

**APPLICATION FOR MINOR VARIANCE**

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**TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS  
PLANNING AND BUILDING DEPARTMENT  
312 LYNTHURST ROAD, P.O. BOX 160  
LYNTHURST, ONTARIO K0E 1N0  
Telephone: 613-928-2423 Fax: 613-928-3116**

**MINOR VARIANCE APPLICATION**

**UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, c.P. 13**

TO BE COMPLETED BY THE PLANNING DEPARTMENT:

Date Submitted: \_\_\_\_\_ Fee Received: \_\_\_\_\_  
Date of Complete Application: \_\_\_\_\_ File No. \_\_\_\_\_

The undersigned hereby applies to the Committee of Adjustment for the Township of Leeds and the Thousand Islands under Section 45 of the Planning Act, 1990, as amended, for relief, as described in this application from Zoning By-law No. \_\_\_\_\_ (as amended).

1. Name of Applicant \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

2. Name of Agent, (if any) \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

3. Location and Legal Description of Subject Land:

Street and Civic Address: \_\_\_\_\_

Lot Number(s): \_\_\_\_\_ Registered Plan Number: \_\_\_\_\_

Part Number(s): \_\_\_\_\_ Reference Plan Number: \_\_\_\_\_

Township Lot: \_\_\_\_\_ Concession No. \_\_\_\_\_

Former Township \_\_\_\_\_

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4. The current Official Plan designation of the subject lands.

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5. The current Zoning of the subject lands.

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6. The nature and extent of relief applied for.

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7. Why is it not possible to comply with the provisions of the Zoning By-law?

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8. Dimensions of the subject land.

Frontage: 

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Depth: 

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Area: 

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9. Access to the subject land is by and name:

Provincial Highway \_\_\_\_\_

County Road \_\_\_\_\_

Municipal Road \_\_\_\_\_

Private Right-of-Way \_\_\_\_\_

Water Only \_\_\_\_\_

10. If access to the subject land is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

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11. Existing uses of the subject land: (indicate the length of time these uses have continued)

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12. Existing Buildings (give a brief description for each building or structure indicating: the type of building or structure, the setback from the front lot line, rear lot line and side lot lines, the height in metres, the dimensions or floor area):

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13. Proposed Use(s) of the subject land:

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14. Proposed Buildings (give a brief description for each building or structure indicating: the type of building or structure, the setback from the front lot line, rear lot line and side lot lines, the height in metres, the dimensions or floor area):

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15. The date the subject land was acquired by the current owner.

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16. The date the existing buildings or structures on the subject land were constructed.

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17. The length of time that the existing uses of the subject land have continued.

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18. What type of water supply is provided to the subject land?

Well: dug, drilled, or communal \_\_\_\_\_

Municipal piped water system \_\_\_\_\_

Lake or other water body \_\_\_\_\_

Other (specify) \_\_\_\_\_

19. What type of sewage disposal is provided to the subject land?

privately owned individual sanitary sewage system \_\_\_\_\_

privately owned communal sanitary sewage system \_\_\_\_\_

municipal sanitary sewage system \_\_\_\_\_

privy \_\_\_\_\_

Other (specify) \_\_\_\_\_

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20. Whether storm drainage is provided by sewers, ditches, swales or other means.

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21. If known, whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or consent? (If yes, state file number and status of the application.

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22. If known, whether the subject land has ever been the subject of an application under Section 45 of the Planning Act?

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23. Please attach a sketch showing the following information:

- i) boundaries and dimensions of the subject land;
- ii) location, size and type of all existing and proposed buildings and structures, including distances from all lot lines;
- iii) approximate location of all natural and artificial features on or adjacent to the subject land that may affect the application (such as buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells, septic tanks and tile beds);
- iv) current uses of adjacent lands
- v) location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, public traveled road, private road or a right-of-way;
- vi) if access to the subject land is by water only, show the location of the parking and docking facilities which will be used;
- vii) the location and nature of any easement affecting the subject land.

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24. Authorizations:

- a) If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner stating that the agent is authorized to make the application must be included with this form or the authorization set out below must be completed.

<b>Authorization of Owner for Agent to Make the Application</b>
I, _____, am the owner of the land that is the subject of this application for Minor Variance for the Township of Leeds and the Thousand Islands and I authorize _____ to make this application on my behalf.
Date: _____ Signature of Owner: _____

25. Declaration:

Dated at the _____ of _____ this _____	
day of _____, 2009. I, _____ of the _____ of	
_____ in the _____ of _____ solemnly declare that:	
All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.	
Declared before me at the _____ of _____ in the	
_____ of _____ this _____ day of	
_____, 2009.	
_____	_____
A Commissioner, etc.	Signature of Applicant or Authorized Agent

It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the sketch referred to above, accompanied by a fee of \$700.00 in cash or by cheque made payable to The Township of Leeds and the Thousand Islands.

