Hamilton Conservation Authority
A Healthy Watershed for Everyone

P.O. Box 81067
838 Mineral Springs Road
Ancaster, ON L9G 4X1
P: (905) 525-2181
W: https://conservationhamilton.ca/

Letter of Permission (LOP) Application Form
Under the Conservation Authorities Act and Ontario Regulation 41/24

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: _____ Roll Number: _____

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 ☐

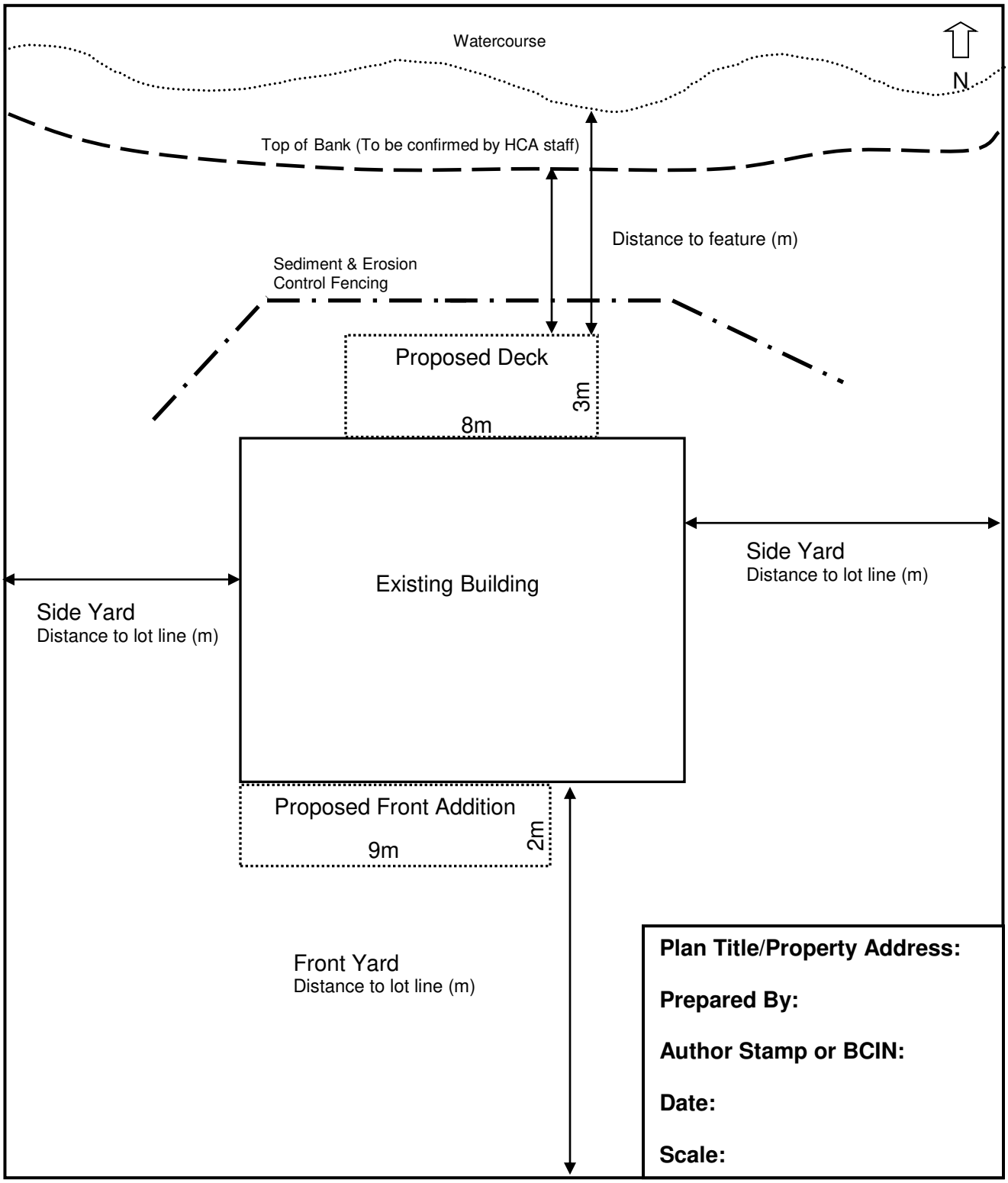
DESCRIPTION OF PROPOSED WORK

☐ Erect a new structure
☐ Alter, add to, or remove an existing structure
☐ Place or remove fill material
☐ Construct a pond
☐ Alter an existing watercourse or shoreline
☐ Install a septic system
☐ Other: (Please specify) _____

Have you consulted with Hamilton Conservation Authority staff regarding the proposed works? ☐ Yes ☐ No

If yes, who did you consult with and when? Staff Name:_____ Date:_____

GENERAL SITE PLAN INSTRUCTIONS



The personal information on this form is collected under the authority of the Conservation Authorities Act, R.S.O. 1990, c. C27 as amended. The personal information will be used for the purposes of administering the Conservation Authorities Act and Ontario Regulation 41/24 – Prohibited Activities, Exemptions, and Permits. 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**

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 Conservation Authorities Act and Ontario Regulation 41/24 – Prohibited Activities, Exemptions and Permits. 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 permission issued pursuant to this application may be revoked if it is issued on the basis of false, inaccurate, or misleading information."

Signature: _____ Date: _____

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 THE CONSERVATION AUTHORITIES ACT AND ONTARIO REGULATION 41/24 – PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS 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: _____

_____

_____