

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, 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”¹

*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).

¹ “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 Wetlands²)

- ☐ 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.

Application to, and Alterations to Shorelines and Watercourses³

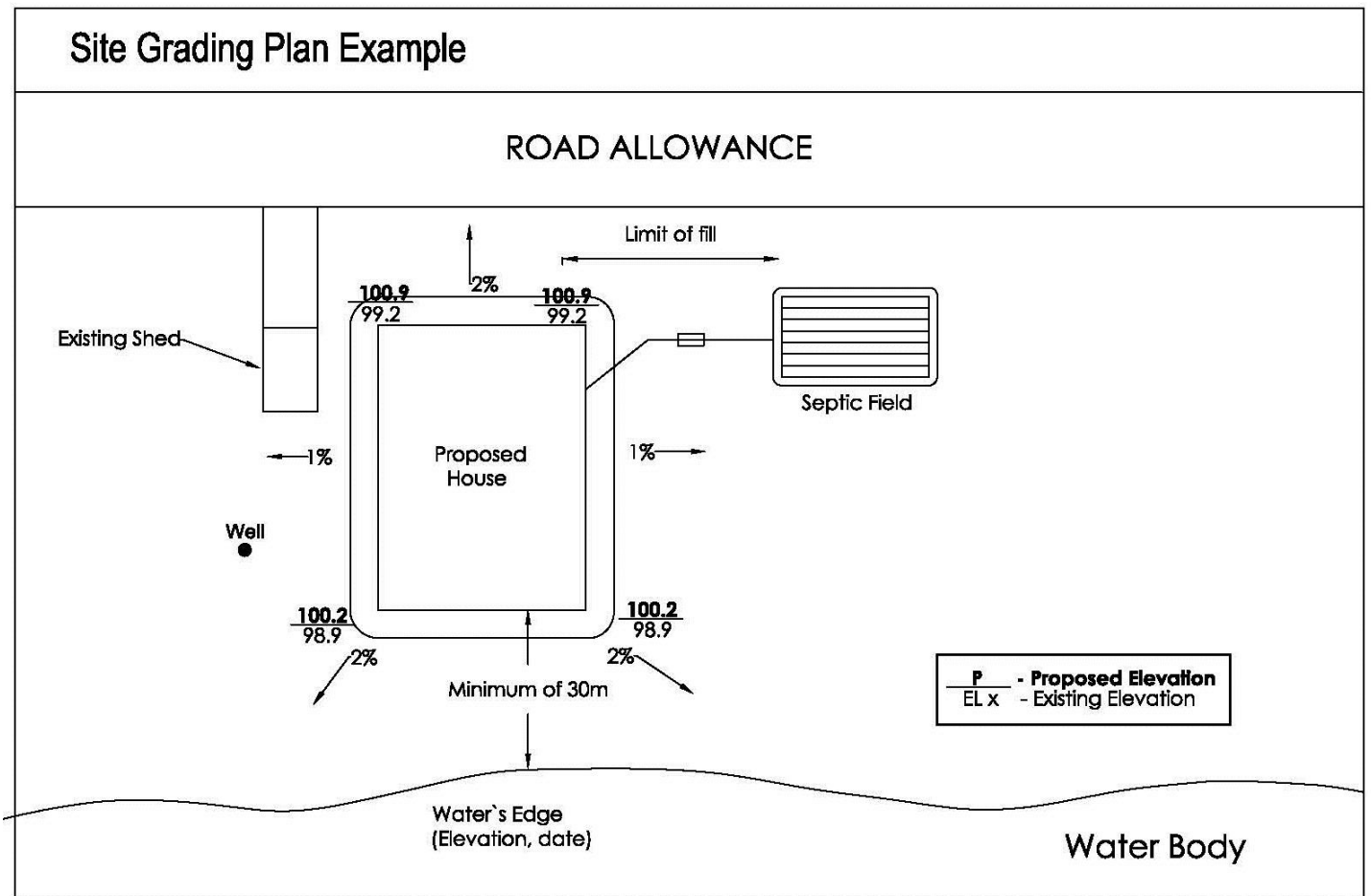
Alteration to a watercourse includes shoreline erosion protection, culvert installation (new and replacement) bridge construction, any channelization on any watercourse.

