Cell number (    )
<b>C. Owner</b> <input type="checkbox"/> Same as above		
Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Town, Municipality	Postal code	Province
E-mail		
Mailing Address <input type="checkbox"/> Same as above		
Telephone number (    )	Fax (    )	Cell number (    )
<b>D. Land Use Type</b>		
<input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial		
<b>E. Proposal is for:</b>		
<input type="checkbox"/> Construction of a new building or structure		
<input type="checkbox"/> Alteration, addition to or renovation of an existing building or structure		
<input type="checkbox"/> Removal of an existing building or structure		
<input type="checkbox"/> Planning Act application (please specify type):		
<b>F. Site services (check all that apply)</b>		
Sanitary connection	<input type="checkbox"/> Municipal	<input type="checkbox"/> Septic system
		<input type="checkbox"/> Holding tank
Storm connection	<input type="checkbox"/> Municipal	<input type="checkbox"/> Storm pond
		<input type="checkbox"/> Ditch
		<input type="checkbox"/> Sump pump
Water service	<input type="checkbox"/> Municipal	<input type="checkbox"/> Drilled/dug well
		<input type="checkbox"/> Shore well
		<input type="checkbox"/> Cistern
Heating fuel	<input type="checkbox"/> Geothermal	<input type="checkbox"/> Fuel oil
		<input type="checkbox"/> Other:
Other services:		
<b>G. Approvals given under other legislation</b>		
<input type="checkbox"/> Renewable Energy Approval	<input type="checkbox"/> Municipal Drinking Water License and Permit	<input type="checkbox"/> Pesticide Permit
<input type="checkbox"/> Permit to Take Water	<input type="checkbox"/> Certificate of Approval (C of A) / Environmental Compliance Approval	
Nutrient Management Act Instrument: <input type="checkbox"/> Strategy <input type="checkbox"/> Plan		
Aggregate Resources Act Instrument: <input type="checkbox"/> Licence <input type="checkbox"/> Wayside Permit <input type="checkbox"/> Aggregate Permit <input type="checkbox"/> Site Plan		
<b>H. Project Description</b>		
Please identify any historic land uses and the proposed project description for the property.		

**I. Site Map (See sample site plan and drawings)**

- Plans may be hand drawn and labelled.
- Labels should be neat and legible.
- Show an accurately plotted north arrow.
- All straight lines should be drawn using a straight edge.
- Draw plans to scale wherever possible and indicate scale on the plan.
- Show all existing structures, structures to be removed and locations of new structures.
- Provide a Key Plan showing location of property.
- Show plan views, profiles and cross sections of existing and proposed structures.
- Show all existing and proposed activities

**Site Map:**

**This application does not relieve the applicant of the obligation to secure any other necessary approvals.**

I acknowledge that this application and supporting documents will be considered as public documents and are available upon written request under the Municipal Freedom of Information and Protection of Privacy Act (the Act). I understand that any and all personal information gathered by Kawartha Conservation will be used only for the express purpose(s) of the application for which it has been provided, and will not be divulged to any third party, private or public, without prior written consent, as provided for in the Act.”

I acknowledge and agree that any Notice issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate or misleading information.”

I, \_\_\_\_\_ declare that the above information is correct to the best of my knowledge. By signing this application, I agree to allow Risk Management Official staff to enter onto the subject property as part of the review process.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

