

PERMIT APPLICATION CHECKLIST

Pre-consultation with Otonabee Conservation staff is strongly recommended prior to submitting a permit application. To book an appointment, call 705-745-5791, ext 230 or submit an inquiry at www.otonabeeconservation.com

Mandatory minimum requirements for all applications:

- Completed and signed Application Form and Landowner Authorization Form
- 1 digital pdf copy of the Site Plan and construction plans/details/drawings** including dimensions to hazards, structures and property lines be submitted with the application
- Summary statement describing proposed use of any buildings/structures and the methods to be used if carrying out an activity to straighten, change, divert or interfere with a regulated feature
- Drainage details before and after the development activity along with existing and proposed elevation details of grades and existing and proposed buildings
- Start and completion dates of project
- Complete description of any type of fill proposed to be placed or dumped
- Full payment by cash, cheque (payable to “Otonabee Conservation”), or credit card
- Any additional documentation requested by Otonabee Conservation during pre-consultation

IMPORTANT: Failure to provide necessary documentation and/or payment may result in the Application being deemed “INCOMPLETE” and result in delay of review.

Notice of Collection

Pursuant to the municipal Freedom of Information and Protection of Privacy Act, the personal information contained on this form is collected under the Authority of the *Conservation Authorities Act*, R.S.O. 1990, chapter C. 27, and Prohibited Activities, Exemptions, and Permits Ontario Regulation 41/24. This information is used to assess applications and where approved issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.



Permit Application Form

Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits
Section 28.1 of the Conservation Authorities Act

Landowner

Agent/Applicant*

Name _____

Mailing Address _____

City _____

Postal Code _____

Tel: Primary _____

Email _____

***Signed Landowner Authorization is required.**

Name _____

Mailing Address _____

City _____

Postal Code _____

Tel: Primary _____

Email _____

Please specify to whom all correspondence should be sent? Owner Agent/Applicant

Only those individuals listed above will be authorized to sign permit at time of execution

Type of Work Proposed (check all that apply)

Description of proposed project: _____

- Construct New Building
- Alter an Existing Watercourse
- Build Pond, Reservoir
- Alter, Add or Renovate a Building
- Construct a Retaining Wall, Erosion Control
- Other (specify) _____
- Install Sewage Disposal System
- Place or Remove Fill, Site Grading _____

Location and Timelines for Proposed Works

Street Address/911 # _____ Municipality _____

Concession _____ Lot _____ Roll # _____

Proposed Land Use _____ Proposed Start Date _____ / _____ / _____
mm dd yy

Existing Land Use _____ Proposed Finish Date _____ / _____ / _____
mm dd yy

Does the proposed work comply with the municipal Zoning By-law, Official Plan, etc? Y N

250 Milroy Drive, Peterborough ON K9H 7M9

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Email: otonabee@otonabeeconservation.com

otonabeeconservation.com

Terms and Conditions

- Permits or Approvals granted by the Otonabee Region Conservation Authority are non-transferable and are valid for a period of a maximum of 60 months from the date of issuance. Permits are typically issued for a period of validity of 24 months. Application for extension to a maximum of 60 months can be made.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.
- If information provided on or with this application is determined to be untrue or incorrect, or becomes untrue or incorrect, Otonabee Conservation reserves the right to withdraw any permission granted.
- Further information and studies may be required by Otonabee Conservation to process this application, the costs of which will be borne by the owner or their authorized agent/applicant. This information may include details related to wetlands, floodplains, hydraulics, slope stability or stream systems.
- Once submitted, all studies become the property of Otonabee Conservation and the information may be used by Otonabee Conservation, its' member municipalities, and partners.
- A formal request under the Municipal Freedom of Information Protection and Privacy Act, RSO 1990, c. M. 56 is required for members of the public to view any studies, plans, and reports related to your permit. Access is subject to statutory exemptions. The same is true should you wish to access any studies, plans and reports pertaining to other's permits.
- Insufficient information may delay the processing of your application. Proof of ownership (e.g. copy of tax bill) may be requested as part of a complete application.
- Applications will become dormant after one year of inactivity. Additional fees may apply at time of application.
- Fees are based on the applicable board approved fee policy and schedules active at time of application.

