

**Permit Application Form – Ontario Regulation 161/06**  
**Hamilton Conservation Authority (HCA) Development, Interference**  
**with Wetlands, and Alterations to Shorelines and Watercourses**

**OWNERSHIP DETAILS**

**(PLEASE PRINT)**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City / Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone – Business: ( ) \_\_\_\_\_ Residence: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_

Applicant / Agent Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City / Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone – Business: ( ) \_\_\_\_\_ Residence: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_

**Note: If the application is prepared by someone other than the landowner, then a Letter of Authorization or a copy of the Offer to Purchase must be submitted with the application. A Landowner Authorization form is attached, if needed.**

**LOCATION DETAILS**

**Location of Property**

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Plan Lot \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Municipal Street Address (if applicable)  
\_\_\_\_\_

City: \_\_\_\_\_ Town / Township: \_\_\_\_\_

Existing Use of Property \_\_\_\_\_ Proposed Use of Property \_\_\_\_\_

**Have you confirmed with the City of Hamilton Planning Department that the proper zoning is in place to permit the proposed development? Yes  No**

**DESCRIPTION OF PROPOSED WORK**

- |   |   |
|---|---|
| <input type="checkbox"/> Erect a new structure                      | <input type="checkbox"/> Alter, add to, or remove an existing structure |
| <input type="checkbox"/> Place or remove fill material              | <input type="checkbox"/> Construct a pond                               |
| <input type="checkbox"/> Alter an existing watercourse or shoreline | <input type="checkbox"/> Install a septic system                        |
| <input type="checkbox"/> Other: (Please specify) _____              |   |

Fee Received \_\_\_\_\_ Method of Payment \_\_\_\_\_ P.O. # (Municipal App.) \_\_\_\_\_

## INSTRUCTIONS

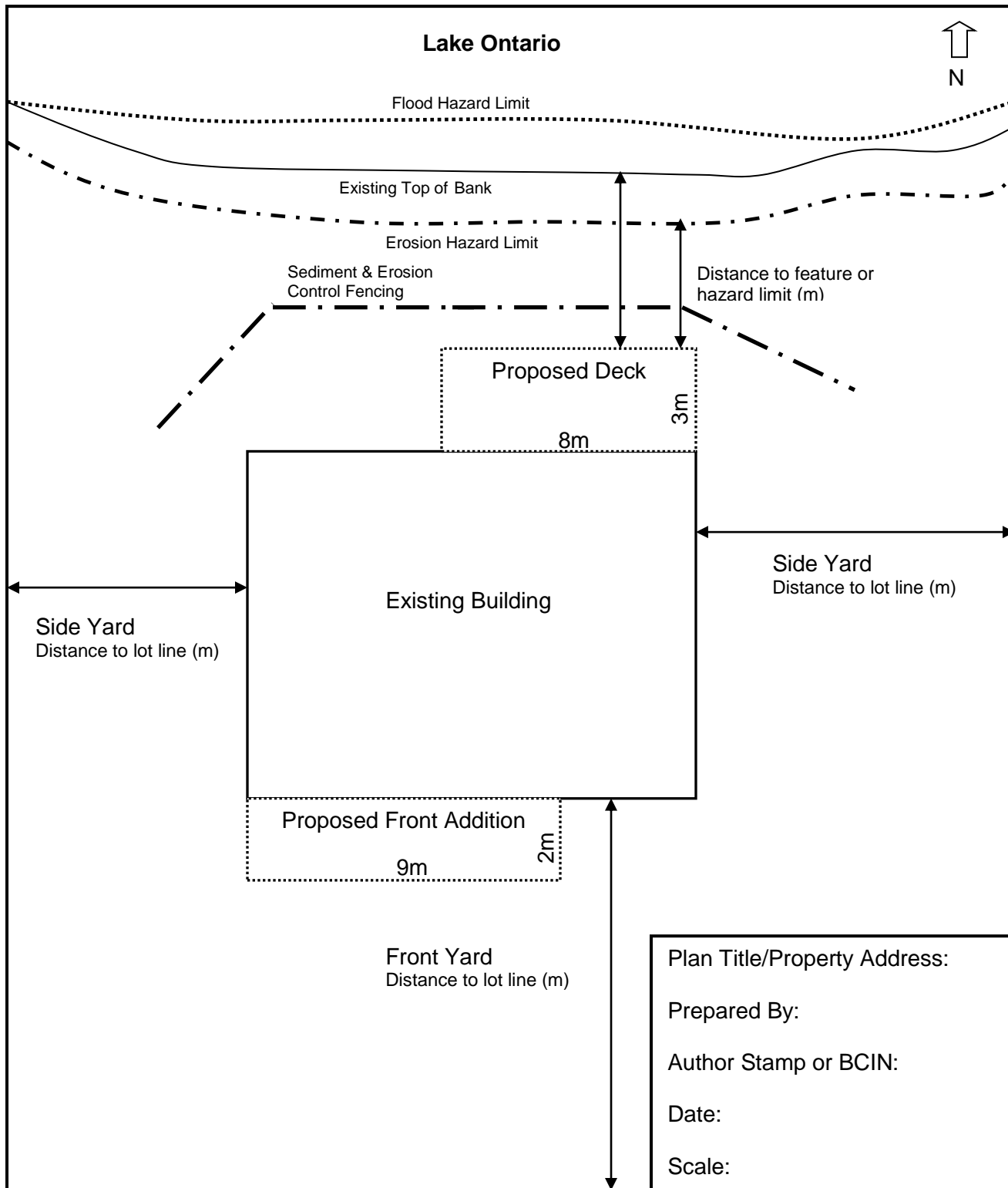
It is highly recommended that the applicant consult with HCA staff prior to submitting a Permit application. Pre-consultation ensures that all required information accompanies the subject application. In the absence of pre-consultation with HCA staff, the following information must be included for an application to be deemed complete:

