

## **Niagara Peninsula Conservation Authority-Ontario Regulation 155/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses**

### **APPLICATION CHECKLIST**

**To ensure that your application will be processed in a timely manner, you must provide a complete application package that includes (check all applicable boxes\*):**

- A completed, signed and dated application form.
- A drawing of the proposal.

The above drawing should include (either as part of the illustration or as notes):

- Name of applicant and legal description of the property (e.g. municipal street address, lot, concession, municipality);
- Scale, date and directional arrow;
- Dimensions of the property (a copy of the legal survey is highly recommended).
- Location and dimensions of all existing or proposed structures, grading, filling, excavation, and the distance to any waterbody (e.g. wetlands, streams, lakes), valley, floodplain, slope, and beach on or adjacent to the property;
- Existing and proposed metric geodetic elevations;
- Proposed use of each floor, including basement, in any new buildings, or additions to buildings (as applicable)
- Geodetic elevation(s) of the lowest opening(s) in any new buildings, or additions to buildings (as applicable)
- Location and type of sediment and erosion control measures (e.g. silt fence);
- Soil stabilization measures proposed (e.g. seeding, sodding, planting);
- Construction equipment and access routes to be used;

- Location of cross section(s) indicated on the plan view drawing;
- Four copies of drawings (only required if printed on paper larger than 11"x17" in size).
- Photographs (highly recommended – digital format on CD accepted).
- Application fee
- Signed Application Checklist form
- Completed Landowner Authorization Form (required if owner is assigning another party as an agent for the project).

Notes:

1. The applicant is encouraged to submit copies of documents as originals may not be returned.
2. Calculations and notes from a qualified engineer or a licensed surveyor may be requested by the NPCA to support the application.
3. The applicant is responsible for ensuring compliance with any other applicable federal, provincial or municipal statutes, regulations or by-laws.

\*Confirm with the Supervisor of Construction Approvals the material needed to support your application

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date