

# APPLICATION



## Prohibited Activities, Exemptions and Permits

(Pursuant to Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24)

Please read, complete each section as required, date and sign this application.

### Section 1 – Project Information

#### Location of Project

Project Name (if applicable): \_\_\_\_\_

Municipality: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Name of Lake, River, Creek, Wetland, Other: \_\_\_\_\_

Lot: \_\_\_\_\_ Conc: \_\_\_\_\_ Part: \_\_\_\_\_ Plan: \_\_\_\_\_ Parcel: \_\_\_\_\_

Assessment Roll No. \_\_\_\_\_

#### Property Owner

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

Organization/Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Agent (eg. contractor, consultant, lawyer, etc)

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

Organization/Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

**Note: Correspondence will be sent to owner and copied to agent**

**Section 2 – Description of Proposed Work**

All applications must be accompanied by **ONE** copy of plans indicating location and dimensions of proposed works. See attached sample plans (schedule B) for details.

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**What kind of work are you proposing? Please check ALL that apply (continues on next page) and fill in blanks.**

**A) Construction, Renovation, Change in Use of Building/Structure**

- Construct a new building/structure
- Construct an addition to an existing building/structure
- Alter or renovate an existing building/structure
- Change in the use of existing building/structure
- Change in the number of dwelling units in a building

Existing Floor Area (m<sup>2</sup>): \_\_\_\_\_ Floor Area of Addition (m<sup>2</sup>): \_\_\_\_\_

Current Use of Building: \_\_\_\_\_ Proposed Use of Building: \_\_\_\_\_

- Install/remove in-ground/above-ground pool
- Construct retaining wall/revetment
- Other (Explain) \_\_\_\_\_

Purpose of Work (describe): \_\_\_\_\_

Proposed method of Erosion Protection (ex: straw bales, silt curtain, etc...): \_\_\_\_\_

**B) Placement of Fill, Dredging, Site Grading**

- Place fill material
- Remove (dredge) fill material
- Site Grading

Type of fill (circle)    Sand    Gravel    Crushed Stone    Quarry Stone    Topsoil    Other \_\_\_\_\_

Amount of Fill (m<sup>3</sup>): \_\_\_\_\_ Length of Area (m): \_\_\_\_\_ Width of Area (m): \_\_\_\_\_ Depth of Fill (m): \_\_\_\_\_

Purpose of Work (describe): \_\_\_\_\_

Proposed method of Erosion Protection (ex: straw bales, silt curtain, etc...): \_\_\_\_\_

**C) Alterations to Shorelines & Watercourses**

- Construct a boat launch/ramp/dock
- Install infrastructure (culvert, bridge, utility crossings)
- Install shoreline protection (retaining wall, revetment, armour stone)
- Alter an existing watercourse or shoreline (widen, deepen, realign, pond, dam, divert, channelize, dredge)
- Diversion
- Channelization

Purpose of Work (describe): \_\_\_\_\_  
\_\_\_\_\_

Proposed method of Erosion Protection (ex: straw bales, silt curtain, etc...): \_\_\_\_\_  
\_\_\_\_\_

**D) Other**

Please specify proposed development or alteration activity not specified in A, B, or C above.

\_\_\_\_\_  
\_\_\_\_\_

**Description of Proposed Work**

How will the work be completed? Will equipment/machinery be required (if so what type)? What kind of material will be used to complete the project? *(Additional sheets may be attached if necessary)*

\_\_\_\_\_  
\_\_\_\_\_

Has a previous application to the NBMCA been filed on this property?

- No
- Yes (provide details): \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Corresponding File(s):**

**Application No:** \_\_\_\_\_

**Fisheries Review Required:** No Yes (if yes, review done by CA or DFO?)

**Date Application Received:** \_\_\_\_\_

**Application Fee:** \_\_\_\_\_ **Date Fee Received:** \_\_\_\_\_

**Section 3– Submissions Requirements**

- A) Each application must be accompanied by the appropriate fee as noted on the fee schedule (Schedule C attached). Applications will not be processed until the fee is paid in full.
- B) **ONE** copy of each plan must be submitted.

The following are examples of information that should be included on your site plan(s):

Project Type (as per section 2 above)	Examples of Information to Include on Site Plans
A) Construction, Renovation, Change in Use of Building/Structure	➤ Location, dimensions, watercourses, structures, drainage/flow path, existing/proposed grades, geodetic elevations
B) Placement of Fill, Dredging, Site Grading	➤ Location, dimensions, drainage/flow path, existing and proposed grades, watercourses, sediment and erosion control measures, post-construction and restoration/landscape plans
C) Alteration to Shorelines and Watercourses	➤ Location, plan view (existing/proposed), cross-section (existing/proposed), dimensions, structures, size of rock being used, sediment and erosion control measures

Please note that additional information may be required to assess your application (e.g. geotechnical study, cross-section details, elevation plans, drainage details before and after development, etc.).