## Contact Information

### Mailing Address

312 Lyndhurst Rd  
PO Box 160  
Lyndhurst, ON K0E 1N0

### Phone

Tel: 1-613-928-2423  
Tel: 1-800-313-6444

### Fax

1-613-928-3116

### E-mail:

lyndhurst@townshipleeds.on.ca

## Planning and Building Department

Julie Salter-Keane  
Director of Planning and  
Development

Sherry Morrison  
Chief Building Official

Ashley Henderson  
Building Inspector

Amanda  
Werner-Mackeler  
Administrative Assistant

## Committee of Adjustment Members

### Chairperson

Bruce Corbett

### Members

Bruce Craig

Metje Mabee

Wes Rideout

Carol Wagner



## Township of Leeds and the Thousand Islands Minor Variance Application Applicant Information

### *Application and Review Process:*

1. Application is made to the Township's Planning Department (Applications can be downloaded from [www.townshipleeds.on.ca](http://www.townshipleeds.on.ca) or copies are available at the Municipal Offices). Staff will determine if the application is complete or requires more information.
2. Notice of your application is sent to all neighbours within 60 metres of your property at least 10 days prior to the public meeting.
3. Committee members and staff will complete a site inspection of your property.
4. Staff will review your application and make a recommendation to the Committee of Adjustment.
5. Committee of Adjustment will review your application at an open public meeting.
6. Committee of Adjustment will make a decision after the public meeting. The Committee can choose to approve, approve with conditions, deny, or defer approval of the application for more information.
7. Notice of the Decision will be sent to all those who attended the public meeting or provided a written request to be notified to the Secretary Treasurer of the Committee.
8. The Decision will be final 20 days following the Notice of Decision being sent if no appeals are received.
9. Appeal of the Decision can be made to the Ontario Municipal Board within 20 days of the Notice of Decision being sent.
10. The Chief Building Official may issue a building permit once all approvals are granted, pursuant to any conditions of approval. It is the responsibility of the applicant to also obtain all approvals from outside agencies. Final approval of the building permit will only be granted upon confirmation of these approvals.

### ***Who Will Review the Minor Variance Application?***

The Committee of Adjustment reviews and approves Minor Variance applications. The Committee is composed of five members appointed by council. The Committee meets once per month, generally on the third Tuesday of the month.

### ***How Will the Meeting Be Run?***

1. The Chair of the Committee will announce the application.
2. A staff member will provide an overview of the application as well as any staff recommendations.
3. The Chair will ask the applicant if he/she has anything to add to the staff presentation of the application.
4. The Chair will ask the audience if they have anything they wish to state regarding the application.
5. The Chair will ask other members of the Committee if they have any questions for staff or the applicant.
6. Generally a decision will be made at the end of the public meeting, but the Committee may defer the decision if additional information is required.

### ***Criteria Used by the Committee to Review a Minor Variance application:***

The following criteria were developed by the Ontario Municipal Board and are used by municipalities throughout Ontario to review Minor Variance applications:

1. Is the application in conformity with the general intent of the Township's Official Plan?
2. Is the application in conformity with the general intent of the Township's Zoning By-law?
3. Does the application represent a reasonable use of the property?
4. Does the application represent the minimum relief required from the By-law?

### ***How Will Staff Review Your Application?***

The Planner will review your application and provide a recommendation to the Committee. The Committee is not obliged to follow this recommendation but will consider the recommendation along with all other information presented by the applicant, members of the public, as well as their own knowledge of the site.

Staff review includes:

- Visiting the site since each site is unique. Unique aspects of the site such as topography, environmental features, neighbouring buildings, other buildings on the site, location of hydro corridors, location of septic system, etc will be looked at.
- Review of the application to determine conformity with the Zoning By-law and the Official Plan.
- Comparing the application to other similar applications reviewed by the Township.
- Reviewing information received from outside agencies, mainly the Conservation Authorities and the Leeds, Grenville and Lanark District Health Unit.

### ***How Can You Alter Your Project To Receive A Positive Recommendation?***

1. Design your project to only be as large as you absolutely need.
2. Reduce the variance you are asking for to the least amount of relief necessary.
3. For waterfront applications:
  - i. Position the new building or addition as far from the water as the size of the lot will allow.
  - ii. Consider removing small sheds, decks, or other structures that may already be located within the 30 metre setback to offset the impact of the new construction.
  - iii. Always attempt to ensure that the septic system is located outside of the 30 metres setback if your site will only allow either a dwelling or septic system to fit into that area. Septic systems are generally a higher priority to locate 30 metres from the water.
  - iv. For small lots, consider building a second floor instead of a larger one floor building footprint as this will usually allow greater setbacks from the water and side lot lines. It also reduces the overall environmental impact to the site and the water.
  - v. Limit the size of decks. Decks can have as significant an impact on water quality as buildings and should be limited in size if possible.
  - vi. Consider upgrading your existing septic system in order to show a net environmental gain on your property.

### ***Other Suggestions:***

1. Always meet with the Planner prior to applying. Staff can identify any issues and give you guidance on how you should proceed.
2. Keep in contact with the Planner working on your application and provide any information requested in a timely manner.
3. It is highly recommended that you attend the meeting to answer questions from the Committee.

## ***Application Fees***

All fees must be submitted at the time of the application being submitted in order for the application to be considered complete. The fee for a Minor Variance is \$700. All applications are sent to the Leeds, Grenville and Lanark District Health Unit for review. The fee for their review is \$250.00 plus GST (\$262.50). For applications adjacent to a waterbody or a significant environmental feature, review by the Cataraqui Region Conservation Authority is required. The fee for their review is \$210 and must be submitted with a separate cheque at the time of application.

