

Pre-Consultation on Permit Applications

Are you contemplating a project but aren't sure how to proceed or if you require a permit to proceed? 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.

Starting in January 2016, the NPCA will be dedicating 2 days each month for Pre-Consultation meetings to help you determine the requirements for completing a permit application for your specific project.

Pre-Consultation will be held:

- **By appointment only**
- Every 2nd and 4th Thursday of the month
- Between 9 a.m. – 12 p.m. and 1 p.m. – 4 p.m.

at the:

Niagara Peninsula Conservation Authority Offices
250 Thorold Road West, 3rd Floor
Welland, ON L3C 3W2

If you wish to book a Pre-Consultation, please contact Darren MacKenzie, Supervisor, Construction Permit Approvals at 905.788.3135 ext. 229 or dmackenzie@npca.ca

During your booking, you will be expected to provide sufficient information to locate the property (e.g., lot, concession, geographic township, and municipal address) for pre-screening by staff.

Meetings are booked on a first-come, first-served basis, and are generally 30 minutes in length. A longer meeting can be booked if needed.

For projects that will be subject to the Ontario Building Code, please visit the local municipal Building Department prior to your pre-consultation meeting to ensure that your proposal can satisfy the applicable zoning requirements.

Please bring as much information as you have available to describe the project, which may include:

- Legal survey
- Elevation survey
- Site plan
- Design plans
- Photos of the site
- A description of what is being planned
- When the work will take place