- ☐ 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)

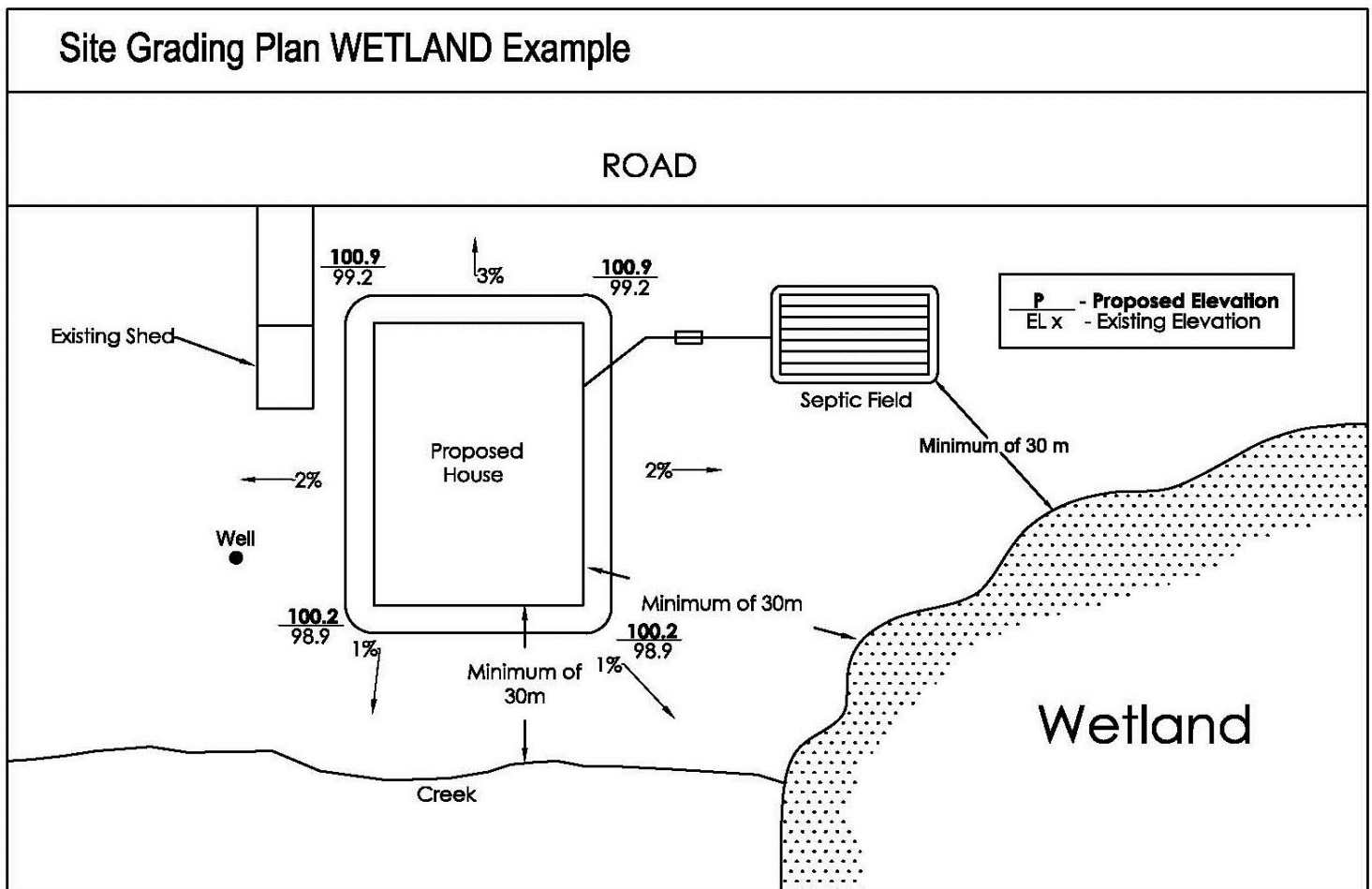
3 “watercourse” means an identifiable depression in the ground in which a flow of water regularly or continuously occurs; (“cours d’eau”)

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.