- C) If an agent is submitting an application on behalf of the property owner, the Landowner Authorization form must be completed (see Schedule A).
- D) A permit is valid for a maximum period of two years. After a permit has expired, a new application must be submitted. The fee schedule in effect at the time of the submission of a new application shall apply.
- E) If revisions to the design of the project are required subsequent to the issuance of a permit, plans/documents reflecting the changes must be submitted to the NBMCA for further review and approval prior to undertaking the redesigned works.

**Note:**

- 1) By signing this application, consent is given to the NBMCA, its employees and other persons as required by the NBMCA, to access the property for the purpose of inspection, 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 the NBMCA
- 2) By signing this application it is understood that through the assessment of this application, additional fees may be required to reflect the costs of additional site visits and that all fees must be paid prior to the release of the approval.
- 3) Permits granted by the NBMCA are issued to the current owner of the property and are not transferable.
- 4) Permits granted by the NBMCA 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 NBMCA approval of any related *Planning Act* applications or sewage disposal system applications. Separate approval of all related applications must be obtained from the respective agency and/or the NBMCA.
- 5) It is the responsibility of the applicant to ensure that a valid permit is in effect at the time the work is occurring.

## Section 4– Permit Review Procedures

NBMCA staff will assess your application to determine whether the approved works will affect the control of flooding, erosion, dynamic beaches, and unstable soil or bedrock in accordance with the *Conservation Authorities Act* and Ontario Regulation 41/24. A decision on approving an application will be made once a complete application, including all required supporting documentation, can be reviewed.

If staff is recommending refusal of the application and the owner wishes to proceed with the proposal, the Board of Directors of the NBMCA will convene as a Hearing Board to consider the application. Furthermore, if the owner objects to the conditions of approval they may request a hearing. You will be notified of a hearing date which you and your agent may attend. Upon reviewing information provided by NBMCA staff and the owner/agent, the Hearing Board will make a decision. If refused, the applicant will be notified of the reason in writing. Within 30 days of receipt of the notification, the owner may appeal the decision of the Hearing Board to the Minister of Natural Resources who may dismiss the appeal or grant permission.

*\*Please refer to Ontario Regulation 41/24 and the North Bay-Mattawa Conservation Authority Hearing Guidelines (January 2011) for the legal details of these procedures.*

## Section 5 – Notice of Collection

Pursuant to the *Municipal Freedom of Information and Protection of Individual and Privacy Act*, the personal information contained in this form is collected under the authority of the *Conservation Authorities Act* c27. This information is used to assess applications and, where approved, issue an authorization under Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits. Information on this form may be disclosed to Government and Municipal agencies for review, comment, or to members of the public through the Freedom of Information process. Questions about the collection of information should be directed to the Chief Administrative Officer – Secretary Treasurer, North Bay-Mattawa Conservation Authority, 15 Janey Avenue, North Bay, Ontario, P1C 1N1. P: (705) 474-5420.

Any false or misleading statement made on this application will render null and void any permission granted.

I, the owner, \_\_\_\_\_ solemnly declare that to the best of my knowledge and belief, all of the above information, plans and submission to be true, valid and current. I further accept the aforementioned inclusions, terms and conditions to be binding upon the registered owner(s) of the property and all assigned agents, contractors and/or constructors acting on my behalf. My signature acknowledges the right to exercise binding authority.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Agent \_\_\_\_\_ Date \_\_\_\_\_

**Note: If an agent is submitting the application on behalf of an owner, written authorization (Schedule A attached) from the owner authorizing the agent to act on their behalf must be included with the application.**

# LETTER OF AUTHORIZATION

## Schedule A

**Authorization to submit an Application for O. Reg. 41/24 Prohibited Activities, Exemptions and Permits by a Person Other than the Legal Owner**

