

# Minimum Application Requirements

Section 28 of the *Conservation Authorities Act* and Ontario Regulation 174/06.



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Specific information required from an applicant in support of an application for development in identified “hazard” areas:

- Send electronic copies to [development@rvca.ca](mailto:development@rvca.ca), or provide documents on a USB flash drive (.pdf file format only, with a separate document for construction drawings).

## Mandatory minimum requirements for all applications

\*NOTE: See below for additional requirements.

- Application form sections completed in full – contact information, location of proposed works, description of works, etc.
- Signed application form
- Signed *Letter of Authorization* from applicant/landowner if application is being made by a contractor/agent
- Site plan: a plan of the property affected showing the type and location of the development/alteration drawn to scale, indicating setbacks (a legal survey of the property by an OLS is the preferred reference document)
- Construction plans/drawings/details **with dimensions** (i.e.: plan view, cross-section, etc.)
- Submission of the prescribed fee set by the CA at time of submission for review of the application

## Permission to undertake “development”<sup>1</sup>

\*NOTE: Dependent on the proposal, not all requirements may apply. Requirements may be based on a case-by-case basis.

### Hazard: Floodplain / Areas of Reduced Flood Risk

- A grading plan – prepared by a qualified professional engineer, C.E.T., or other qualified professional as approved by the RVCA - showing existing & proposed geodetic elevations of the property and of existing & proposed buildings
- Drainage details before and after development
- A complete description of the type, location and amount of fill proposed to be placed, dumped or removed
- Technical studies/plans as required to meet the regulatory provisions of CA Act S.28 — examples include: **floodproofing designs**, balanced cut and fill calculations by a qualified P. Eng., elevation surveys, etc. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard).

<sup>1</sup> “development” means,

- The construction, reconstruction, erection or placement of a building or structure of any kind,*
- Any change to a building or a structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure, or increasing the number of dwelling units in the building or structure,*
- Site grading, or*
- The temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere; (“aménagement”)*

## Hazard: Slope Stability

- A grading plan - prepared by a qualified professional engineer - showing existing & proposed geodetic elevations of the property and of existing & proposed buildings
- Drainage details before and after development
- A complete description of the type, location and amount of fill proposed to be placed, dumped or removed
- Technical studies/plans as required to meet the regulatory provisions of CA Act S.28 — examples include: **geotechnical analysis by a qualified professional engineer**, elevation surveys, etc. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard).

## Hazard: Regulated Wetlands (Change / Interference with Wetlands<sup>2</sup>)

- A grading plan with existing & proposed geodetic elevations of the property and of existing & proposed buildings
- A complete description of the type, location and amount of fill proposed to be placed, dumped or removed
- Technical studies/plans as required to meet the regulatory provisions of CA Act S.28 — examples include: **environmental impact study (scoped or full), hydrologic impact study**, elevation surveys, etc. (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard).

2 “wetland” means land that,

- (a) Is seasonally or permanently covered by shallow water or has a water table close to or at its surface,
- (b) Directly contributes to the hydrological function of a watershed through connection with a surface watercourse,
- (c) Has hydric soils, the formation of which has been caused by the presence of abundant water, and
- (d) Has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water, but does not include periodically soaked over wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause (c) or (d). (“terre marécageuse”) 1998, c. 18, Sched. I, s. 12.

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## Application to, and Alterations to Shorelines and Watercourses<sup>3</sup>