## ***Other Frequently Asked Questions***

- 1. How can I find out if my application will be approved before I make an application?*  
The Committee of Adjustment is the only body that can give an approval. Staff are available to review the application prior to the submission of an application. Staff will provide as much guidance as possible based on their knowledge of the Township's planning documents, the history of Committee decisions on similar applications, and the circumstances of the individual property. Applicants should be advised that while staff have a good understanding of the Township's regulations and policies and how the Committee has reviewed similar applications in the past, it is not always possible or advisable for staff to be absolutely confident of how successful an application will ultimately be.
- 2. When do I need to have my application in to get on an agenda?*  
Applications must be submitted by the last day of the month preceding the next meeting.
- 3. What is my recourse if the application is denied or I am dissatisfied with the conditions of approval?*  
An appeal to the Ontario Municipal Board within 20 days of the decision is your recourse. Contact staff to find out more about how to make an appeal or visit the Ontario Municipal Board's website at [www.omb.gov.on.ca](http://www.omb.gov.on.ca).
- 4. How is the fee determined?*  
Council sets the fee schedule each year. The fee is set based upon a calculation of staff time, mileage to travel to the site, Committee member stipends, file storage costs, notices sent to adjacent property owners, and general administration of the process.
- 5. How long is my variance good for?*  
The variance does not expire. It will also run with the property if it is sold.
- 6. Can someone else besides the owner apply for a variance?*  
Yes, as long as the owner signs the application, anyone can act as the agent with the approval of the owner.
- 7. Who has the right to appeal a variance decision to the Ontario Municipal Board?*  
In addition to the applicant, only those people who speak at the public meeting or provide a written request to the Secretary Treasurer of the Committee to be notified can appeal. The Conservation Authority, who comments on all waterfront related applications, also has the right to appeal the decision.

8. *If a neighbour speaks against my application at the meeting will it automatically be denied?*

No, the Committee in reaching its decision will consider input from the applicant, members of the public, staff, and their own knowledge of the Site and the area. It is encouraged however for applicants to speak to their neighbours about their project beforehand to avoid issues and concerns arising during the public meeting.

9. *Will there be conditions placed upon my variance approval?*

It is common for multiple conditions to be placed on an approval, depending upon the individual circumstances. Common conditions include replanting of native trees and shrubs along the shoreline, the movement of hydro lines (which should be coordinated with Hydro One), reduction of the building footprint to fit the site, and the upgrading of an existing septic system to meet the current Ontario Building Code.

10. *Where can I find the regulations and restrictions for my property?*

The Township Zoning Bylaw is the most important document and regulates all land use in the Township. It can be viewed at [www.townshipleeds.on.ca](http://www.townshipleeds.on.ca). The Township Official Plan may also be used during the review of a Minor Variance application. It can be viewed at [www.townshipleeds.on.ca](http://www.townshipleeds.on.ca).

11. *Will a Planner visit my property prior to an application being submitted to assess the possibilities of having a Minor Variance approved?*

The Planner strives to provide such a service dependent upon other workload priorities. Staff would prefer that potential applicants understand how staff and the Committee may review an application and this is best done through a site visit prior to an application being submitted. Please be reminded though that while staff have a good understanding of the Township's regulations and policies and how the Committee has reviewed similar applications in the past, it is not always possible or advisable for staff to be absolutely confident of how successful an application will ultimately be. A site visit will be done upon submission of the application in any case.

### **Common Misconceptions:**

1. All the other properties in my neighbourhood are built this way so I should be able to build in this location as well. Township zoning By-laws are often changed to reflect new Provincial regulations or to reflect different views on how the Township should be developed. Other properties may have been approved under different By-laws using different planning policies.
2. No one will be able to even see my building and it won't affect any of my neighbours. The Township receives nearly 50 variance applications per year, which does not include the hundreds of other inquiries that do not become official applications. The Committee is committed to being consistent in its decisions and interpretations of its By-laws. All properties are reviewed using the same criteria.

## MINOR VARIANCE CHECKLIST

- Completed Application Form
- Sketch to Scale to Include:
  - Title, location, name of owner, north arrow, and scale
  - Accurate plan of the entire property drawn to scale, with all lot dimensions
  - Location and size of existing buildings and structures, including setbacks and yard distances
  - Location and size of proposed buildings and structures, including setbacks and yard distances
  - Location of existing or proposed septic system and well
  - Location of entrance driveway and existing rights of way/easements
  - Location of proposed landscaping and significantly treed areas
  - Existing and proposed drainage patterns (discuss with Planner)
  - Uses of adjoining properties
  - Locations of all natural and artificial features such as roads, wetlands, and watercourses
- Township of Leeds and the Thousand Islands Application Fee of \$1000.00
- Conservation Authority Fee of \$210, separate cheque filed with the township when the minor variance application is filed.
- Health Unit Fee of \$173.25 (G.S.T. included), mailed directly to:  
  
Leeds, Grenville and Lanark Health Unit  
458 Laurier Blvd  
Brockville, ON K6V 7A3  
  
\*Please reference your minor variance application number which can be obtained when your application is submitted at the Township.
- Property to be clearly staked, showing the location of the proposed construction
- Plan of Survey (may be waived)
- Copy of Property Deed
- Copy of Septic Permit
- Landscape Plan (may be combined with Sketch)
- Floor Plans and Building Elevations (discuss with Planner to determine if necessary)

Additional Information — Please List Below

**NOTE:** Full size drawings may be submitted but in all cases the drawings must be submitted 1 1x17 or smaller for copying purposes and one copy no larger than 8.5x14 to be attached to the decision.