- Payment of Required Application Fee
- Location Map showing nearest roads/intersections
- Legal Survey of Property (where available)
- Statement of purpose of the project (including proposed start and finish dates)
- 2 sets of folded plan(s)/drawing(s) for initial review (4 copies of final plans) illustrating existing site conditions and proposed development/site alteration including:
  - Date, author and scale
  - Property boundaries
  - Location of natural hazard/heritage features
  - Dimensions and locations of all existing and proposed structures or alterations to structures (including distances to property boundaries and natural features)
    - This includes but is not limited to septic systems, parking lots, exterior site uses and facilities
  - Drainage details before and after development. Should grade changes be required to implement the proposal, dimensions and locations of existing and proposed grades including cross-sections details must be submitted, as well as the signature and stamp of a qualified Professional Engineer. This plan should include type and volume of fill required. This may include proposed landscaping works.
  - Extent of disturbed area, staging of equipment and fill stockpiling locations
  - Location of tree protection fencing (if applicable)
  - Location of erosion and sediment control measures
  - House floor and elevation plans (if applicable). Must include stamp or BCIN.

**NOTE: ALL PLANS LARGER THAN 11 X 17 MUST BE FOLDED.  
ROLLED DRAWINGS WILL NOT BE ACCEPTED**

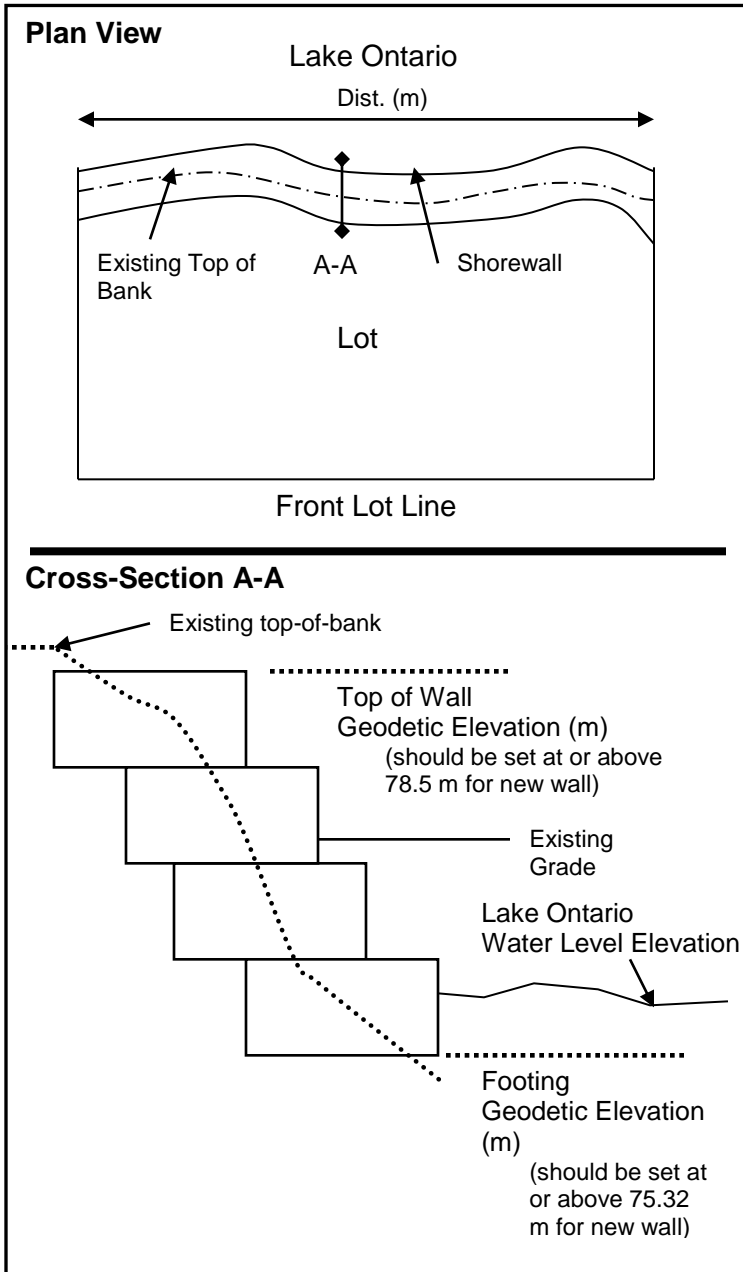
# Sample Site Plan

(see INSTRUCTIONS page of Application form or Application Requirements Checklist if provided for details)



# Sample Shorewall Site Plan

(see INSTRUCTIONS page of Application form or Application Requirements Checklist if provided for details)



## Final Shoreline Wall Plan must include:

- Both plan view and cross-sectional drawings. Cross-section location should be shown on plan view (A-A).
- Information on type of wall/repair proposed.
- Information on how new wall or repair will be tied into existing shoreline protection on adjacent properties.