I \_\_\_\_\_, being the legal owner of the property described as

Lot \_\_\_\_\_, Concession \_\_\_\_\_, Pt. \_\_\_\_\_, Plan \_\_\_\_\_

Pcl. \_\_\_\_\_ in the Municipality/Township of \_\_\_\_\_, located at

Civic Address \_\_\_\_\_, and having a

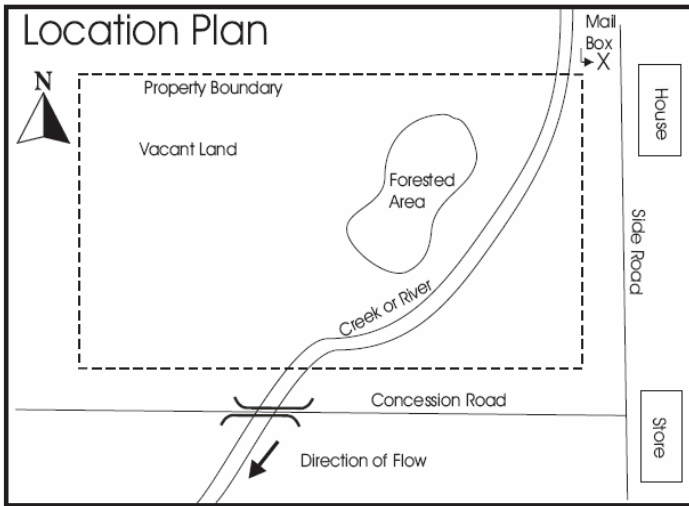
Tax Assessment Roll Number \_\_\_\_\_,

Authorize \_\_\_\_\_ to provide as my agent any required authorizations or consents, to submit the enclosed application to the North Bay-Mattawa Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the NBMCA Hearing Board relevant to the application for purposes of obtaining a permit to develop, interfere with a wetland or alter a shoreline or watercourse in accordance with the requirements of Ontario Regulation 41/24.

Dated at \_\_\_\_\_  
City/Town

Signature of Legal Owner \_\_\_\_\_ Date \_\_\_\_\_

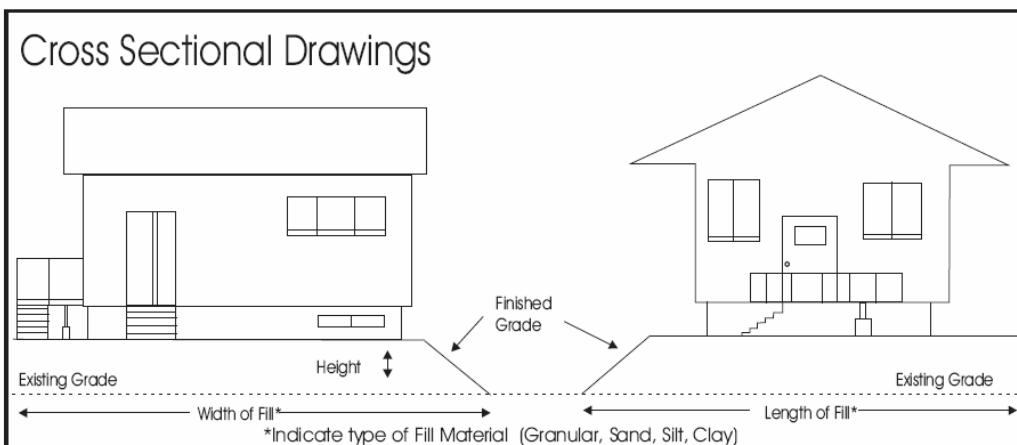
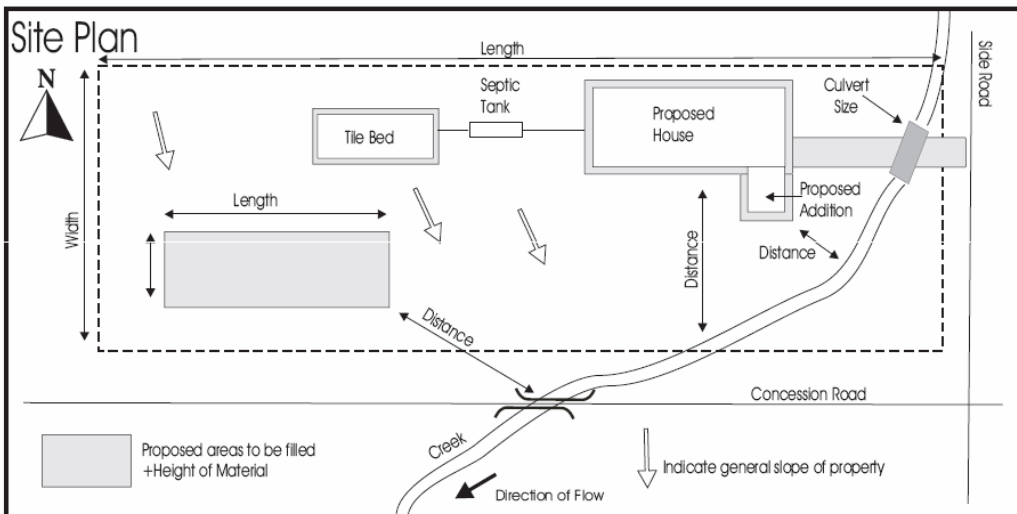
### Schedule B – Sample Site Plans



**Instructions:**

These drawings are not for design purposes. They are examples to illustrate the minimum level of detail required to enable the NBMCA to process your application. Please ensure your application is complete so there will be no delay in the review process.