□ Head Office:  
458 Laurier Blvd  
Brockville, On  
K6V 7A3

Tel: (613) 345-5685  
Fax: (613) 345-2879



□ 52 Abbott Street N,  
Unit 2  
Smiths Falls, On  
K7A 1W3

Tel: (613) 283-2740  
Fax: (613) 283-1679

## FEE SCHEDULE, BUILDING CODE ACT – PART VIII

**EFFECTIVE: January 1, 2009**

APPLICATION	FEE	GST	TOTAL FEE
<b>SEWAGE SYSTEM PERMIT</b> - For private sewage systems with flows up to 10,000 litres/day (See Note #1)	\$500.00	N/A	<b>\$500.00</b>
Permit Renewal/Revision with no inspection/Third Party Certificates	\$50.00	N/A	<b>\$50.00</b>
Permit Renewal/Revision with site inspection.	\$165.00	N/A	<b>\$165.00</b>
<b>SITE INSPECTIONS</b> – Including: Minor Sewage System Alterations/Class 2 & 3 Sewage Systems.	\$300.00	\$15.00	<b>\$315.00</b>
<b>MAINTENANCE INSPECTIONS</b> – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections	\$165.00	\$8.25	<b>\$173.25</b>
<b>SEVERANCE APPLICATIONS</b> – If an inspection is required (See Note #2)	\$400.00	\$20.00	<b>\$420.00</b>
<b>SUBDIVISION PLAN REVIEW</b> Non Communal Sewage Systems	\$200.00 per lot up to a max. fee of \$5,000.00	+ 5% GST	
<b>CONDOMINIUM PROPOSALS</b> Up to 10,000 litres/day (See Note #1)	\$300.00	\$15.00	<b>\$315.00</b>
<b>FILE SEARCHES</b>	\$100.00	N/A	<b>\$100.00</b>

These fees include the cost of legal services, reviews of studies, consultant services, administration, education and promotion activities.

❖ **Note #1:**

The Ministry of the Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day, under the Ontario Water Resources Act.

❖ **Note #2:**

When more than 1 application is submitted pertaining to a particular land holding, the fee for service will be **\$400.00 + G.S.T. (\$20.00) for the first application and \$175.00 + G.S.T. (\$8.75) for each additional one.** These applications must be applied for at the same time.



Amount of Fee Pd: _____	Cheque # _____
Receipt No.: _____	Date: _____

FILE NO: \_\_\_\_\_

## APPLICATION FOR A SEWAGE SYSTEM MAINTENANCE INSPECTION

**To Be Completed By Applicant**

**Page 1**

<b>Property Information</b>				
Building number, street name			Lot Number	Concession
Municipality	Ward	Postal code	Plan number	Sublot number
Roll #				
<b>Applicant</b> Applicant is: <input type="checkbox"/> Owner   or <input type="checkbox"/> Authorized Agent of Owner				
Last Name		First Name	Corporation or Partnership	
Telephone Number (   )		Fax Number (   )	Mailing Address	
E-mail Address		Cell Number (   )		Postal Code
<b>Property Owner (if different from applicant)</b>				
Last name		First name	Corporation or partnership	
Telephone number (   )		Fax Number (   )	Mailing Address	
E-mail Address		Cell Number (   )		Postal Code
<b>Purpose of Application</b>				
<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Building Renovation	<input type="checkbox"/> Sewage System Reinspection	<input type="checkbox"/> Real Estate/Property Sale
Proposed use of building		Current use of building		
Description of proposed work				
<b>Type of Sewage System</b>				
A) Privy: <input type="checkbox"/> Earth Pit <input type="checkbox"/> Vault <input type="checkbox"/> Pail <input type="checkbox"/> Other _____		B) Grey Water (Leaching) Pit <input type="checkbox"/>		C) Septic Tank System <input type="checkbox"/>
			D) Holding Tank <input type="checkbox"/>	E) Other <input type="checkbox"/>
Sewage System Permit Number (if known) _____				
<b>Declaration of Applicant</b>				
I _____ certify that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. I have authority to bind the corporation or partnership (if applicable).				
_____			_____	
Date			Signature of applicant	

## APPLICATION FOR A SEWAGE SYSTEM MAINTENANCE INSPECTION

File No: \_\_\_\_\_

### SITE PLAN

Provide the following information:

- a) Location of sewage system components (eg. tanks, leaching bed). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbours), existing on-site sewage systems, driveways, property lines, lakes, rivers, water courses, swimming pools.
- b) Lot dimensions, topographic features (e.g. swamps, steep slopes) near system.

<b>Directions to Your Lot:</b>



**Cataraqui Region Conservation Authority - Ontario Regulation 148/06  
Development, Interference with Wetlands and Alterations to Shorelines and Watercourses**

**Application Instructions**

A completed application includes:

1. A filled in application form (blank form attached).
2. Four copies of drawings, as outlined below, submitted on 11" x 17" paper or smaller. Exception to the paper size requirement may be made if a small version makes it difficult to read text.
3. Payment of the appropriate fee (see attached fee schedule).
4. A letter of permission from the owner must be included, if applicant is different from the landowner.

