

# PLANNING TO BUILD

## Contact NPCA

250 Thorold Road West, 3rd Floor  
Welland ON L3C 3W2  
Phone: 905-788-3135  
Fax: 905-788-1121  
info@npca.ca

Monday - Friday  
8:30 AM - 4:30 PM

## Pelham, Niagara-on-the-Lake, Hamilton, Lincoln, Grimsby, St. Catharines, and Thorold:

Sarah Mastroianni - extension 249  
smastroianni@npca.ca

## Niagara Falls, Port Colborne, Welland, Fort Erie, West Lincoln, Wainfleet, and Haldimand:

Cara Lampman - extension 272  
clampman@npca.ca

## Site Plan Checklist

- Accurate property boundaries with dimensions and setback distance of the proposed structure from the creek bank, top of ravine bank, or applicable natural feature. The plan should be to scale and include a north arrow.
- Your contact information, including name, address, email, and telephone number.
- Any additional information which you feel would assist NPCA in reviewing your application. I.E. a previous permit, land severance information, or a municipal staff report if subject to a Planning Act application.

If your municipal Building Department has referred you to NPCA as part of the building permit process, please read this important information first.

## WHY DOES THE NPCA NEED TO REVIEW YOUR BUILDING PERMIT APPLICATION?

The NPCA works in partnership with municipalities to further the conservation of natural resources. NPCA regulations are intended to ensure that new development (i.e. new homes, additions, swimming pools, accessory buildings, etc.) are not negatively affected by flood and erosion associated with watercourses, ravines and wetlands. Building Departments seek the advice of NPCA when there is a watercourse on or near your property or, if your lot is adjacent to a ravine, steep slope, wetland or the lakeshore.

To arrange for a review of your proposal, please forward a copy of your completed site plan to the NPCA. See the checklist at left to ensure all required information is included.

In addition to the review of your municipal Building Permit, a separate NPCA Work Permit may be required for works near a regulated area.

## DO YOU NEED A PERMIT FROM NPCA?

Construction/development, and site alteration is regulated by NPCA to conserve the natural environment and limit changes to watercourses, floodplains, wetlands, and steep slopes. This helps to prevent flooding and erosion hazards. A copy of the complete Regulation (O.Reg. 155/06) is available from the NPCA. If a Work Permit is required by the NPCA under the Regulation, it will be *in addition to* your municipal Building Permit. There is a separate fee that applies to Work Permits required by NPCA. The fee varies with the type of work proposed.

Some of the activities that may require a Work Permit from NPCA are:

- Placing, removing or grading fill of any kind from any source, including the disposal of unwanted material.
- Constructing any building or structure, including additions or replacements of existing buildings, installing swimming pools, bridges, docks, retaining walls, ponds, etc.
- Altering a waterway ("alter" is defined as: to straighten, shorten, change, divert or interfere; "waterway" is defined as: any river, lake, creek, stream, watercourse or wetland under the jurisdiction of NPCA).

If you are unsure whether the regulation applies to your property, please contact the Conservation Authority to view maps and discuss your specific situation.