Drawings should include the location and dimensions of proposed works (i.e. buildings, septic bed, quantity and areas of fill, landscaping features, culvert(s), location of existing buildings or features, location of water bodies, wetlands and drainage areas.



Cross sections must show existing and final grade elevations, existing and proposed finished floor elevations, and lowest openings into buildings.

Elevations must be geodetic (as determined by an Ontario land surveyor).

sample plans.cdr

# Fee Schedule

Prohibited Activities, Exemptions and Permits (O. Reg. 41/24)



## Schedule C – Program Fees Effective January 11, 2025

Under Section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c. C.27

Application Type (and typical description)	Fee
<b>Major Projects</b> Includes multiple residential units/blocks <sup>1</sup> , institutional commercial buildings greater than 464 m <sup>2</sup> (5,000 ft <sup>2</sup> ), new or replacement infrastructure (bridges, culverts and utility crossings) greater than 25 m (82 ft) in width of excavation and stormwater management ponds/cells, fill activity greater than 2,000 m <sup>3</sup> (2,616 yd <sup>3</sup> ), grading greater than 1 ha (2.5 acres), channelization/shoreline alterations greater than 500 m (1640 ft).	\$1,290.00
<b>Large Projects</b> Any new residential dwelling, or new institutional/commercial building less than or equal to 464 m <sup>2</sup> (5,000 ft <sup>2</sup> ), residential additions/ reconstruction/basements greater than 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), new or replacement infrastructure (bridges, culverts, utility crossings) 5 to 25 m (16 to 82 ft) in width of excavation, fill activity 500 to 2,000 m <sup>3</sup> (654 to 2616 yd <sup>3</sup> ); grading 0.5 to 1.0 ha (1.2 to 2.5 acres); shoreline alterations 50 to 500 m (164 to 1640 m), channel maintenance** greater than 200 m (656 ft) in length and similar.	\$915.00
<b>Standard Projects</b> Additions, reconstruction, auxiliary buildings and structures less than or equal to 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), foundation (crawl space or piers) replacement/reconstruction, new or replacement infrastructure (bridges, culverts, utility crossings) less than 5 m (less than 16 ft) in width of excavation, fill activity 100 to 500 m <sup>3</sup> (131 to 654 yd <sup>3</sup> ), grading up to 0.5 ha (1.2 acres), channelization/ shoreline alterations less than 50 m (164 ft) in length, docks and boathouses - new construction, modifications, or extensions with lake bed contact area greater than 15 m <sup>2</sup> , channel maintenance** less than or equal to 200 m (656 ft) in length and similar.	\$465.00
<b>Small Projects</b> Auxiliary <sup>2</sup> buildings and structures less than 20 m <sup>2</sup> (215 ft <sup>2</sup> ), additions with a total gross floor area less than 20 m <sup>2</sup> (215 ft <sup>2</sup> ), fill activity less than 100 m <sup>3</sup> (131 yd <sup>3</sup> ), docks and boathouses – new construction, modifications, or extensions with lakebed contact area less than or equal to 15 m <sup>2</sup> and similar.	\$200.00
<b>Revisions</b> Applications which are modified or amended following approval; overall scope of project remains the same (also includes review of modifications to previously reviewed sediment and erosion control plans).	50% of base permit application fee
<b>Permit Extensions</b> If the CA has granted permission for an initial period that is less than the applicable maximum allowable, an extension may be granted.	\$80.00
<b>Review of Applications Retroactive to Project Commencement (Violations)</b>	100% surcharge of base permit fee
<b>Refund Policy</b> For a withdrawn application prior to a site inspection being conducted: <ul style="list-style-type: none"> <li>Application processed– no inspection conducted</li> <li>Fees are non-refundable once a site inspection has been conducted.</li> </ul>	Refund 75% application fee
<b>Property Inquiries</b> For <u>written</u> responses to legal, real estate and related financial inquiries by landowners or others on their behalf. <ul style="list-style-type: none"> <li>Written response without a site inspection</li> <li>With a site inspection (Development Regulations Only)</li> <li>With a site inspection (Development Regulations and Sewage Systems Combined)</li> </ul>	\$155.00 \$260.00 \$510.00

The above permit fees shall include a maximum of 1 pre-consultation meeting and 3 site visits. Where a permit application requires additional site visits or consultations, the NBMCAs reserves the right to charge additional fees. All fees are payable at the time the application is submitted.

Permits for multiple residential units/blocks may be issued for a maximum 60 months. All other permits may be issued for maximum 24 months.

Auxiliary buildings or structures shall include sheds, on-land retaining walls, gazebos, decks, etc. which are non-habitable.

\*\* Maintenance shall mean no change in size, location or shape.

Fill Activity – includes the placement, removal or grading of fill material of any kind whether it originated on the site or elsewhere.