**DRAWINGS: All applications** must include a scaled plan view (top view) and at least one scaled cross-sectional (side view) drawing of the proposed work indicating the following, either as part of the illustration or as notes:

- ◆ name of applicant and property location (i.e. municipal street address, lot, concession, municipality)
- ◆ scale and directional arrow
- ◆ location of the property in relation to surrounding buildings, roads, fences, hydro poles and other physical features
- ◆ dimensions of the property, any required setbacks or conditions pertinent to the work (e.g. Zoning By-law, subdivision agreements) and the proposed work area
- ◆ location and dimensions of all existing or proposed structures, grading, filling, excavating, pipes, stockpiling, on the subject property, and the distance to any waterbody(s) (i.e. wetlands, streams, lakes), valleys and steep slopes, beaches, wood lots, on or adjacent to the property
- ◆ proposed sediment and/or erosion control type(s) and locations
- ◆ restoration plan (seeding, planting/stabilization)
- ◆ construction equipment and access routes to be used
- ◆ location of the cross section(s)

Specific application types require the following **in addition** to all of the above details:

<b>Application Type</b>	<b>Plan View Drawing</b>	<b>Cross-sectional Drawing</b>
Development (including grading)	<ul style="list-style-type: none"> <li>• location and extent (footprint) of existing and/or proposed buildings, structures and sewage treatment system</li> <li>• location and elevations (floodplain only) of regulatory hazard limits (i.e. floodplain, erosion, dynamic beach)</li> <li>• proposed limits of grading/filling</li> <li>• existing and proposed drainage patterns</li> </ul>	<ul style="list-style-type: none"> <li>• proposed use of each floor in the structure(s)</li> <li>• elevation of all exterior openings (e.g. door, windows, vents) on the first floor and lower</li> <li>• existing and proposed grade and elevations of the land</li> </ul>
Interference with Wetlands	<ul style="list-style-type: none"> <li>• location, extent and dimensions of the area to be altered</li> <li>• drainage patterns (existing and proposed)</li> <li>• volume of fill, if applicable</li> <li>• existing and proposed drainage patterns</li> </ul>	<ul style="list-style-type: none"> <li>• existing and proposed grade and elevations of the land</li> </ul>
Alterations to Shorelines and Watercourses	<ul style="list-style-type: none"> <li>• location and dimensions of all proposed alterations to the waterbody, including excavation, fill, retaining structures,</li> <li>• gradient (both existing and proposed for watercourses) of the land along the entire length of the proposed alteration</li> <li>• mitigation measures to maintain flows and to protect the ecology of the surrounding area</li> </ul>	<ul style="list-style-type: none"> <li>• depth and width of the existing watercourse and of the proposed alterations/pond/wetland</li> <li>• existing and proposed slope of the channel banks/shore</li> <li>• any proposed structure/material along the banks (e.g. fill, retaining wall)</li> <li>• location and extent of the proposed structural method of holding the fill in place (e.g. gabions, rip rap, retaining wall)</li> <li>• type of fill to be used</li> <li>• current and proposed gradient of the watercourse</li> </ul>

**Notes**

All fill must be clean material.

All elevations to be referenced to geodetic datum (above sea level).

Calculations and notes from a qualified Engineer or a licensed Surveyor may be requested by the CRCA to support applications, as deemed warranted.

All matters including, but not limited to grading, drainage, property boundaries and ownership, compliance with municipal by-laws and regulations remain the responsibility of the applicant and the Cataraqui Region Conservation Authority (CRCA) assumes no liability.



## CATARAQUI REGION CONSERVATION AUTHORITY

1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0

Phone: (613) 546-4228 Fax: (613) 547-6474

E-mail: crca@cataraquiregion.on.ca Website: www.cataraquiregion.on.ca

### Ontario Regulation 148/06 - Development, Interference with Wetlands & Alterations to Shorelines and Watercourses – Fee Schedule (Effective: May 1, 2008)

