

# PERMIT APPLICATION PACKAGE

## NPCA WORK PERMIT PRE-CONSULTATION REQUEST FORM

Given that the Niagara Peninsula Conservation Authority (NPCA) has the responsibility to regulate activities in natural and hazardous areas, if you are planning to do any works or development near rivers, streams, wetlands, slopes, or the shores of Lakes Ontario or Erie, you may require a permit.

A pre-consultation meeting is strongly encouraged prior to submitting an application as per the NPCA Client Service Standards for Plan and Permit Review Policy. Pre-consultation provides an opportunity for the NPCA and applicant to discuss the proposal; for the NPCA to determine whether the application is major, minor or routine in nature; clarify the application process; and to provide the applicant with complete application requirements needed for our review of the application. The pre-consultation is held at the NPCA main office if possible but other options are available.

**It is the applicant's responsibility to ensure an appropriate level of pre-consultation has occurred to avoid unnecessary delays in the review of their application.** Standard application review periods assume that pre-consultation has been conducted and that the application meets the requirements as outlined in the Conservation Authorities Section 28 permit review guidelines.

The NPCA will ensure that staff resources are provided to offer timely pre-consultation opportunities. NPCA encourages that the landowner or authorized agent is included in pre-consultation meeting(s) or at a minimum receives correspondence regarding their application. This ensures clear communication with the agent/consultant, landowner and NPCA. At the pre-consultation meeting, staff will review the technical checklist with the applicant to identify the appropriate studies/technical information which may be required for the proposal.

Applicant requirements will be scoped based on the complexity of the project. For applications requiring technical studies, the submissions must meet good practice and industry standards and applicants are strongly encouraged to ensure that these studies are properly scoped through pre-consultation before permit applications are submitted. Specific guidance in this regard will need to be sought from NPCA staff. Properly developed technical studies will support timely review by the NPCA. Guidelines for review timelines cannot be adhered to when submissions are incomplete, and information is received in an uncoordinated fashion.

Technical submissions must meet good practice and industry standards to minimize re-submissions and avoid unnecessary delay. It is recommended that as part of the covering letter, to have a professional confirm that an application is complete (where warranted). Ultimately, quality control is the responsibility of the applicant, to ensure studies are consistent and properly referenced (e.g. location, city).

The NPCA shall document and track comments provided during the pre-consultation and thereafter. This will be provided to the applicant to ensure everything is clear from the onset (expectations, process, checklists etc.) to streamline the process for both the applicant and the NPCA.

**Submission Requirements for Pre-Consultation:**

- No later than 5 business days prior to the requested meeting, the applicant and/or their representatives must submit this form and provide two (2) copies of a drawing (no larger than 11x17) in hardcopy and in PDF format which illustrates the following:
- Location of property and immediate surroundings (including property dimensions)
- Use of adjoining lands
- Location of existing and proposed structures and features such as pedestrian and vehicular access, parking, septic system and water supply (well or cistern), road allowances, rights of way, streets and highways, watercourses, drainage ditches and natural features (trees and vegetation)
- The proposed use of the buildings and structures following completion of the development
- Other relevant information, as appropriate, to assist staff in understanding the proposal

**Timing and Record of Pre-Consultation**

Complete and return the pre-consultation request form and the supporting submission material to the Permit & Compliance department. Upon receipt of a completed form and submission material, NPCA staff will schedule a pre-consultation meeting between the applicant/agent and the relevant NPCA staff. Pre-consultation meetings are held on the second and fourth Wednesday of the month between 9 am and 4 p.m. (no meetings will be scheduled between 12:00p.m. and 1:00p.m.). Your submission will allow staff the opportunity to prepare for and gather any information necessary to properly consider the proposal and make appropriate recommendations at the pre-consultation meeting.

Within 21 days of the pre-consultation meeting, NPCA will provide the applicant/agent with a signed Record of Pre-Consultation. The Record of Pre-Consultation will contain a list of information and material that will be required to process the subject application(s). The Record of Pre-Consultation must be submitted with the application along with all of the required information and materials to be considered a complete application. It is recognized that substantial changes to a proposal or new information from a site visit after pre-consultation may warrant further pre-consultation and/or changes to the NPCA complete application requirements.

<b>FOR STAFF USE ONLY</b>	
Pre-Consultation Meeting Request Accepted By:	Date of Submission:
Date of Pre-Consultation Meeting:	Time of Pre-Consultation Meeting:
Required NPCA Staff:	

**SECTION 1 – CONTACT INFORMATION**

**Owner Information**

Registered Owner(s):	
Mailing Address (Street address, unit number, city and postal code):	
Phone Number:	Fax Number:
Email Address:	

**Applicant/Authorized Agent Information (if applicable)**

Owner's Authorized Agent:	
Mailing Address (Street address, unit number, city and postal code):	
Phone Number:	Fax Number:
Email Address:	

**SECTION 2 – PROJECT INFORMATION**

Have you had any previous discussions with NPCA staff with respect to this proposal?