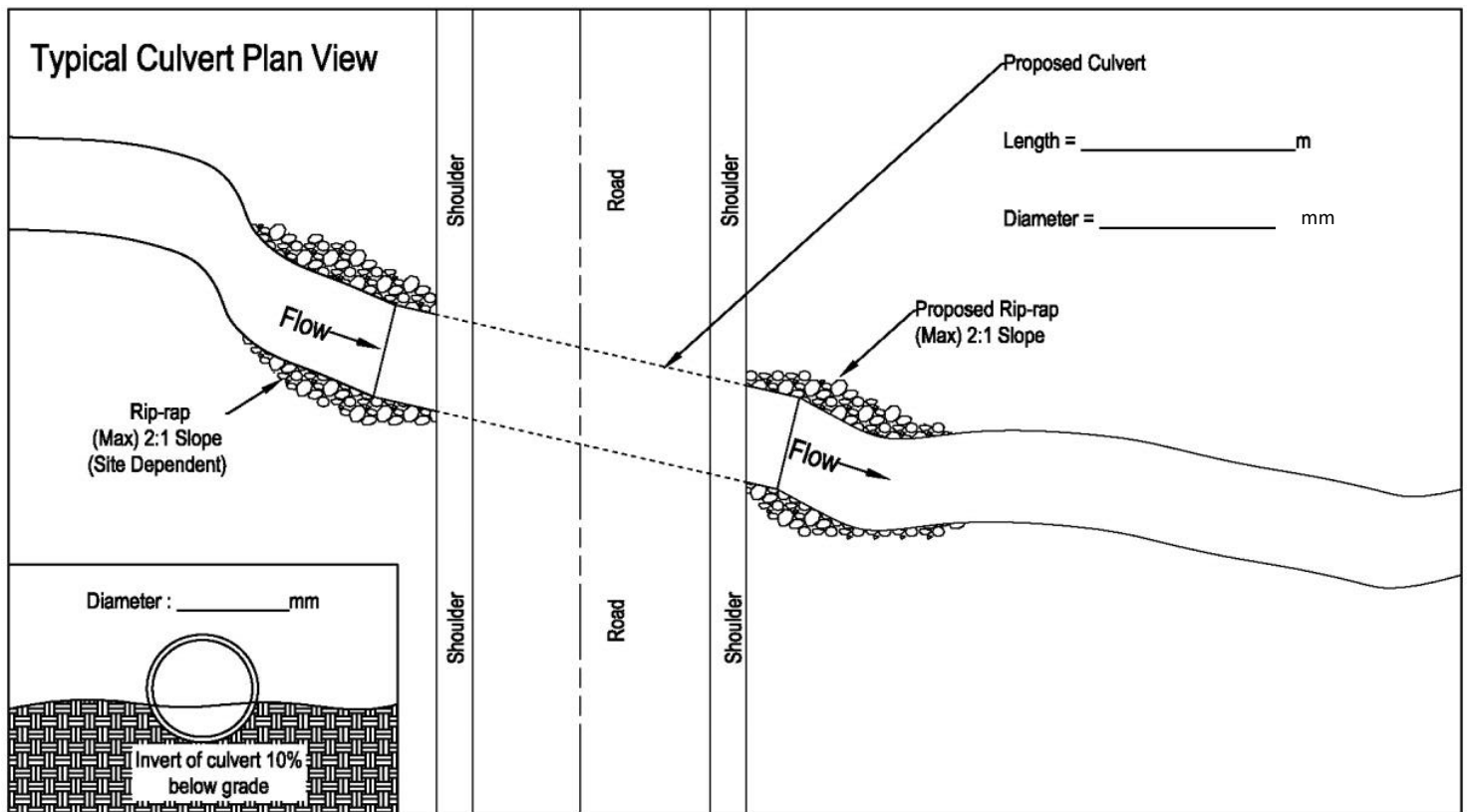
Example Plans (for reference ONLY)