Category	Fee	Application Type
<b>Group 1</b>	\$120	<ul style="list-style-type: none"> <li>Minor authorizations<sup>1</sup></li> <li>Written property inquiry, permit requirement screening or project advice<sup>2</sup> letter that does not require a site inspection or meeting</li> </ul>
<b>Group 2</b>	\$250	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, additions, reconstruction, basements less than or equal to 20 square metres (sq. m.)</li> <li>Fill<sup>3</sup> less than or equal to 100 cubic metres</li> <li>Natural erosion control<sup>5</sup> greater than 10 metres and less than or equal to 50 metres</li> <li>Seasonal dock greater than 15 sq. m. in surface decking, and permanent, fixed or floating docks less than 45 sq. m. in surface decking</li> <li>Agricultural channel clean-outs and multiple agricultural tile outlets</li> <li>Channel<sup>7</sup> or shoreline alterations<sup>8</sup> less than or equal to 20 m in length</li> <li>Written property inquiry or project advice letter that includes a site inspection, a site meeting or a flood plain survey</li> </ul>
<b>Group 3</b>	\$385	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, additions, reconstruction, basements greater than 20 sq. m. and less than or equal to 93 sq. m.</li> <li>Fill<sup>3</sup> greater than 100 cubic metres and less than or equal to 500 cubic metres</li> <li>Grading greater than 0.01 hectares (ha) and less than or equal to 0.5 ha</li> <li>Channel<sup>7</sup> or shoreline alterations<sup>8</sup> greater than 20 m and less than or equal to 100 m in length</li> <li>Infrastructure<sup>9</sup> maintenance<sup>6</sup></li> <li>Permanent, fixed or floating docks greater than 45 sq. m. surface decking</li> <li>Natural erosion control<sup>5</sup> greater than 50 m</li> <li>Hard erosion control less than or equal to 20 m</li> <li>Dredging less than or equal to 20 sq. m. in area</li> </ul>
<b>Group 4</b>	\$685	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, additions, reconstruction, basements greater than 93 sq. m. and less than or equal to 464 sq. m.</li> <li>Boathouse construction and reconstruction (80 sq. m. maximum)</li> <li>Fill<sup>3</sup> greater than 500 cubic metres and less than or equal to 1,000 cubic metres</li> <li>Grading greater than 0.5 ha and less than or equal to 1.0 ha</li> <li>New infrastructure<sup>9</sup>, and bridge reconstruction</li> <li>Channel<sup>7</sup> or shoreline alterations<sup>8</sup> greater than 100 m and less than or equal to 200 m in length</li> <li>Hard erosion control greater than 20 m and less than or equal to 200 m</li> <li>Dredging greater than 20 sq. m. in area</li> </ul>
