



STANDARD PERMIT APPLICATION

PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS (CONSERVATION AUTHORITIES ACT – ONTARIO REG. 41/24)

1. Landowner Contact Information*	2. Agent/Applicant Contact Information*
First Name:	First Name:
Last Name:	Last Name:
Company:	Company:
Mailing Address	Mailing Address
Street Address:	Street Address:
Town/Province:	Town/City:
Postal Code:	Postal Code:
Tel. (Home):	Tel. (Home):
Tel. (Cell):	Tel. (Cell):
Tel. (Bus):	Tel. (Bus):
Fax:	Fax:
E-mail:	E-mail:

**Only those individuals listed above will be authorized to sign and obtain a permit.*

Note: We will contact you via email unless otherwise specified.

Preferred method of contact: Phone E-mail

3. Location of Subject Property	
Street Address:	Municipality:
Former Geographical Twp:	Roll #:
Township Lot:	Concession:

4. Project Description

5. Type of Development/Proposed Works (Check all that apply)			
<input type="checkbox"/>	Construct a new building or structure	<input type="checkbox"/>	Alter, add to or renovate an existing building or structure
<input type="checkbox"/>	Place fill, excavate and/or modify grades (including septic works)	<input type="checkbox"/>	Construct pond, reservoir
<input type="checkbox"/>	Alter an existing river, creek, stream or watercourse (including shoreline works)	<input type="checkbox"/>	Other (please state):
	Proposed Start Date:		Proposed Completion Date:

6. Volume of Fill Material (From Off-Site Source)		
Type:	Volume (m ³):	Source (Company Name, Location):
Sand:		
Soil:		
Gravel:		
Other:		
Other:		
TOTAL VOLUME (m ³):		

**** If fill exceeds 500 cubic metres, a separate application form, fee, and process is required****

7. Additional Information Requirements	
<input type="checkbox"/>	Complete copy of deed or tax bill and registered plan/survey
<input type="checkbox"/>	Location map showing nearest intersections (e.g. google map)
<input type="checkbox"/>	Signed letter of authorization from owner to applicant (if applicant is not owner)
<input type="checkbox"/>	Statement of agreement from any persons sharing right-of-ways, easements, etc. (if applicable)
<input type="checkbox"/>	Detailed letter/report describing the proposal
<input type="checkbox"/>	One set of plans/drawings folded to 8.5" x 11" illustrating existing site conditions and proposed development and/or site alteration, including: <ul style="list-style-type: none"> a) property boundaries b) location and dimensions of <u>existing</u> and <u>proposed</u> buildings or structures, septic field(s), driveways, parking lots, areas of fill placement or excavation c) cross-section(s) of proposed work(s), if necessary d) if lot grading/drainage plan is required for Building Permit, please provide as your site plan
<input type="checkbox"/>	Colour photographs of entire shoreline taken in summer (if shoreline works or boathouse proposed)
<input type="checkbox"/>	Sediment and erosion control proposal (for infrastructure, commercial/industrial/multi-residential)
<input type="checkbox"/>	Permit Fee (can be paid by cheque, e-transfer, credit card, or debit in office or credit card by phone)

8. Owner Declaration, Disclaimer and Release of Information (To be Signed by Owner or Agent/Applicant)

"I hereby certify that I am the current and legally recognized owner or authorized agent of the subject property upon which the proposed work is to be done (property location as described in Box 3 of this Form). I give permission to Kawartha Conservation to carry out any needed inspections on this property."

"I agree that any information, including personal information such as land owner contact information, submitted as part of this permit application may be distributed to other Federal, Provincial, or Municipal public agencies for the express purposes of carrying out their respective legislative authorities; and, that all studies and technical reports submitted as part of this application become the property of Kawartha Conservation and that the information may be used by Kawartha Conservation, its member Municipalities, and partners."

"I acknowledge that this application and supporting documents will be considered as public documents and are available upon written request 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). I understand that any and all personal information gathered by the 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 permit 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, and I agree to abide by Ontario Regulation 41/24. By signing this application, I agree to allow Kawartha Conservation staff to enter onto the subject property as part of the review and compliance process.

Print Name: _____

Signature: _____

Date: _____

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

Permit Application & Fees

The permit fee shall be paid at the time of filing an application with Kawartha Conservation. A minimum non-refundable administration fee may be retained by Kawartha Conservation in the event of an application withdrawal. Standard permits are only valid for 24 months unless otherwise confirmed by Kawartha Conservation.

Submission of a permit application does not constitute permission to carry out the proposed works. Do not start any work in a regulated area (including site grading/excavation) until a permit has been issued. Kawartha Conservation will consider an application based upon the information provided. If the information provided is incorrect or untrue, Kawartha Conservation reserves the right to withdraw any permission granted.

Permit Process and Timeline

Normal processing times for Standard Permits are as follows:

- ✓ Applications are reviewed upon submission. Upon receipt, the application will be reviewed, and a payment link will be generated and shared with the applicant. Contact us or see our website for current permit fees.
- ✓ Applicants will be notified within 14 calendar days of receipt of an application and payment as to whether or not the application has been deemed complete (i.e., contains all applicable items in Section 7 above).
- ✓ From the date that an application is deemed complete, a decision should be made within 21 calendar days for a minor application and 28 days for a major application.
- ✓ Standard permits are emailed to the **applicant** unless another arrangement has been agreed upon at the time of submission.

REMEMBER: This application does not relieve the applicant of the obligation to secure any other necessary permits or approvals.

Need help with your permit application or have questions about the process and our policies?

Pre-consultation meetings are held every Tuesday, either virtually or at our Administrative Centre in the Ken Reid Conservation Area (just north of Lindsay). These 30-minute meetings are free and allow applicants to obtain information about the current permit policies that may apply to their projects, the overall permit process, and permit application requirements. Pre-consultation is available upon request and is encouraged for those projects with complex review requirements. Pre-consultation schedule details can be found at KawarthaConservation.com.

WE WANT TO HEAR FROM YOU!

AT KAWARTHA CONSERVATION, WE WELCOME ANY FEEDBACK OR SUGGESTED IMPROVEMENTS TO ANY OF OUR PROCESSES AND FORMS PLEASE DO NOT HESITATE TO CONTACT US AT:

277 KENREI ROAD

LINDSAY, ON K9V 4R1

PHONE: 705.328.2271

WWW.KAWARTHACONSERVATION.COM