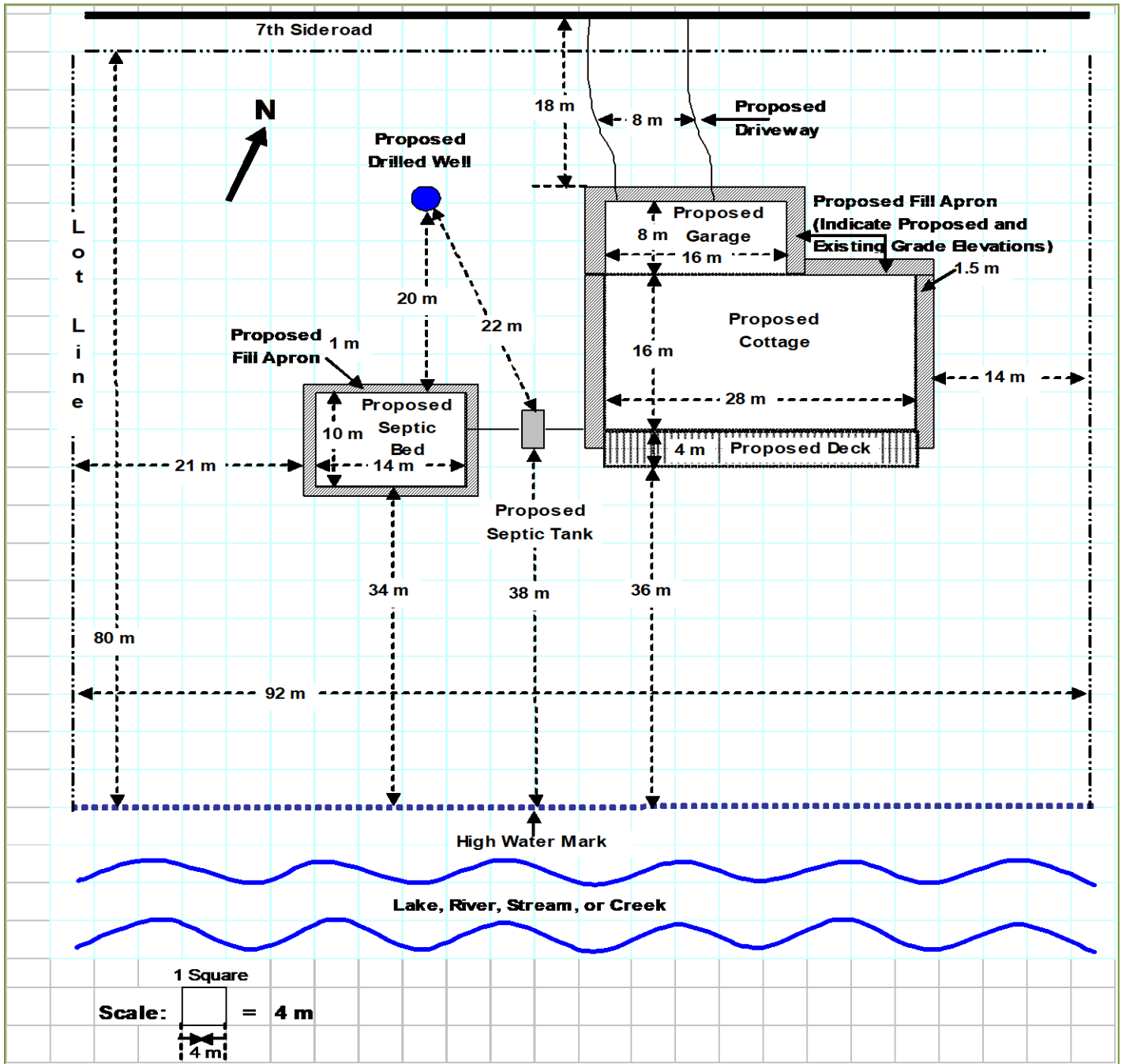
***Pre-consultation is available upon request and is encouraged for those projects. Details can be found at: [www.kawarthaconservation.com](http://www.kawarthaconservation.com).***

***An application will be considered complete when the Standard Application Criteria (Part A) plus applicable Detailed Application Criteria-Threat Assessment (Part B) and/or Supporting Technical Requirements & Mitigation Measures (Part C) are submitted for consideration. Applicable supporting technical requirements is as determined by Risk Management Official staff during pre-consultation and/or following submission, to ensure only the information required to make a decision is requested from applicants. Insufficient information may delay the processing of your application.***

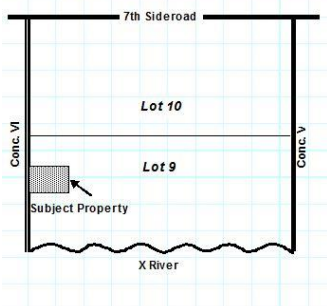
***Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the personal information contained on this form is collected under the authority of the Conservation Authorities Act R.S.O 1990, c. 27 s. 21. (1). This information will be used for the purpose of responding to your request.***

***Questions about the collection of information should be directed to the Freedom of Information and Privacy Co-ordinator, Kawartha Region Conservation Authority, 277 Kenrei Road, Lindsay, ON K9V 4R1, telephone (705) 328-2271.***

# Sample Site Plan



Location Map



## Application for a Notice to Conduct Activity – Application Criteria

### Part A: Standard Application Criteria

Standard Application criteria are identified below. We will require this information to be submitted with the application for notice to confirm the proposal information, property location and contact information. These requirements can be confirmed by KRCA staff upon submission and/or during pre-consultation (formal/informal). We will advise if any additional items are necessary to complete our evaluation and render a decision if applicable (see Part B and Part C).