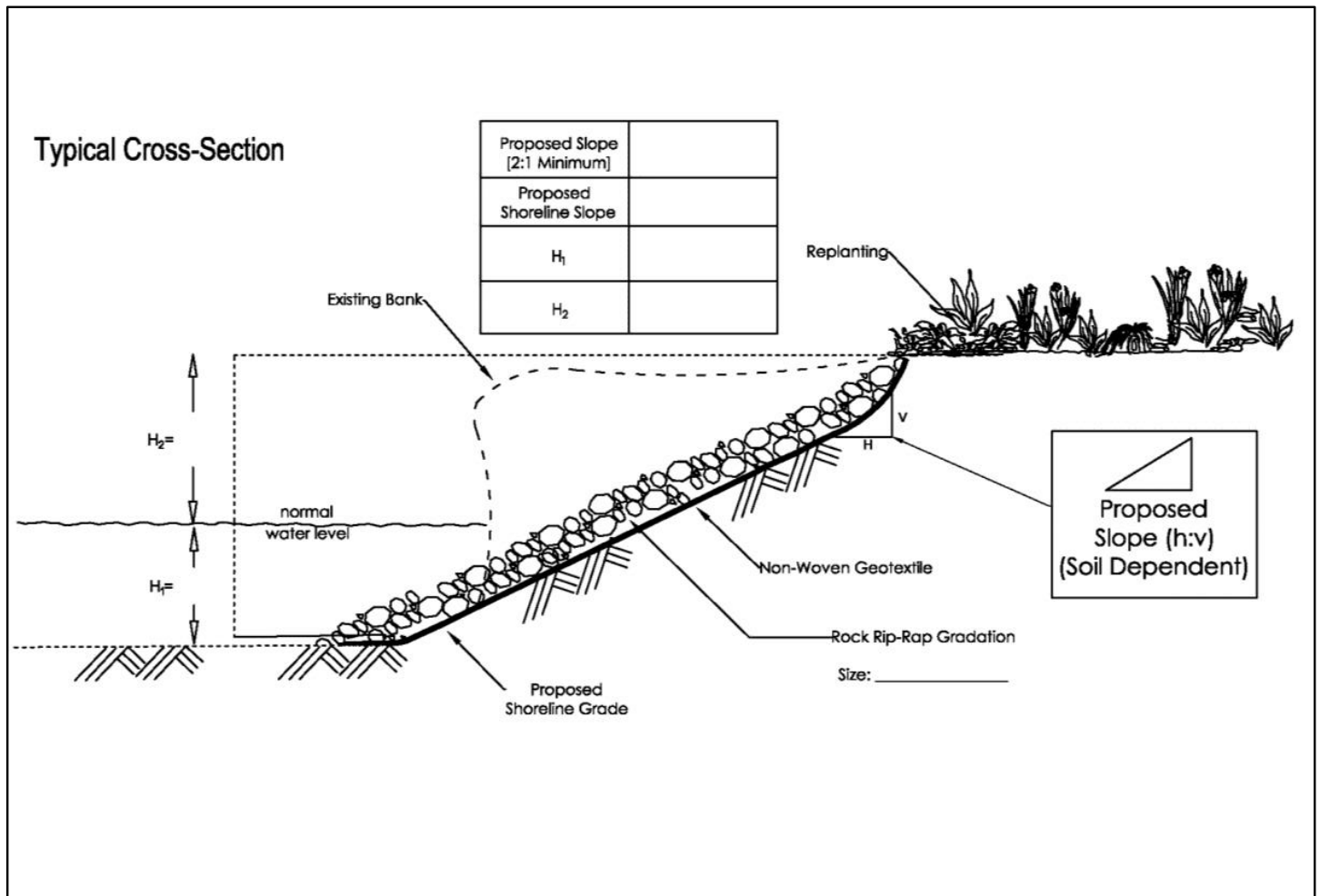
Example Plans (for reference ONLY)



Example Plans (for reference ONLY)



Example Plans (for reference ONLY)





