

**HCA APPLICATION CHECKLIST FOR
REGULATION PERMIT APPLICATIONS
HCA Regulation 161/06**

The following checklist has been compiled to assist the applicant in preparing their application to Hamilton Conservation Authority for approval pursuant to Ontario Regulation 161/06. Pre-consultation is encouraged for all applications. The level of detail required will be dependent on the nature of the proposed works and the natural hazards on the site. Additional information may be required depending on submission details. All items checked below must be submitted with your application in order for the application to be deemed complete.

MANDATORY APPLICATION SUBMISSIONS	
<input checked="" type="checkbox"/>	Completed Application Form
<input checked="" type="checkbox"/>	Payment of Application Fee
<input checked="" type="checkbox"/>	Location Map showing nearest roads/intersections
<input checked="" type="checkbox"/>	Legal Survey of Property
<input checked="" type="checkbox"/>	Statement of purpose of the project (including start and finish dates)
<input checked="" type="checkbox"/>	4 sets of folded plan(s)/drawing(s) illustrating existing site conditions and proposed development/site alteration, including: <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • This includes but is not limited to septic systems, fences and walls, parking lots, exterior site uses and facilities • Dimensions and locations of existing and proposed grades including cross-sections details (including type of fill and volume) • Extent of disturbed area, staging of equipment and fill stockpiling locations • Location of tree protection fencing • Location of erosion and sediment control measures • Date, author, scale, Professional Engineer/Surveyor stamp

TECHNICAL APPLICATION SUBMISSIONS	
Plans/Details	
<input type="checkbox"/>	Building Construction Plans including: Elevation, Floor, Foundation Plan(s) <ul style="list-style-type: none"> • Geodetic elevations for minimum openings for floodplain development (residential) • Accessory structure construction materials details (wet flood-proofing) for floodplain development • Date, author, scale, Professional Engineer/Surveyor stamp and/or BCIN
<input type="checkbox"/>	Septic System Design/Construction Plan/Details
<input type="checkbox"/>	Culvert Details and Cross-Section Plan
<input type="checkbox"/>	Watercourse Crossing Design Plan(s)/Details
<input type="checkbox"/>	Shoreline Retaining Wall Design/Construction Plan(s)/Details
<input type="checkbox"/>	Erosion and Sediment Control Plan

<input type="checkbox"/>	Cut and Fill Plan
<input type="checkbox"/>	Landscape/Restoration Plan
Reports/Studies/Assessments	
<input type="checkbox"/>	Floodplain/Hydraulic Assessment
<input type="checkbox"/>	Erosion Hazard Assessment – Stable Slope, Meander Belt or Shoreline Hazard
<input type="checkbox"/>	Fluvio-Geomorphological Assessment/Natural Channel Design
<input type="checkbox"/>	Hydrogeological (Groundwater) Assessment/Water Balance
<input type="checkbox"/>	Fisheries Assessment
<input type="checkbox"/>	Vegetation Inventory
<input type="checkbox"/>	Subwatershed Study/Master Drainage Plan
<input type="checkbox"/>	Stormwater Management Report/Brief
<input type="checkbox"/>	Environmental Impact Study (see <i>City of Hamilton Environmental Impact Statement Guidelines, March, 2015</i>) or any amendments, revisions or updates thereto)

NOTE:

- All reports/assessments/plans submitted must be approved by a qualified professional with experience and qualifications in the field of work
- Seasonal and multiple year data collection may be required for some reports/assessments
- All sampling protocols must be to the satisfaction of HCA staff

For HCA Staff Use Only

Application by (Applicant) located at (Address) is now deemed to be complete.

_____ **HCA Staff Name (Print)**

_____ **HCA Staff Signature**

_____ **Date**