	Checklist
1. Complete copy of deed and registered plan	<input type="checkbox"/>
2. Location map showing nearest intersections	<input type="checkbox"/>
3. Signed letter of authorization from owner to applicant (if applicable)	<input type="checkbox"/>
4. Statement of agreement from any persons sharing right-of-ways, easements, etc. (if applicable)	<input type="checkbox"/>
5. Detailed letter/report describing the proposal	<input type="checkbox"/>
6. Location map showing proposed activity on property including existing structures	<input type="checkbox"/>
7. Application Fee	<input type="checkbox"/>

### Detailed Application Criteria – Threat Assessment (Part B)

<b>Source water threat identification</b>		
Please fill out the section related to your land use type and identify all applicable activities related to your proposal.		
<b>Residential Property</b>		
i. Is pesticide applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is pesticide stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (ii) provide volume:		
iii. Is road salt applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. Is road salt stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (iv) provide volume:		
v. Is fuel stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (v) provide volume:		
vi. Are dense non-aqueous phase liquids stored on property? e.g. Paint removers, automobile degreasers, cleaners, adhesives, etc. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vi) provide volume:		
vii. Are organic solvents stored on property? e.g. Acetone, ethanol, toluene, disinfectants (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vii) provide volume:		
<b>Agricultural Property:</b>		
i. Is agricultural source material applied to the property? e.g. Manure (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is agricultural source material stored or handled on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (ii) provide volume:		

iii.	Is non-agricultural source material applied to property? e.g. Sewage or paper sludge (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv.	Is non-agricultural source material stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (iv) provide volume:			
v.	Is commercial fertilizer applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
vi.	Is commercial fertilizer stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vi) provide volume:			
vii.	Is pesticide applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
viii.	Is pesticide stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (viii) provide volume:			
ix.	Is fuel stored on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (ix) provide volume:			
x.	Is the land used for livestock grazing, pasturing, outdoor confinement or animal yard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (x) provide the number and type of livestock:			
xi.	Are dense non-aqueous phase liquids stored on property? e.g. Cleaning/degreasing solvents, paints, water repellants, pesticides, degreasers for metals, etc. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (xi) provide volume:			
xii.	Are organic solvents stored on property? e.g. Acetone, ethanol, toluene. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (xii) provide volume:			
<b>Commercial Property</b>			
i.	Is pesticide applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii.	Is pesticide stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (ii) provide volume:			
iii.	Is road salt applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv.	Is road salt stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (iv) provide volume:			
v.	Is snow stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (v) provide volume or area:			
vi.	Is fuel stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (v) provide volume:			
vii.	Are dense non-aqueous phase liquids stored on property? e.g. Dry cleaning, cleaning/degreasing solvents, paints, rug cleaning fluids, paint strippers/removers, lacquers, adhesives, oils, waxes, etc. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vi) provide volume:			

viii.	Are organic solvents stored on property? e.g. By-product during addition of chlorine to drinking water and wastewater disinfection. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vii) provide volume:			
ix.	Are hazardous chemicals or waste deposited, disposed of, handled, stored, transferred, treated or processed on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (viii) provide more detail:			
<b>Industrial Property</b>			
i.	Is pesticide applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii.	Is pesticide stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (ii) provide volume:			
iii.	Is road salt applied to property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv.	Is road salt stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (iv) provide volume:			
v.	Is snow stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (v) provide volume or area:			
vi.	Is fuel stored on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (v) provide volume:			
vii.	Are dense non-aqueous phase liquids stored on property? e.g. Asphalt operations, coal tar processes. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vi) provide volume:			
viii.	Are organic solvents stored on property? e.g. Pulp and paper mills, chemical manufacturing plants and waste incinerators, etc. (See Appendix A)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (vii) provide volume:			
ix.	Are hazardous chemicals or waste deposited, disposed of, handled, stored, transferred, treated or processed on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes to (viii) provide more detail:			

**Part B: Supporting Technical Requirements**

We will require only the following information identified as “Required” to further define the particular activity(ies) of interest and/or identify appropriate mitigation measures in order to complete our evaluation and render a decision. Information requirements are to be determined by Risk Management Official staff during pre-consultation and/or following submission of Standard Application Criteria (Part A). If supporting technical requirements and/or mitigation measures are not required, the application has been deemed complete and submission of the following items will not be necessary.