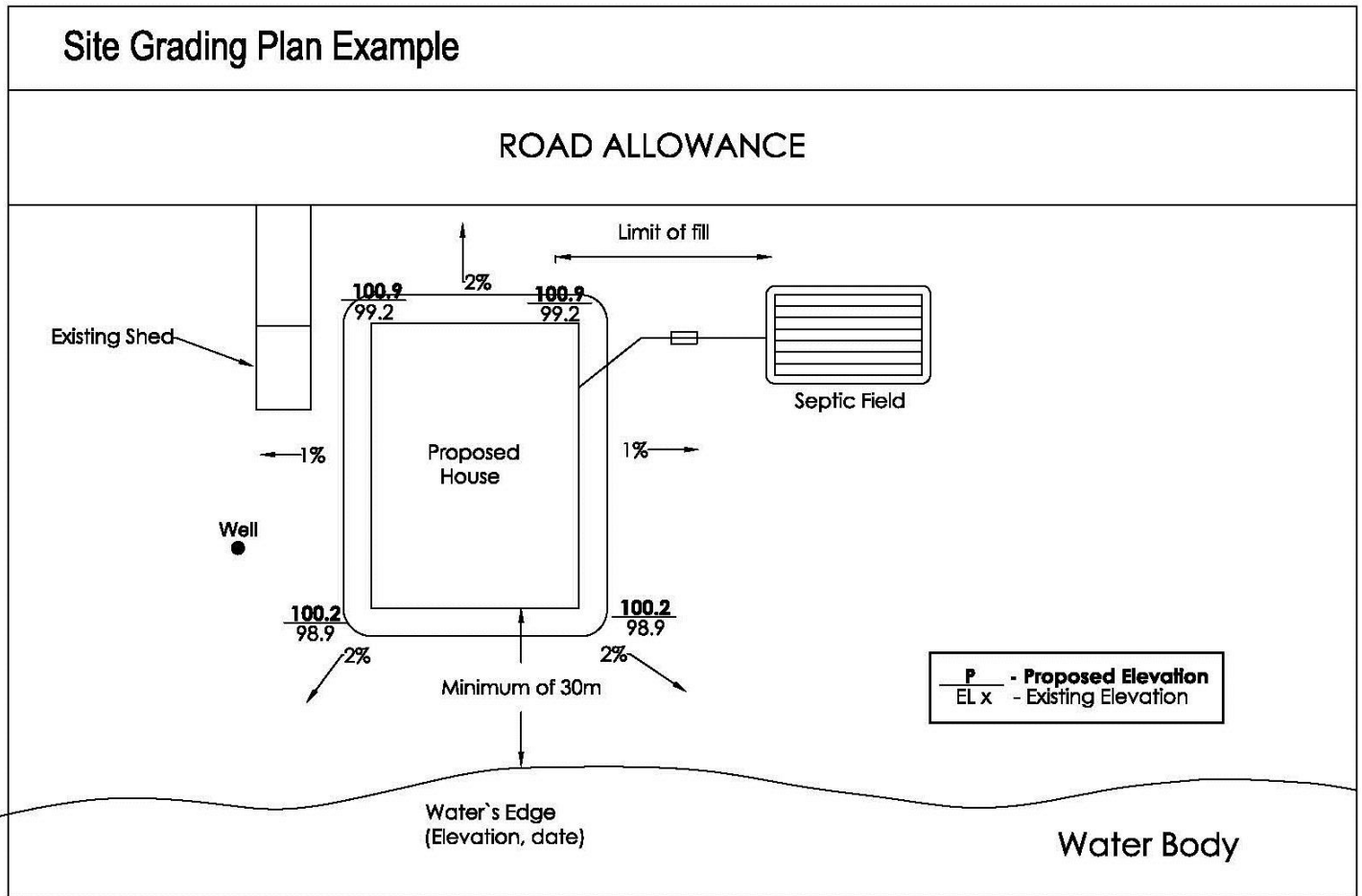
Alteration to a watercourse includes shoreline erosion protection, culvert installation (new and replacement) bridge construction, any channelization on any watercourse.