<b>Group 5</b>	\$1370	<ul style="list-style-type: none"> <li>Buildings<sup>4</sup>, additions, reconstruction, basements greater than 464 sq. m.</li> <li>Multiple residential subdivision (maximum 10 lots grouped together)</li> <li>Fill<sup>3</sup> greater than 1,000 cubic metres</li> <li>Grading greater than 1.0 ha</li> <li>Infrastructure<sup>9</sup> (bridge construction, culverts greater than 25 m span, stormwater management pond/cell, water utility crossings)</li> <li>Channel<sup>7</sup> or shoreline alterations<sup>8</sup>, including hard erosion control greater than 200 m</li> </ul>

#### Notes

- The permit fee will be reduced by 50% for applications made within one year of a directly related planning application.
- Applications that are amended or resubmitted after approval are subject to a 50% surcharge.
- Where appropriate, processing also includes review for fish habitat concerns under Section 35 of the *Fisheries Act*.
- Technical report review is included in the permit application fee.
- Permits are valid up to a maximum of two years from the date of issuance.
- Retroactive permit application fees for infractions will be twice those noted above.
- Applications heard by the board will be subject to a 50% surcharge.
- A permit from the CRCA does not relieve the applicant from compliance with any other applicable federal, provincial or municipal statutes, regulations or by-laws.

<sup>1</sup> *Minor authorizations* include fill less than or equal to 4 cubic metres, *natural erosion control*<sup>5</sup> measures less than or equal to 10 metres in length, seasonal docks (floating, aluminum post) less than 15 m<sup>2</sup> surface decking, grading less than or equal to 0.01 ha, single agricultural tile drain outlets, or other works that, in the opinion of CRCA staff, do not necessitate the issuance of a permit.

<sup>2</sup> *Project advice* may relate to the regulation, erosion, habitat, drainage, docks and construction.

<sup>3</sup> *Fill* means the placement or removal of any material that alters the contour of the ground.

<sup>4</sup> *Building* means a structure consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof including all plumbing, works, fixtures and service systems or a sewage system.

<sup>5</sup> *Natural erosion control* means measures to control erosion using live plants, natural or native rock.

<sup>6</sup> *Maintenance* means the repair of a structure involving no change in the size, shape or location of the structure.

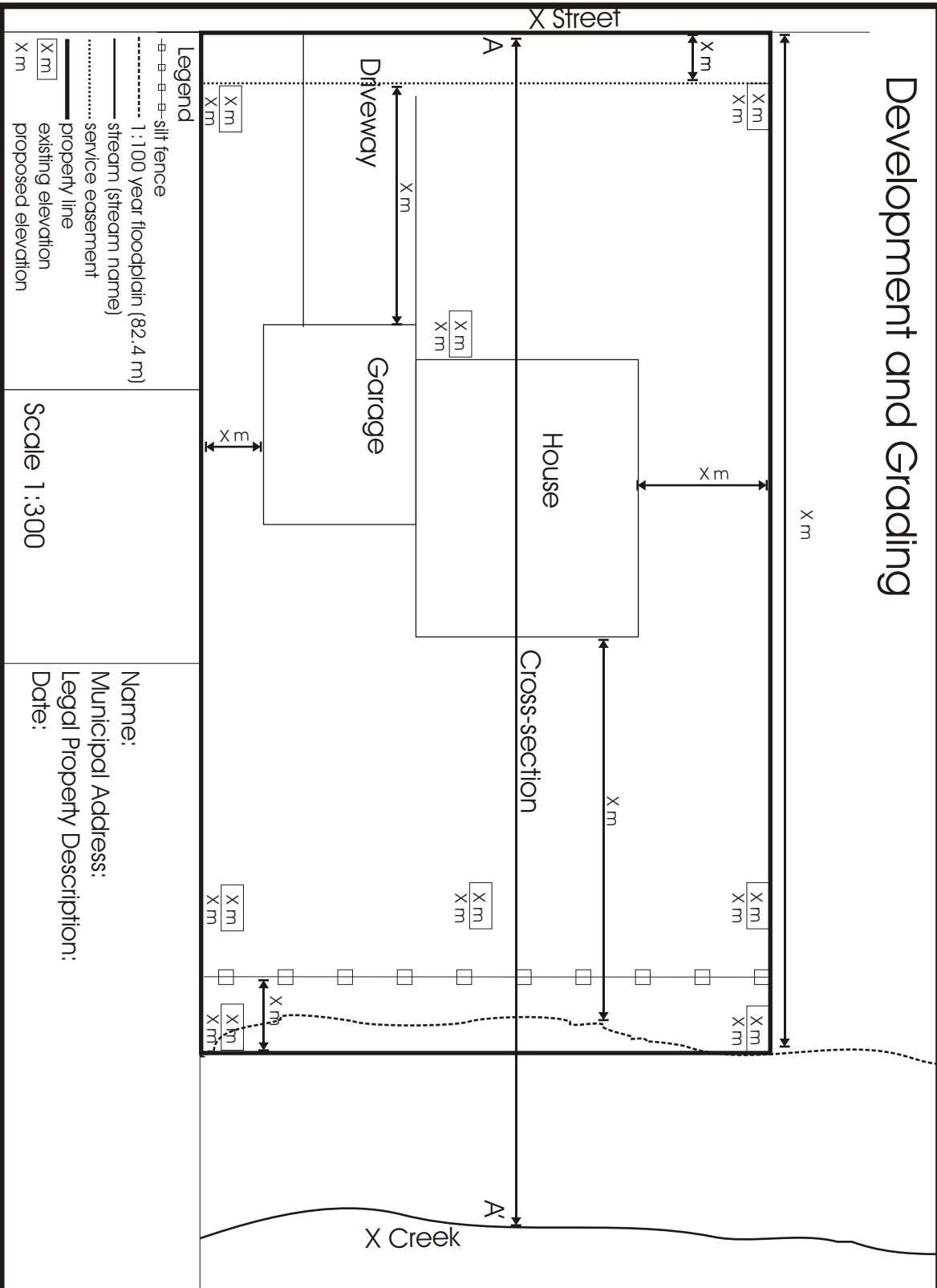
<sup>7</sup> *Channel alterations* include channel diversions, or re-alignment.