I / we _____ hereby certify to the best of my/our
(please print)

knowledge and belief that all of the above-noted, attached, and/or supporting documentation information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the terms and conditions, and the declaration which is written below.

By signing this application, consent is given to Otonabee Conservation staff and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works.

Date _____ Signature _____

Landowner Authorized Agent/Applicant

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January 2026



Landowner Authorization Form

Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits
Section 28.1 of the Conservation Authorities Act

If this permit application is to be submitted by a solicitor or an agent on behalf of the owner(s), this Landowner Authorization must be completed and signed by the owner(s) authorizing you as solicitor or agent. If the owner is a corporation acting without agent or solicitor, the permit application must be signed by an officer of the corporation and the corporation's seal, if any, must be affixed.

Location of Proposed Works

Street Address/911 _____ Municipality _____

Concession _____ Lot _____ Roll # _____

Authorization

Note to Landowner(s): If an application is to be prepared by a solicitor or agent, your authorization should not be given until the application and its attachments have been examined and approved by you, the landowner(s). **All submissions are the responsibility of the landowner(s). This authorization allows solicitor/agent to arrange property inspections and discuss plans at pre-consultation.**

I/we _____
(please print)

hereby authorize _____
(please print)

to provide as my agent any required authorizations or consents, to submit the enclosed application to the Otonabee Region Conservation Authority, and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Otonabee Conservation board relevant to the application for the purposes or obtaining a permit to carry out development activities or the interfere or alterations of wetlands, shorelines or watercourses in accordance with the requirements of Ontario Regulation 41/24 and the *Conservation Authorities Act*. Proof of ownership (e.g. copy of tax bill) may be requested as part of a complete application.

Dated at _____, _____
(Address) (City/Town)

Signature of Owner Date mm / dd / yy

Preparing Your Site Plan & Cross-Section

The following information is provided as a guide only. Pre-consultation with Otonabee Conservation staff is strongly recommended prior to submitting a permit application.

Structures (New or altered)

- Identify elevation (in metres geodetic) of the lowest opening (e.g. window, door sill) of the proposed structure or the elevation change from the lowest opening to the current water level (shoreline properties only).
- Dimensions of any proposed structure. Location of any existing structures.
- Distances from at least two property boundaries and other natural features (e.g. watercourse).
- Cross-section of the proposed structure showing existing grade and finished grade.

Fill Placement

- Location of all areas of proposed fill placement and/or removal and the limits of disturbance.
- Description of proposed fill (e.g. crushed stone) and dimensions of the fill area and the depth of fill required.
- Cross-section of the proposed fill area showing depth(s), side slopes, before and after elevations.

Proposed Driveway or Road Construction

- Distances from at least two property boundaries or other natural features (e.g. watercourse)
- Description of proposed material (e.g. crushed stone).
- If proposed construction is not at grade, show proposed depth and limits of fill.
- Location, length, diameter, type and pipe invert for any proposed culvert(s).

Natural Feature Identification

- Location of any watercourses, ditches, drainage features, wetlands, forested areas or any steep slopes.

Erosion Control Measures

- Location and type of measures proposed, installation details, and site re-vegetation plan.