- Photos of shoreline/culvert/bridge/watercourse
- Plan view (top down) and cross-section drawings **with dimensions**
- A sediment and erosion control plan
- De-watering plan – as required
- Technical studies/plans as required to meet the regulatory provisions of CA Act S.28 (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the associated potential negative impacts with major applications generally requiring more complex technical studies)

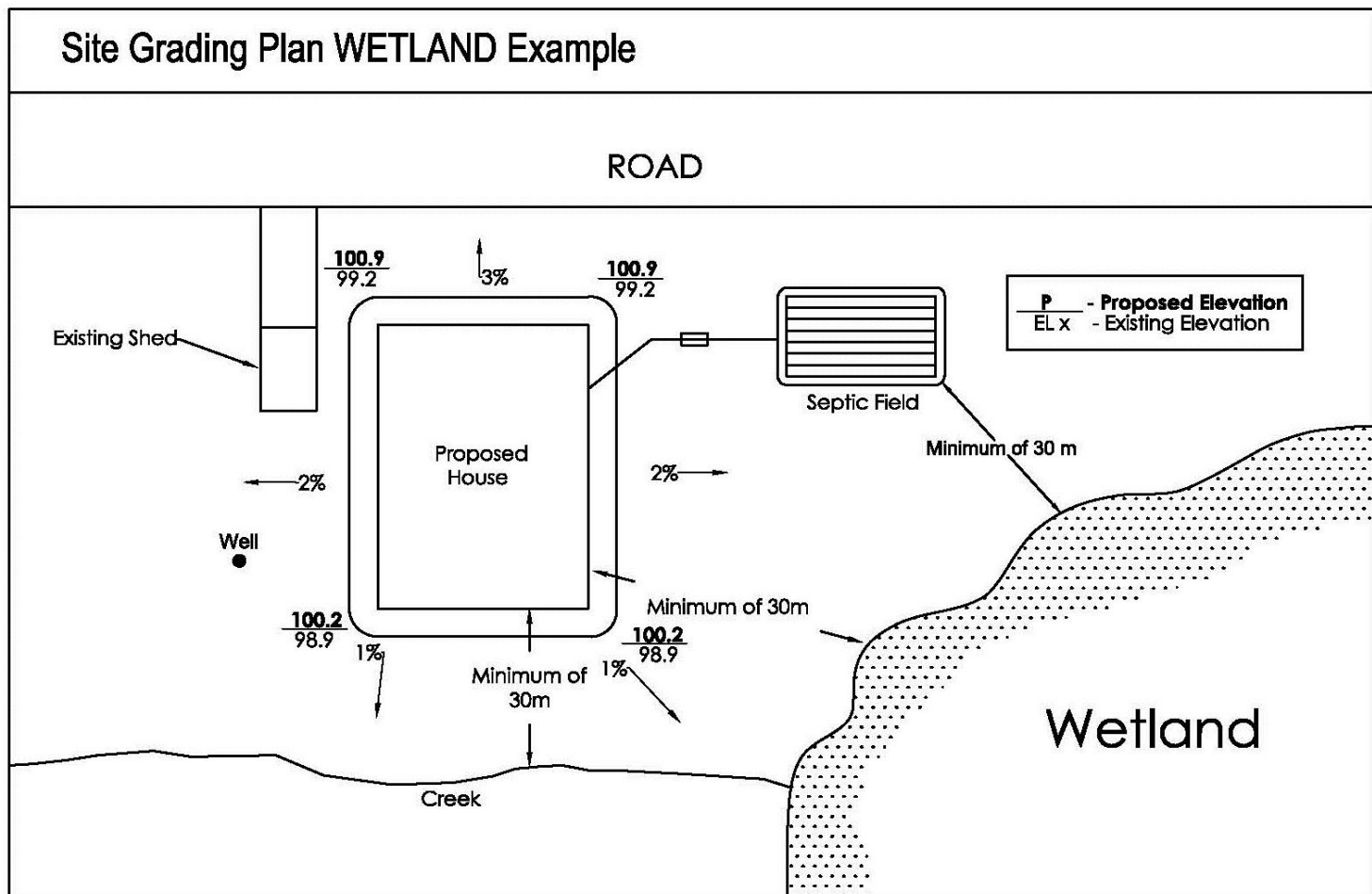
3 “watercourse” means an identifiable depression in the ground in which a flow of water regularly or continuously occurs; (“cours d’eau”)

When all of the information listed above is received in a form satisfactory to the Conservation Authority, and a pre-consultation or site assessment is conducted as necessary, and all fees are paid, an application will then be deemed to be complete. An application can be put “on hold” or returned to the applicant if it is subsequently determined that further information is required.