**Rideau Valley
Conservation
Authority**

Box 599, 3889 Rideau Valley Drive
Manotick, Ontario K4M 1A5
613-692-3571
www.rvca.ca

Application/File #:

Prior to application submission, please contact the
RVCA for pre-consultation or visit www.rvca.ca

Official Use Only
Date Received Stamp

Related Files

Fee

Application for “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” Ont. Reg. 174/06

Pursuant to Section 28 of the *Conservation Authorities Act* and Ontario Regulation 97/04

The Rideau Valley Conservation Authority will consider your application based on the information you provide below. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return the application along with applicable scale drawings and other documents necessary (refer to minimum guideline requirements) as well as application fee “Schedule B.”

Contact Information (please print clearly)

Property Owner's Name(s):

Mailing Address (Street, P.O. Box) |

City |

Postal Code |

Telephone: Home |

Work |

Mobile |

E-mail |

Agent's Name:

*** Property owner's letter of authorization required**

Mailing address (Street, P.O. Box) |

City |

Postal Code |

Telephone: Home |

Work |

Mobile |

E-mail |

Location of Proposed Works

Property Assessment Roll Number (From Property Tax Notice, required) |

Municipal Street Address |

Municipality |

Former Municipality |

Watercourse/Drain |

Lot |

Concession |

Registered Plan Number |

Sub-lot |

Culvert Identification Number |

Description of Works (please check each that apply)

- ☐ Placement of fill, site alteration, changes in land elevation
☐ Pond construction, cleanout and/or repair
☐ Dam re-construction/repair
☐ Dredging
☐ Drainage works and ditching
☐ Interference with a wetland

- ☐ Construction of a structure (building, septic system, pools)
☐ Watercourse crossing (culvert or bridge)
☐ Bank protection
☐ Alteration to a watercourse or shoreline
☐ Other _____

What is the purpose of the work? _____

Proposed Starting Date | _____

Completion Date | _____

Existing use of land _____
(i.e., residential, commercial, vacant)

Proposed use of land _____

Details (e.g. Permit Number, Application Number)

Previous RVCA application on this property?

☐ yes ☐ no

Planning approval required? (e.g. site plan approval or re-zoning, minor variance)

☐ yes ☐ no

Applications made to other agencies? (e.g., MNRF, MOECC, Parks Canada, DFO)

☐ yes ☐ no

Municipal Building Permit required?

☐ yes ☐ no

Septic application/permits required?

☐ yes ☐ no

Is fill remaining on site? (If the answer is "no" you must specify an address where the fill is to be removed to:)

☐ yes ☐ no address _____

Submission Requirements and Terms

Digital transmission of PDFs are: USB/flash drive, CD or email (development@rvca.ca)

• Applications must be submitted digitally with one hard copy to scale.

- Permits or Approvals granted by the Rideau Valley Conservation Authority are non-transferable.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Rideau Valley Conservation Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.
- Fees paid are for application processing only; the RVCA reserves the right to refuse permission based on policy provisions and the applicant's right to a hearing under Section 28(12) of the Act.
- Section 28 (20) *Conservation Authorities Act* — An officer appointed by the RVCA may enter on private property, other than a dwelling or building, if the entry is for the purpose of considering a request related to the property for permission that is required by a regulation. By signing this form consent is being granted.
- Cancellation fee may apply to applications that have been accepted.

*** I/we the undersigned hereby certify to the best of my/our knowledge and belief that all of the above-noted, attached and/or supporting documentation information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the terms and conditions, and the declaration which is written below.**

By signing this application, consent is given to the Rideau Valley Conservation Authority, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works pursuant to Section 28(20) of the Act.

Owner's name: _____ *please print clearly* **Date:** _____ / _____ / _____
signature *year* *month* *day*

Authorized Agent: _____ *please print clearly* _____
signature

☐ **Letter of Authorization from owner must be attached if agent is signing off on all works**

Notice of Collection

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, Chapter C. 27, and O Regulation 174/06 RVCA Regulation of Development, Interference with Wetlands and Alteration to Shorelines and Watercourses. This information is used to access applications and where approved issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.