- Elevation of the top of the wall, footing and Lake Ontario water level.
- Weight/size/type of material for new wall or repair.
- Length of shoreline to be protected.
- Information on type/amount of backfill if proposed.
- Location of proposed wall in relation to existing grade and top-of-bank
- Information on location and size of any additional structures proposed.
- Drawing scale should be provided

**\* Note:**

All shorewall projects (new and repairs) must be supported by a qualified coastal engineer. Contact the HCA to determine the extent of the supporting information required.



The personal information on this form is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c27 as amended. The personal information will be used for the purposes of administering Ontario Regulation 161/06 - HCA Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation. Specifically the information will be used to:

- Evaluate the development proposal for conformity with HCA and Provincial policies
- Liaise with other regulatory agencies having jurisdiction
- Report to the HCA Board of Directors for information

This information will become part of the public record and is available to the general public. Questions about the collection of personal information should be directed to HCA Watershed Officer Darren Kenny (Ext. 131) or by mail at 838 Mineral Springs Road PO Box 81067, Ancaster, ON, L9G 4X1.

I/We \_\_\_\_\_ declare that the information submitted  
(Please Print)

as part of this application is correct to the best of my knowledge and I/we agree to abide by Ontario Regulation 161/06 - HCA Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation. I/We acknowledge that this application and supporting documentation will be considered as public documents and available to the public on request. I/We also give permission to the Hamilton Conservation Authority staff to inspect the subject property in conjunction with this application. "I/We acknowledge and agree that any permit issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate, or misleading information."

