



Internal Use Only

File No:
Inquiry Received:

401-199 Larch Street, Ontario P3E 5P9 Tel: 705-674-5249 Email: ndca@ConservationSudbury.ca

Permit Application Form

Application for a permit under section 28.1 of the Conservation Authorities Act.

Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits

In accordance with the provisions of Section 28.1 of the *Conservation Authorities Act (CA Act)* permission must be obtained prior to any site grading and the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere; straightening, changing, diverting, or interfering in any way with the existing channel of a river, creek, stream, or watercourse, interference in any way with a wetland; or, development, defined as the construction, erection or placing of a building or structure of any kind, or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof within the Regulated Areas, unless the proposed activity meets the exceptions outlined in the CA Act s. 28(2)(3)(4) or O.Reg. 41/24 s. 5.

Submission of a complete application does not imply permission. Do not start the project until you have a permit. Additional technical information, studies or plans not outlined in this form may be required as part of a complete application under O. Reg. 41/24

Landowner Information:

Name _____ Cell _____
If a business, also include legal name
and legal owner Email Address _____

Mailing Address _____

Optional: I assign authority to the agent listed below to act on my behalf Signature

Agent Information: (Complete only if an agent is assigned above)

Name _____ Phone _____
Email Address _____ Cell _____

Location of Proposed Works (please attach a copy of your Tax Bill if possible)

Municipal Address _____

Township _____ Lot _____ Concession _____ | Plan _____, Lot _____

Waterbody/Watercourse (if known) _____

Are any of these features found on or near your property:
 Steep slopes (greater than 3 horizontal: 1 vertical)
 None

Stream / watercourse
 Wetland / swamp
 Unsure



Are other applications required for this development:

- Building Permit
- Consent
- Minor Variance
- Ministry of Natural Resource and Forestry Work permit
- Site Plan
- Other

If yes, provide details: _____

Describe the proposed project, then fill in the detailed section(s) below as they apply to the project (List the purpose of the project, proposed methods, proposed use and any other relevant details). **Attach additional pages if necessary.**

Proposed Start Date: _____

Proposed Finish Date: _____

Anticipated duration: _____

1) Septic system

- New installation or Repair/replace

Proposed method of sediment and erosion control protection (ex: sediment fence, straw blankets, etc): _____

Timeline for stabilization/erosion control of work area: _____

Required information: Site plan showing location of tank, leaching bed and mantle (where applicable) , toe of slope, setbacks from streambanks, wetland/swamp, distance from annual high-water mark (for lakes), sediment and erosion protection; include all setbacks listed on page 5 of this application, elevation survey (where applicable), existing and proposed drainage details.

2) Placement or removal of material (e.g. fill), site grading

- Placement
- Removal
- Site Grading

Type of fill material: _____

Amount of fill (m³): _____ Length of Area (m): _____

Depth of fill (m): _____ Width of area (m): _____

If fill is being removed from site, where is it being placed: _____

Proposed method of sediment and erosion control protection (ex: sediment fence, straw blankets, etc): _____

Required information: Site plan showing location of fill placement and/or removal and/or site grading, erosion and sediment control protection; include all setbacks listed on page 5 of this application, elevation survey (where applicable), existing and proposed drainage details.



3) Accessory structure

- Shed Garage Gazebo Deck Sauna
 Boathouse Other, specify: _____

How is the proposed structure going to be anchored to the ground: _____

Is the proposed structure going to have power: Yes No

Is fill (gravel, topsoil, etc) required for this project Yes No

Provide details of fill required (amount, type, location, erosion and sediment control plan): _____

Required information: Elevation survey, floor plan of accessory structure, construction drawings showing foundation details, site plan including all setbacks listed on page 5 of this application, existing and proposed drainage

***Also complete section 2 for landscaping/site grading plan if required.**

4) Constructing, rebuilding or altering a dwelling

- Construction of new single-family dwelling Addition to existing dwelling
 Change in the use of dwelling Change in the number of dwelling units/bedrooms in a building

Existing floor area (m²): _____ Floor area of addition (m²): _____

Current use of building: _____ Proposed use of building: _____

Required information: Elevation survey, floor plan, construction drawings showing foundation details, site plan including all setbacks listed on page 5 of this application, existing and proposed drainage details.

***Also complete section 2 for landscaping/site grading plan if required.**



5) Altering a watercourse or shoreline

- Infrastructure (bridge, culvert, utility crossing)
- Stream realignment/diversion
- Shoreline hardening (retaining wall, revetment)
- Install boat launch, ramp or dock
- Shoreline rehabilitation (plantings, bioengineering, slope softening)
- Other, please specify: _____

****If proposed project falls within the infrastructure category, please contact the office for an additional page of detail required**

Proposed method of sediment and erosion control protection (ex: sediment fence, turbidity curtain, etc): _____

Is fill (gravel, topsoil, etc.) required for this project : Yes No

Provide details of fill required (amount, type, location, erosion and sediment control plan): _____

Required information: Elevation survey (if applicable), current stream and proposed cross sections, sediment and erosion control protections, site plan including all setbacks listed on page 5 of this application.

***Also complete section 2 for landscaping plan if required.**

Required Information – The following must be attached to be processed for review

- Application Form** (must be complete)
- All **Required Information**, as listed in the application form and outlined in Ontario Regulation 41/24 s. 7
- Detailed project description and rationale**, please include as a separate attachment
- Payment** - \$200 non-refundable deposit (see full fee schedule here)
Pay by cheque, etransfer (to ndca@conservationsudbury.ca) or online payment via credit card (please request at time of application and an online invoice will be emailed to you).
- Site Plan** drawing showing appropriate details (see page 5 of application for required details)
- Photo(s)** of the proposed work location (may be required)

How to Submit: Submit via email at NDCA@ConservationSudbury.ca or by Mail/Courier/In person at address on first page of application

By signing this application, I provide my consent to Conservation Sudbury and its officers to enter my private property, other than a dwelling or building. I understand that this entry is required for the purpose of considering my application for permission under Ontario Regulation 41/24 made pursuant to Section 28.1 of the *Conservation Authorities Act*. Furthermore, I understand that it is my responsibility to notify all occupants of my property that this consent has been provided.

I, declare that I am the landowner / authorized agent and that the above information is correct to the best of my knowledge and believe that all of the above noted, attached, and/or supporting documentation and information is correct and true.

Signature _____ Date _____



Sample Drawings

Note: These drawings are not for design purposes. They are examples to illustrate the **minimum level of detail** required to enable Conservation Sudbury staff to process the application. Please ensure that the application is complete to avoid delays in the review process.

Show setbacks of the proposed development to:

- ☐ Lot lines
- ☐ Lakes, watercourses, wetlands, top and bottom of all slopes, ditches
- ☐ High water mark, floodplain (if known)
- ☐ Existing development, including buildings, fences, septic systems, etc.
- ☐ Any other important feature

Also include:

- Location and dimension of proposed development
- Author's name and signature/stamp
- Date drawn