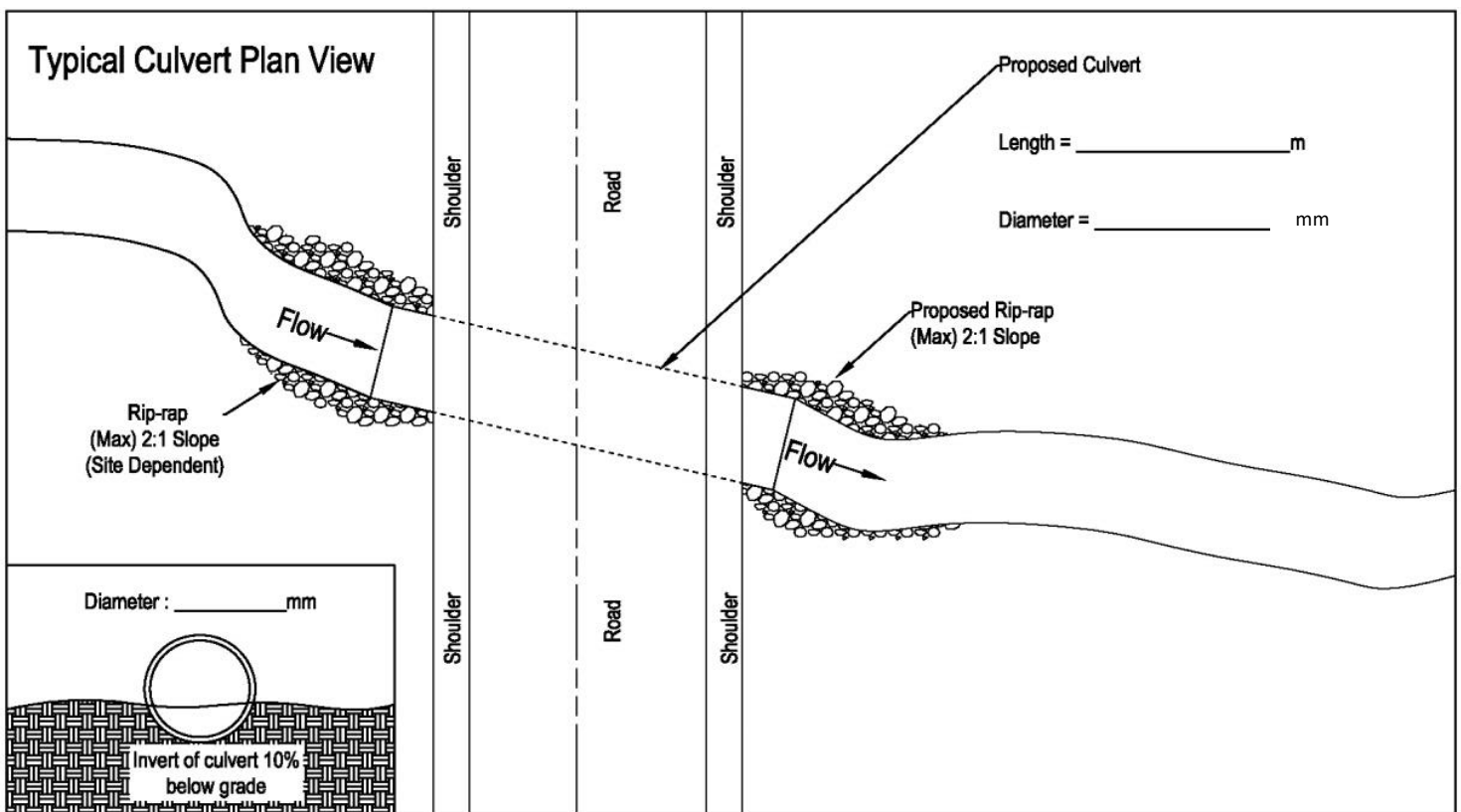
### Example Plans (for reference ONLY)



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**Example Plans (for reference ONLY)**