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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PERMIT APPLICATION INFORMATION

As required under Ontario Regulation 161/06 - HCA Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation

Upon receipt of an application, HCA staff will provide notification in writing within 21 days stating whether or not the application is complete. If the application is deemed incomplete, a list of any outstanding information will be provided.

Once the application is deemed complete, HCA staff will complete a detailed review of the application within thirty (30) days for minor applications and ninety (90) days for major applications.

**Your submitted application will be assessed to determine whether the proposed works will affect the control of flooding, erosion, pollution, dynamic beach or the conservation of land in accordance with the Authority's policies and programs.**

**If the application conforms to HCA policy and programs, a permit will be issued by Hamilton Conservation Authority staff and may be subject to the fulfillment of specific conditions. Permits issued by the Hamilton Conservation Authority are non-transferable and do not constitute an exemption from obtaining any other agency approvals (i.e. Municipal Offices, Ministry of Natural Resources, Niagara Escarpment Commission, etc). Permits are valid for a two (2) year period.**

**Note: A compliance inspection may be completed by Hamilton Conservation Authority staff up to one year after the expiry of the permit.**

**If the application does not conform to Authority policy and staff are recommending refusal of the application, the Authority Board of Directors will convene as a Hearing Board to hear the arguments for and against the application. You will be notified as to a hearing date to which you or your agent should attend. Upon hearing the presentations made by Authority staff and the applicant/agent, the Authority Board of Directors will decide to approve or refuse the application.**

**If the application is refused by the Authority Board of Directors, the applicant will be notified in writing. The applicant, within thirty (30) days of notification, may appeal the decision of the Authority Board of Directors to the Ministry of Natural Resources, Mining and Lands Commissioner who may dismiss or grant the appeal.**

# LANDOWNER AUTHORIZATION

For Subject Property:

Lot \_\_\_\_\_, Concession \_\_\_\_\_] [Plan Lot \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

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

## NOTE TO THE OWNER(S):

IF THE APPLICATION IS TO BE PREPARED BY A SOLICITOR OR AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU, THE OWNER(S).

I/WE

\_\_\_\_\_  
(PRINT FULL NAME OF OWNER(S))

HEREBY AUTHORIZE

\_\_\_\_\_  
(PRINT FULL NAME OF SOLICITOR OR AGENT)

TO SUBMIT THE ENCLOSED APPLICATION TO THE HAMILTON CONSERVATION AUTHORITY (HCA), AND TO APPEAR ON MY BEHALF AT ANY HEARINGS(S) OF THE APPLICATION AND TO PROVIDE ANY INFORMATION OR MATERIAL REQUIRED BY THE HCA RELEVANT TO THE APPLICATION FOR PURPOSES OF OBTAINING A PERMIT FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES IN ACCORDANCE WITH THE REQUIREMENTS OF ONTARIO REGULATION 161/06 - HCA DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND WATERCOURSES REGULATION.

DATED AT THE \_\_\_\_\_ OF \_\_\_\_\_,  
CITY/TOWN

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(PRINT FULL NAME OF OWNER(S))

\_\_\_\_\_  
SIGNATURE OF OWNER(S)

Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**FEES FOR  
DEVELOPMENT, INTERFERENCE WITH WETLANDS, AND ALTERATIONS TO SHORELINES AND  
WATERCOURSES - 2018**

**Pursuant to Hamilton Conservation Authority Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation 161/06 under Ontario Regulation 97/04, within HCA regulated areas, a permit is required for:**

- Development
- Interference with Wetlands
- Alteration to Shorelines and Watercourses

**1. Minor Development:**

Is considered to be minor landscaping works and minor filling and grading activities (between 0.05 m and 0.3 m in depth) OR minor additions to an existing structure (including decks) that involves less than a 50% increase in size of the original ground floor area or accessory structure to a maximum area of 28m<sup>2</sup>.

	<b>Before HST</b>	<b>After HST</b>
Basic applications ( no technical studies required)	\$380.53	\$430.00
Applications involving review of technical studies	\$907.08	\$1,025.00
Fee for service over first 10 hrs. min. review time per hour	\$106.19	\$120.00

**2. Major Development:**

Is considered to be the construction, reconstruction, and erection of a new building or structure, OR the construction of an addition to an existing structure that involves a 50% or greater increase in size of the original ground floor area, OR any change to an existing building or structure that would have the effect of altering the use or potential use of the building or structure or increase the number of dwelling units, OR site alterations involving the temporary or permanent placing, dumping or removal of fill material resulting in significant grade changes.