Yes       No      If yes, who did you consult with? \_\_\_\_\_

Municipal Address:	
Assessment Roll Number:	Municipality Property Located in:

**Please provide a detailed description of the proposal (use additional sheet(s) if necessary):**


**Section 4 – Additional Attendees for the Applicant**

Discipline	Name of Consultant	Name of Firm
Engineer		
Agent		
Project Manager		
Landscape Architect		
Contractor		
Architect		
Other:		
Other:		

**Section 5 - Declaration**

I, \_\_\_\_\_, certify that the information provided in this document is true to the best of my knowledge and that all required supporting documentation has been enclosed and submitted with this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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 signed Record of Pre-Consultation
- A completed application form signed and dated
- Application fee (Credit Card or Electronic Funds Transfer Only)
- 2 hard copies and one digital copy of the plan of area showing the type and location of development
- A drawing of the proposal that includes the following (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, etc.), valley, floodplain, slope, shoreline and beach on or adjacent to the property;
  - Existing and proposed metric geodetic elevations of the property and of the lowest opening(s) in any new buildings, or additions to buildings (as applicable);
  - Proposed use of each floor, including basement, in any new buildings, or additions to buildings (as applicable);
  - Drainage details before and after development
  - 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;

- A complete description of the type of fill proposed to be placed
- Photographs are highly recommended (electronic format only)
- Written confirmation no Planning Act approvals required from municipality
- Signed Application Checklist form
- Completed Landowner Authorization Form (required if owner is assigning another party to act as an agent for the project);
- The following technical studies as identified in the pre-consultation meeting:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- A description of the methods and equipment to be used in carrying out the alteration and access/egress to the work (if applicable)
- A signed Application Checklist
- A pdf of the entire application package.

**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 at the cost of the applicant;
3. The applicant is responsible for ensuring compliance with all other applicable federal, provincial, regional and municipal statutes, regulations or by-law.
4. A copy of this application will be forwarded to the municipality the works are to occur in.

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

\_\_\_\_\_  
Date





## Permit Application Categories

As per the NPCA 2020 Client Service Standards, Section 28 permit application review timelines are determined based on the complexity of the review and the feature being impacted. Timelines assume that pre-consultation has taken place with NPCA staff, a complete application has been submitted and no amendments or re-submissions are required. There are three different review categories: Major, Minor and Routine.

**Major Permit** applications can require up to 28 days to complete a full review. Major Permit applications may include but are not limited to:

- All works within the Lake Erie and Lake Ontario Shoreline
- Applications with 1 or more technical studies
- Any application where the volume of the submission warrants a longer review time (as determined during pre-consultation)

**Minor Permit** applications can require up to 21 days to complete a full review. Minor Permit applications may include but are not limited to:

- Works not involving a technical study
- All works related to the Drainage Act not covered by the DART protocol

**Routine Permit** applications can require up to 14 days to complete a full review. Routine Permit applications may include but are not limited to:

- Any application where the staff review time is minimal (as determined during the pre-consultation)

Please note that the determination of time frame of the submission is separate to the fee associated with the application. Fees are approved by the NPCA Board as part of our fee schedule and available on our website. To ensure proper fees, please confirm during your pre-consultation.

Review times for permit renewals or amendments to active permits default to the timelines of the original submission unless there is a requirement for new or updated studies. In these instances, pre-consultation would be required again, and the review time would not commence until a new completed application is received.

Please note, that should you not receive your permit in the agreed upon timeframe from your pre-consultation, please contact the Client Service Facilitator (as identified in the NPCA Client Service Standards for Plan and Permit Review document) to discuss. The Client Service Facilitator is the Director, Watershed Management Darren MacKenzie. Mr. MacKenzie can be reached at 905-788-3135 ext 229 or [dmackenzie@npca.ca](mailto:dmackenzie@npca.ca).

## Application for Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Permit (Ontario Regulation 155/06)

<b>OFFICE USE ONLY</b>	
Date Application Received	
Date Payment Received	
Date of Pre-consultation	
Date of Complete Application	
Major/Minor/Routine Permit	
Courier of Permit? Y/N	
CityView File Number	

***Please be advised normal review time for a permit that has completed pre-consultation is:***

***Major Permit – 28 days after a complete application is received with no re-submission***

***Minor Permit – 21 days after a complete application is received with no re-submission***

***Routine Permit – 14 days after a complete application is received with no re-submission***

***However, more complex applications may take longer and will be discussed with the applicant.***

***Note, an acceptance of a complete application does not constitute permit approval.***

### Owner Information

<b>Name</b>			
<b>Mailing Address</b>			
<b>City/Province</b>		<b>Postal Code</b>	
<b>Home Phone</b>		<b>Mobile</b>	
<b>Business Phone</b>		<b>Facsimile</b>	
<b>Email address</b>			

### Agent Information

<b>Name</b>			
<b>Mailing Address</b>			
<b>City/Province</b>		<b>Postal Code</b>	
<b>Business Phone</b>		<b>Mobile</b>	
<b>Facsimile</b>			
<b>Email address</b>			