		KRCA Office Use		
		Checklist	Required	Submitted
1.	Approvals under other legislation (Prescribed Instrument)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Prescribed Instrument Conformity Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Detailed work schedule, including proposed timing works, phasing of construction, and equipment and materials needed on site to conduct works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



4.	Risk Management Plan (S. 58) <ul style="list-style-type: none"> <li>• Description of activity</li> <li>• Threat identification and analysis</li> <li>• Mitigation measures</li> <li>• Schedule for implementation</li> </ul>	□	□	□
5.	Risk Assessment <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Threat Identification</li> <li>• Improvement in Base Information</li> <li>• Modelling</li> <li>• Vulnerable Area/Threat Assessment</li> </ul>	□	□	□
6.	Other <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	□	□	□

## **Appendix A**

### DENSE NON-AQUEOUS PHASE LIQUID

A dense non-aqueous phase liquid (DNAPL) is a liquid that is denser than water and has a minimal solubility in water. These substances are of special concern because of their ability to sink to the bottom of an aquifer. Both the handling and storage of DNAPLs are prescribed drinking water threats. The circumstances considered to determine if these activities are significant drinking water threats are the location of the handling or storage in relation to grade and the potential for a spill of the DNAPL to result in the presence of any of the following substances in groundwater or surface water:

- TCE (trichloroethylene) - Metal degreasing, dry cleaning, paint remover, adhesives, rug cleaning
- PCE (perchloroethylene) - Dry cleaning, metal cleaning, intermediate in manufacturing process
- 1,4-Dioxane – Automotive coolant, varnishes, lacquers, adhesives, degreasing solvent, solvent stabilizer
- PAH (polycyclic aromatic hydrocarbons) – Pharmaceuticals, creosote wood preservatives, dyes, asphalt products
- Vinyl Chloride – PVC pipes, wire coating, vehicle upholstery, plastic kitchen ware

For intake protection zones, these activities are or would be significant drinking water threats where the handling or storage takes place at or above grade; for wellhead protection areas, they are significant drinking water threats regardless of their location in relation to grade. There is no minimum quantity of DNAPL that would result in a significant drinking water threat. However, for practical reasons, DNAPLs present in very small quantities (e.g., household cosmetics) were not considered significant drinking water threats.

### ORGANIC SOLVENT

Organic solvents are substances that dissolve or disperse other organic substances. The majority of organic solvents are used in industrial and commercial applications; however, these chemicals can also be found in small quantities in common household products such as paints, adhesives, degreasers, and cleaning agents. The storage of an organic solvent is an activity prescribed to be a drinking water threat by the Clean Water Act, 2006. The circumstances that are considered to determine if the activity is a significant drinking water threat are the volume of stored solvent, the location of the stored solvent in relation to grade, and the potential for a spill of the solvent to result in the presence of any of the following substances in groundwater or surface water:

- Carbon Tetrachloride - Fats, oils, laquers, varnishes, waxes, resins, seed oil, manufacturing processes
- Chloroform - Pharmaceuticals, fats, oils, rubber, resins
- Dichloromethane (also known as methylene chloride) - Paint stripper, metal cleaning, pharmaceuticals, aerosols
- Pentachlorophenol – Pesticide, disinfectant, wood preservative

#### AGRICULTURAL SOURCE MATERIAL

Agricultural source materials (ASM) include a variety of materials that may be sources of nutrients or pathogens. The Chapter 4: Policies Trent Source Protection Plan 54 Clean Water Act, 2006 applies the definition given in the General Regulation made under the Nutrient Management Act, which defines agricultural source materials as the following:

- Manure produced by farm animals, including bedding materials;
- Runoff from farm-animal yards and manure storages;
- Wash water that has not been mixed with human body waste;
- Organic materials produced by intermediate operations that process the above materials (e.g., mushroom compost);
- Anaerobic digestion output that does not include sewage biosolids or human body waste; and
- Regulated compost that is derived from compost containing dead farm animals.

Both the application and the storage of ASM are prescribed drinking water threats. The circumstances that make these activities significant threats are described separately for each activity below.

#### NON-AGRICULTURAL SOURCE MATERIAL

Non-agricultural source materials (NASM) include a variety of materials that may be sources of nutrients or pathogens. The Clean Water Act applies the definition given in the General Regulation made under the Nutrient Management Act (Ontario Regulation 267/03). The Nutrient Management Act identifies the following materials that are intended to be applied to land as nutrients, but that are not necessarily produced on a farm:

- Pulp and paper biosolids;
- Sewage biosolids;
- Anaerobic digestion output where less than 50% of the total material is on-farm anaerobic digestion materials (anaerobic digestion is a process used to decompose organic matter by bacteria in an oxygen-limited environment); and
- Any other material that is not from an agricultural source and that is capable of being applied to land as a nutrient (such as materials from dairy product or animal food manufacturing).

Both the application and storage of NASM are prescribed drinking water threats.