<sup>8</sup> *Shoreline alterations* include boat ramps, shoreline erosion protection, and solid structures on the bed of a waterbody.

<sup>9</sup> *Infrastructure* includes bridges, culverts, pipelines, and utilities (i.e. cables, poles and pipes).

# Plan View Drawing Example

## Development and Grading



**Scale 1:300**

**Name:**  
**Municipal Address:**  
**Legal Property Description:**  
**Date:**

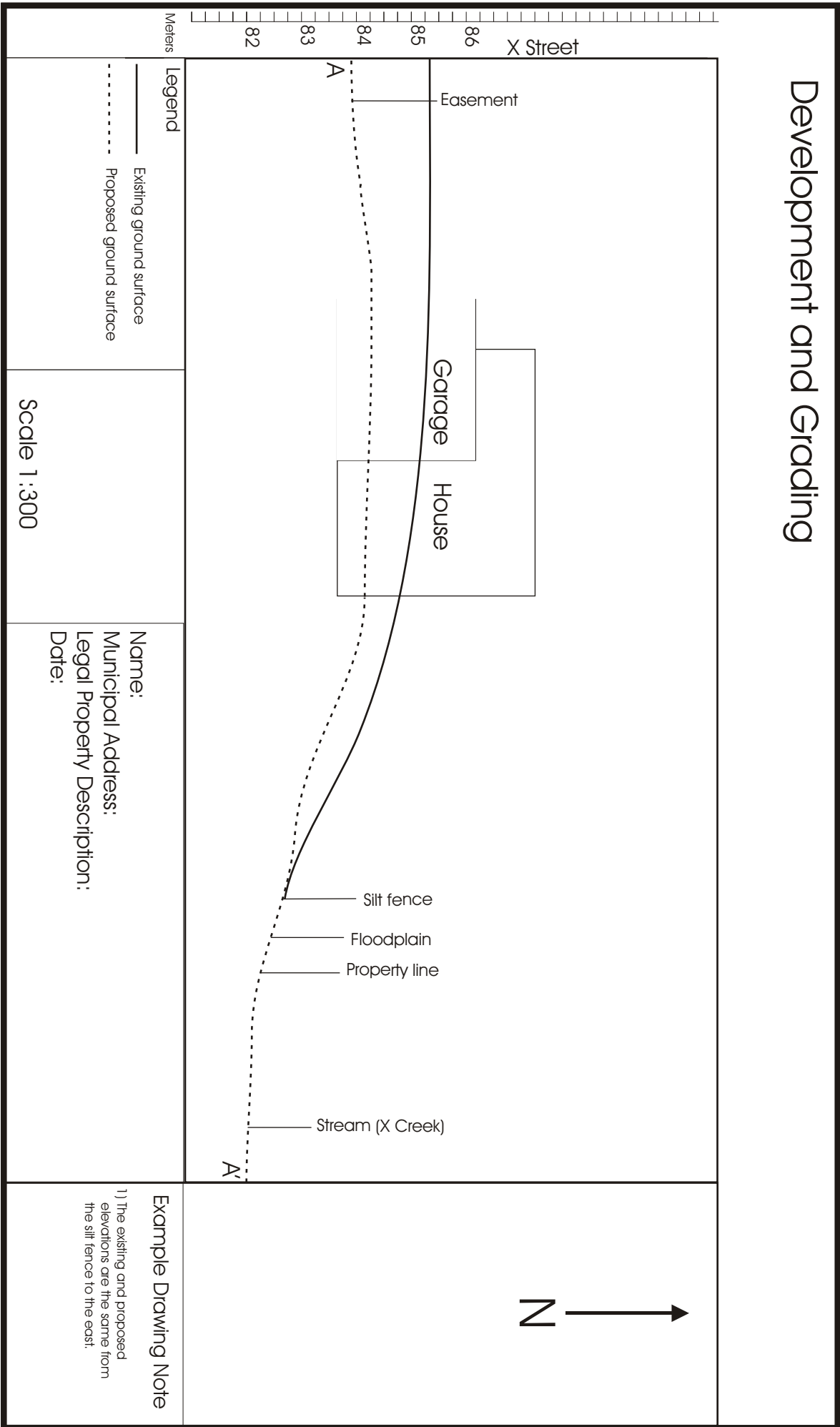


### Example Drawing Notes

- 1) Light duty woven slit fence
- 2) A continuous slit fence will be installed 5 metres from the rear property line (i.e. outside the floodplain) before site disturbance.
- 3) Such fence will be maintained until vegetation has been reestablished on all bare soil areas created during construction.
- 4) Once vegetation has been reestablished the slit fence will be removed and any material built up behind the fence placed in a suitable upland location.
- 5) The lot will be vegetated by September 30 of this year.
- 6) No fill will be placed or graded in the floodplain.

# Cross-section Drawing Example

## Development and Grading



### Example Drawing Note

1) The existing and proposed elevations are the same from the silt fence to the east.

Name:  
Municipal Address:  
Legal Property Description:  
Date:

Scale 1 : 300

Legend  
 — Existing ground surface  
 - - - Proposed ground surface

**CATARAQUI REGION CONSERVATION AUTHORITY**  
**APPLICATION FORM**  
**For Development, Interference with Wetlands and Alterations to**  
**Shorelines and Watercourses Regulation 148/06**

<b>For CRCA use only</b>
Appendix A to File Number
_____
Date Received
_____
Fee Paid
\$ _____

**Note: Applications will not be processed if incomplete. Please review the instruction sheet provided with this form. We require:**

1. A completed application form.
2. Four copies of all plans, specifications, notes and reports.
3. Payment of the processing fee.
4. A written authorization form from the property owner, if the applicant is not the owner of the property.

**Location of the Property**

Lot(s) \_\_\_\_\_ Concession(s) \_\_\_\_\_ Municipality \_\_\_\_\_  
 Ward / Former Twp. \_\_\_\_\_ Registered Plan \_\_\_\_\_ Lot No. \_\_\_\_\_  
 Municipal Street Address \_\_\_\_\_  
 Assessment Roll Number \_\_\_\_\_ Waterbody \_\_\_\_\_  
 Directions to Property \_\_\_\_\_

**Mailing Information**

Name of Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Telephone Number: Home \_\_\_\_\_ Business \_\_\_\_\_  
 Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name, Address and Telephone Number of Applicant (if different from above)

\_\_\_\_\_

**Application is hereby made to** (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> place fill<br><input type="checkbox"/> remove fill<br><input type="checkbox"/> grade fill<br><br><input type="checkbox"/> construct a pond/reservoir<br><input type="checkbox"/> stormwater<br><input type="checkbox"/> other<br><br><input type="checkbox"/> construct a dam or dyke | <input type="checkbox"/> erect/place a new building/structure<br><br><input type="checkbox"/> alter an existing structure<br><input type="checkbox"/> addition<br><input type="checkbox"/> renovation<br><input type="checkbox"/> alter a shoreline or place shore protection<br><input type="checkbox"/> bioengineering<br><input type="checkbox"/> revetment/sloped bank<br><input type="checkbox"/> retaining wall<br><input type="checkbox"/> boat launch, ramp or dock<br><br><input type="checkbox"/> alter an existing watercourse<br><input type="checkbox"/> channelization or realignment<br><input type="checkbox"/> utility crossing<br><input type="checkbox"/> road/lane crossing | <input type="checkbox"/> dewater a site<br><br><input type="checkbox"/> maintain infrastructure<br><input type="checkbox"/> clean out<br><input type="checkbox"/> replacement<br><input type="checkbox"/> other (please specify)<br>_____<br>_____<br><br><input type="checkbox"/> interfere with an existing wetland |
|--|---|---|

**Purpose of proposed work** \_\_\_\_\_

**Approximate Dimensions of Proposed Work**

fill volume (cubic m.) \_\_\_\_\_ building size (sq. m.) \_\_\_\_\_ area of project (sq. m.) \_\_\_\_\_  
 shoreline length (m.) \_\_\_\_\_ bank height (m.) \_\_\_\_\_ channel length (m.) \_\_\_\_\_  
 channel width (m.) \_\_\_\_\_ length of crossing (m.) \_\_\_\_\_

**Timing of Proposed Work**

Start date: month \_\_\_\_\_ year \_\_\_\_\_ Completion date: month \_\_\_\_\_ year \_\_\_\_\_

**Property Details**

Existing use of the property \_\_\_\_\_  
 Proposed use (if different from above) \_\_\_\_\_  
 Concurrent Planning Act application(s)? (specify) \_\_\_\_\_

**I declare that the above information is correct to the best of my knowledge.**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Owner Signature of Applicant (if different)

**Any false information or misleading statements made on this application will render any permission granted by the Cataraqui Region Conservation Authority null and void.**