	<b>Before HST</b>	<b>After HST</b>
Basic applications (no technical studies required)	\$1,500.00	\$1,695.00
Applications involving review of technical studies.	\$3,013.27	\$3,405.00
Fee for service over first 10 hrs. min. review time, per hour	\$106.19	\$120.00

**3. Fill Placement**

The temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere, and where the placement of material/fill is the primary activity

	<b>Before HST</b>	<b>After HST</b>
<b>Minor</b> - less than 500 m <sup>3</sup> and no technical studies required	\$380.53	\$430.00
<b>Intermediate</b> - less than 500 m <sup>3</sup> and technical studies required	\$2,013.27	\$2,275.00 plus \$0.50/m <sup>3</sup>
<b>Major</b> - greater than 500 m <sup>3</sup>	\$4,008.85	\$4,530.00 plus \$0.50/m <sup>3</sup>

**4. Interference with Wetlands, Alterations to Watercourses and Shorelines:**

**Alteration to Watercourse** includes: straightening, changing, or diverting a watercourse channel, installation or replacement of culverts and bridges, bank re-grading or stabilization.

**Alteration to Shoreline** includes: installation or replacement/repair of retaining walls, other slope stabilization works and bank regrading.

**Interference with Wetlands** includes: buildings and structures to be located within 120 meters of a Provincially Significant Wetland or within 30 meters of all other wetlands; vegetation removal, grading, filling, and hydrological changes

**Minor** - works not requiring supportive technical studies such as minor repairs or adjustments to existing shoreline protection/watercourse structures, simple culvert replacements, small full-span pedestrian bridges, buildings and structures, fill placement, jack and bore and directional drill activities.

<b>Before HST</b>	<b>After HST</b>
\$743.36	\$840.00

**Intermediate** - works limited in scope/extent which may require supportive technical studies such as moderate-scale repairs to shoreline protection works, localized watercourse alterations and stream bank stabilization, buildings and structures, fill placement.

<b>Before HST</b>	<b>After HST</b>
\$2,013.27	\$2,275.00

**Major** - works requiring supportive technical studies such as channel re-alignments and natural channel design, major shoreline protection works, new large-scale bridge crossings, buildings and structures, fill placement

<b>Before HST</b>	<b>After HST</b>
\$4,008.85	\$4,530.00

**5. Multi-lot/Unit Development ( 10 or more lots or units) and Major Infrastructure Works:**

Infrastructure works (storm water management ponds, services, roads, bridges, etc.), new golf courses and major alterations to existing golf courses.

<b>Before HST</b>	<b>After HST</b>
\$5,004.42	\$5,655.00

**6. Violation Surcharge**

75% surcharge will be applied when activities which require a permit under Regulations are undertaken without a permit

**7. Minor Revisions to Permits**

<b>Before HST</b>	<b>After HST</b>
\$252.21	\$285.00

**8. Expired Permits**

<b>Before HST</b>	<b>After HST</b>
\$252.21	\$285.00

**9. Letter of Permission**

	<b>Before HST</b>	<b>After HST</b>
with site visit	\$256.64	\$290.00
no site visit	\$176.99	\$200.00

**10. Resubmissions (per hour of review time)**

<b>Before HST</b>	<b>After HST</b>
\$106.19	\$120.00

**NOTES:** Permits are issued for a two (2) year period. Significant alteration or changed ownership will be subject to a new permit application. All fees are to be made payable to the Hamilton Region Conservation Authority.

Permit extensions and/or renewals will not be granted. Where a permit has expired and the same applicant re-applies for a new permit within 6 months of the expiry of the original permit, and there have been no changes to the proposed works, HCA may issue a new permit for an administrative fee of \$280.

Resubmission fees will be charged directly to the applicant for the review of technical studies and plans, drawings, models, etc., beyond the first submission and two resubmissions. A fee will be charged for each resubmission and will be based on total staff review time at the hourly review rate charged by the HCA.