

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 proper zoning is in place to permit the proposed development? Yes No

DESCRIPTION OF PROPOSED WORK

Erect a new structure
Place or remove fill material
Alter an existing watercourse or shoreline
Other: (Please specify)

Alter, add to, or remove an existing structure
Construct a pond
Install a septic system

Fee Received

Method of Payment

P.O. # (Municipal App.)

INSTRUCTIONS

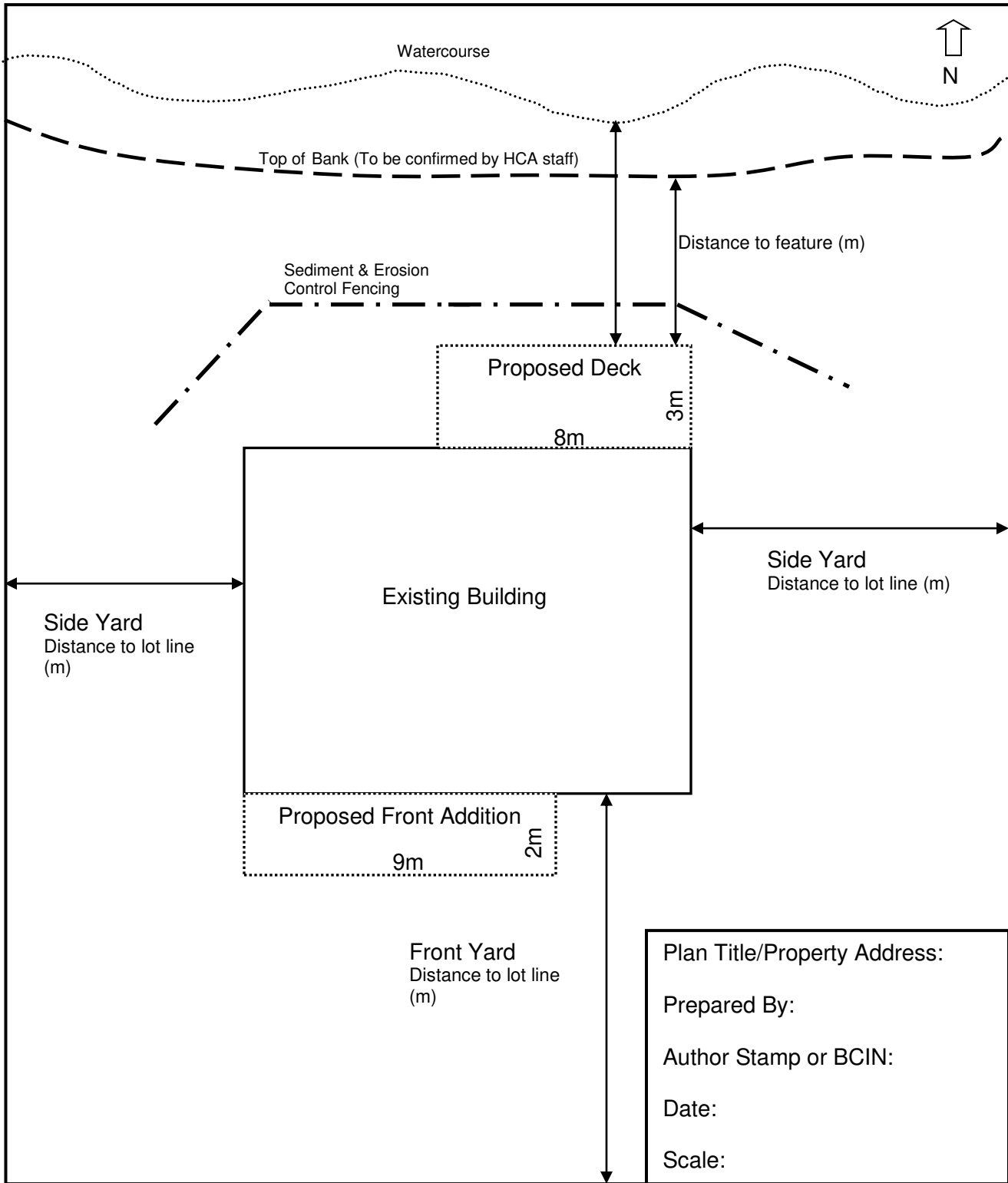
It is highly recommended that the applicant consult with HCA staff prior to submitting a Permit application. Pre-consultation ensures that all required information accompanies the subject application. In the absence of pre-consultation with HCA staff, the following information must be included for an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



Please provide additional details related to proposed work, describing materials and methods to be used and purpose of project. If you require additional space, please attach a separate page.

Proposed Commencement Date of Work:

Proposed Completion Date of Work:

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 the HCA Executive Assistant / Records Management Coordinator at extension 112 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 the 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: _____

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 HCA 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 Ontario Land Tribunal 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: _____