### Property Information

<b>Address</b>	
<b>Municipality</b>	
<b>Assessment Role Number (ARN)</b>	

**Application is hereby made to carry out one or more of the following works:**

- New Structure**
- Alteration/Addition to Existing Structure**
- Grading/Site Alteration (including placement of fill)**
- Alter a Watercourse (including culvert Installation and storm outfall)**
- Shoreline (Lake Ontario, Lake Erie, Niagara River or other watercourse)**
- Ponds**
- Dams**
- Utilities**
- Septic**
- Municipal or Provincial Infrastructure**
- Other**

**Details of Proposed Works:**

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**Proposed Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

I have confirmed with the local municipality, and supplied to the NPCA in writing, that my proposed development does not require any approval under the *Planning Act* (e.g. Zoning By-law Amendment, Minor Variance, Site Plan Control, etc.) or other municipal approvals. Be aware that if a Work Permit is issued and it is subsequently discovered that *Planning Act* or other municipal approval are required, the NPCA may not be able to support the *Planning Act* application or this permit may be revoked. This application does not absolve the applicant of the responsibility of obtaining necessary permission from applicable federal, provincial or municipal government.

- I have confirmed with the local municipality  **Yes**  **No**
- Confirmation from municipality attached to this application  **Yes**  **No**

**Additional information:**

- Previous NPCA Permit
- Concurrent Planning Application
- Planning Act Decision Last 12 mos.
- Applications Made to Other Agencies (e.g. MNRF, MECP, NEC, DFO)
- Fill Remaining on site (if applicable)
- Municipal Building Permit Required

**Would you like to be present if staff need to visit the property?**  **Yes**  **No**

## Standard Conditions of Permit

1. Permits granted by the Niagara Peninsula Conservation Authority (NPCA) are valid for up to two years from the date of issue unless otherwise stated on the permit. Consent is hereby given to the NPCA and its employees, to access the property for the purpose of obtaining information, monitoring any approved construction, and any and all other works or activities related to the permission.
2. Permits granted by the NPCA do not exempt the applicant from obtaining permission from other agencies, boards, governments, or other approvals as may be required. It is the responsibility of the owner to ensure that a valid permit is in effect at the time the work is occurring.
3. Any false information or misleading statements made on this application will render any permission granted by the Niagara Peninsula Conservation Authority null and void.
4. As per Section 12.3.3 of the NPCA Policy Document, **fees are non-refundable.**

## Authorized Signature

**I declare that I have read and agree to the standard conditions for the permit application and that all of the information provided is correct to the best of my knowledge.**

Signature of Owner(s)

Date

**\*A Landowner Authorization form (attached) is required if the solicitor/contractor/agent is completing the application form on behalf of the owner(s).**

## General Information for Applicants

Maps that illustrate the extent of the lands under the jurisdiction of the Niagara Peninsula Conservation Authority are available at the Administration Office in Welland or online using the “Watershed Explorer” tool at [www.npca.ca](http://www.npca.ca)

Any questions or comment regarding permit application should be directed to the **Supervisor, Permits & Compliance** (905) 788-3135.

## NOTICE OF COLLECTION

**Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1990, the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, c27, as amended. This information is used to assess applications for and, where approved, issue the Permit. Information on this form may be disclosed to Government and Municipal Agencies for review and comment and to members of the public through the Freedom of Information Process. The name of the applicant, location of the work and a description of the project may be published in NPCA documents including agendas, reports and meeting minutes which are posted on the NPCA website. Questions about the collection of personal information should be directed to the Freedom of Information Officer, Niagara Peninsula Conservation Authority, 250 Thorold Road West, 3rd Floor, Welland, Ontario, L3C 3W2, (905) 788-3135.**

## LANDOWNER AUTHORIZATION

If an application is to be submitted by a solicitor/contractor/agent on behalf of the legal owner(s) of the subject property, this Landowner Authorization form must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporations' seal (if any) must be affixed. Authority staff reserve the right to discuss any or all aspects of the permitting process with the property owner.

**If the application is to be prepared by a solicitor/contractor/agent, authorization should not be given until the application and its attachments have been examined and approved by you, the owner(s).**

I/WE \_\_\_\_\_, being the legal owner(s) of the property described as Lot \_\_\_\_, Concession \_\_\_\_, Part/Lot No. \_\_\_\_\_, on Plan \_\_\_\_\_ in the Municipality/Township of \_\_\_\_\_, located at Civic Address \_\_\_\_\_ and having a Tax Assessment Roll Number (ARN) of \_\_\_\_\_, hereby authorize \_\_\_\_\_, (print full name of solicitor/contractor/agent)

To submit the enclosed application to the Niagara Peninsula Conservation Authority and to provide any information or material required by staff of the NPCA relevant to the application for the purpose of obtaining a permit in accordance with the requirements of Ontario Regulation 155/06 (as amended).

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_