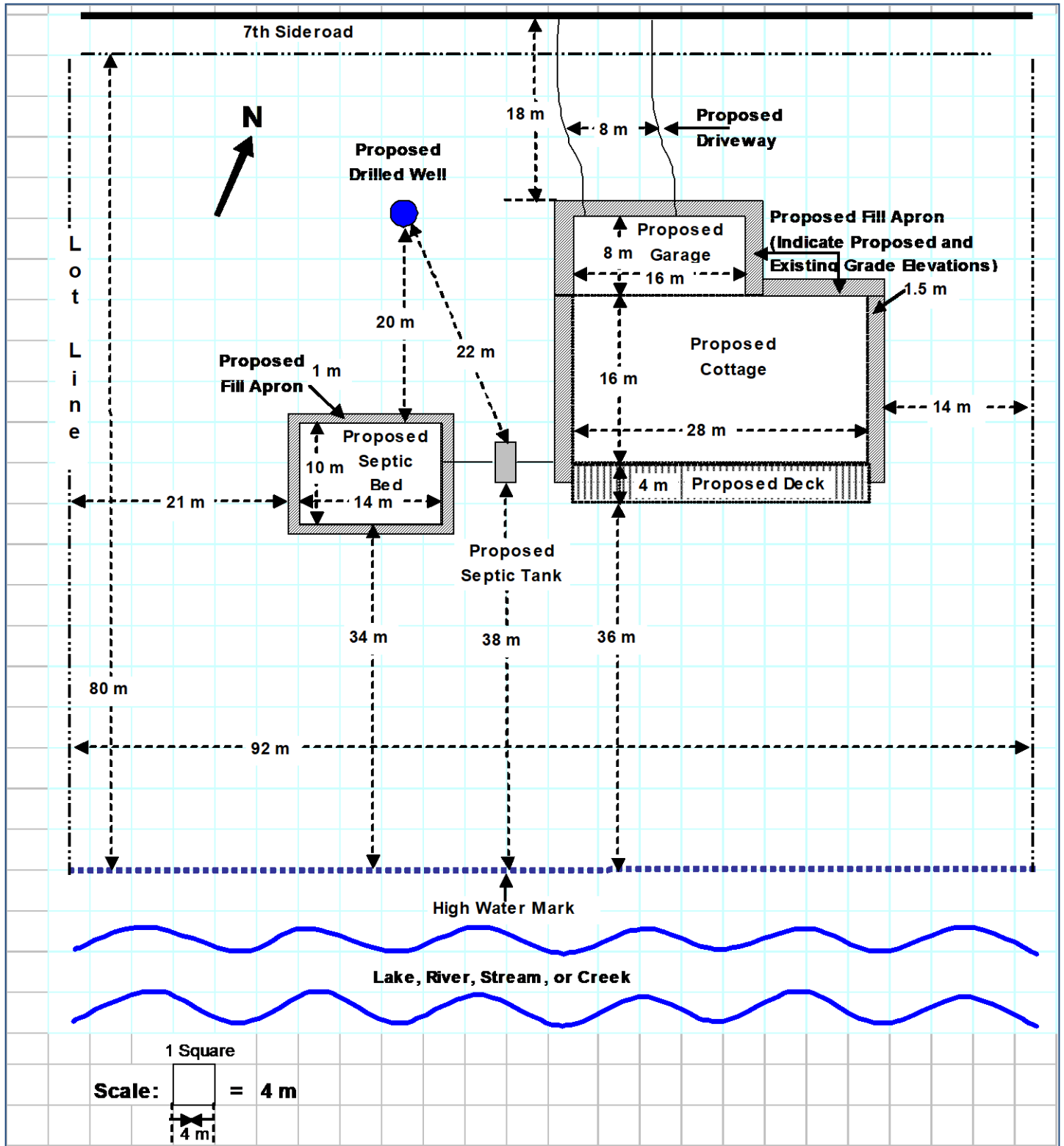
Additional information that *may* be required to process a permit application includes but is not limited to:

- Copy of a legal survey of the property
- Professionally prepared topographic survey, Lot Grading/Drainage Plan
- Flood Plain Analysis/Delineation Study, Hydrology/Hydraulic Analysis
- Plans regarding site stabilization, seeding or planting to prevent erosion to river or stream systems
- Hydrogeological Analysis, Fluvial Geomorphological Assessment, Meander Belt Allowance Assessment
- Stormwater Management Plan or Sediment and Erosion Control Plan
- Slope Stability/Erosion Study.

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