

## Appendix A: General Submission for a S. 28 Permit Application

A signed and dated Application for Permit form (complete with the applicant's contact information) shall be submitted, along with the other applicable information. This application can be submitted either in digital or hard copy. If the property owner is not applying, then obtain a letter from the property owner identifying that the applicant can act as the agent. The scale and complexity of the proposal will determine which of the studies, reports or design drawings will be needed for the application. A listing of potential studies that may be required can be found at <https://npca.ca/administration/permits>. The level of detail required for most of the studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary.

### *Permission to Develop*

A signed application may contain, but is not limited to the following information:

- 2 hard copies and one digital copy of the plan of the area showing the type and location of the development
- the proposed use of the buildings and structures following completion of the development; including clarification of municipal or private services (before and after development)
- the approximate start and completion dates of the development
- the elevations of existing buildings, if any, and grades and the proposed elevations of buildings and grades after development
- access/egress on the plan (before and after development)
- drainage details before and after development
- a complete description of the type of fill proposed to be placed or dumped
- signed landowner authorization for the NPCA to enter the property\*
- technical studies/plans as required to meet the regulatory provisions of CA Act S.28\*\*.
- submission of the prescribed fee set by the NPCA for review of the application.

### *Permission to Alter*

The NPCA may grant a person permission to straighten, change, divert, or interfere with an existing channel of a river, creek, stream, or watercourse or to change or interfere with a wetland.

A signed application may contain, but is not limited to the following information:

- 2 hard copies and one digital copy of the plan of the area showing plan view and cross-section details of the proposed alteration
- a description of the methods and equipment to be used in carrying out the alteration and access/egress to do the work if applicable
- the start and completion dates of the alteration
- a statement of the purpose of the alteration
- signed landowner authorization for the NPCA to enter the property
- technical studies/plans as required to meet the regulatory provisions of CA Act S.28\*\*
- submission of the prescribed fee set by the NPCA for review of the application.

\*May not be applicable for works completed under the *Drainage Act*-see *Drainage Act* and *Conservation Authorities Act* Protocol for more details.

\*\* These should include a sign off sheet with the technical work to confirm that the work meets good practice and acceptable, current industry standards for technical studies and was completed by persons with relevant qualifications and experience.