

THE PERMIT PROCESS: HOW DO I APPLY?

STEP 1 Call and discuss your plans with us

We strongly encourage you to first contact our office to discuss your plans. This free consultation will help you determine whether a permit is needed, and if so, what to expect during the permitting process and whether drawings and studies are required.

To discuss your plans or make an appointment, call **519-842-4242** or email us at planning@lprca.on.ca.

To ensure the appropriate staff member is available to speak with you and minimize your wait time, please make an appointment before visiting our office.

STEP 2 Submit an application form and fee.

Application forms and the current fee schedule are available by calling our office or visiting www.lprca.on.ca.

Avoid delays and complications – Make sure your contractors and consultants talk to us before completing your detailed drawings or technical studies.

STEP 3 The Review Process

Every proposed project is unique, so the information required for a complete application and the time required to review each application varies. LPRCA recommends that you apply at least 4-6 months before you plan to start work.

Applications for minor activities where no technical studies or review are required can be processed in 30 days or less.

If the nature of your plans and your property is more complex or if technical studies and review are required, the review process can take longer. After receiving your application, we will let you know within 15 days whether it is complete, and if not, what is missing.

After receiving all the required information, a decision will be made within 30 days.

Note that the LPRCA cannot refuse an application without providing you an opportunity to speak to the LPRCA Board in support of your application (i.e. scheduling a Board Hearing). The preparation process for a hearing usually takes five to eight weeks after receipt of a complete application.

REGULATORY VERSUS PLAN REVIEW FUNCTION

The LPRCA has provincially-delegated responsibilities regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement (PPS). These delegated responsibilities require the LPRCA to review and provide comments on policy documents and applications submitted pursuant to the Planning Act as part of the Provincial One-Window Plan Review Service.

This means that LPRCA staff review and comment on municipal policy documents and development proposals to ensure that they are consistent with the PPS, 2014 - Section 3.0, Protecting Public Health and Safety.

The LPRCA also provides advisory technical review services to watershed municipalities on municipal policy and planning documents and development proposals under the Planning Act, particularly with respect to natural hazards, wetlands and water management. These applications may include:

- Official plans and zoning by-law amendments
- Plans of subdivisions
- Severances
- Minor variances

LPRCA also reviews and comments on projects proposed under other provincial legislation, including the Aggregate Resources Act, Drainage Act and the Environmental Assessment Act.

ARE OTHER APPROVALS REQUIRED?

Approval of a municipal zone change or minor variance does not guarantee a permit from the LPRCA. The legislation, objectives and requirements are different.

Please note that permission from LPRCA does not replace other permits required by the municipality or other agencies. It is recommended that you contact your local municipality for information about additional approvals that may be required.

RESOURCES

For more information about Ontario Regulation 178/06, permits, permit review fees and policies, go to the LPRCA website at www.lprca.on.ca.



**Long Point Region
Conservation Authority**



**Conservation
ONTARIO**
Natural Champions

Regulation and Planning Services

What You Need to Know



**Long Point Region
Conservation Authority**

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DO YOU NEED A PERMIT FROM LPRCA

If you are planning to do any work near a lake, river, stream or wetland, you may require approval from the LPRCA. Call before you dig, dump or build.

Permission from the Long Point Region Conservation Authority (LPRCA) is required to develop in areas of natural hazards including river or stream valleys, shorelines, wetlands, or hazardous lands; alter a river, creek, stream or watercourse; or interfere with a wetland. If it can be demonstrated to the satisfaction of LPRCA that the development, alteration or interference will not affect the control of flooding, erosion, dynamic beaches, pollution or the conservation of land, LPRCA may grant permission.

PROTECTING PEOPLE, PROPERTY AND ENVIRONMENT

Flooding and erosion are recurring problems in areas of the Long Point Region watershed. Imagine a significant flood event. Fast flowing and high water levels flood homes, erode stream banks and shorelines and make roads impassable.

The LPRCA guards against the risks posed by flooding, erosion and other natural hazards by regulating development in the watershed. We do this by administering Ontario Regulation 178/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, made under the Conservation Authorities Act.

Under this regulation, LPRCA ensures that development proposals take into consideration natural features like floodplains, steep slopes, wetlands, rivers and lakes in order to:

- prevent loss of life.
- minimize property damage and social disruption.
- reduce public and private expenditure for emergency operation, evacuation, restoration and protection measures.
- minimize the hazards and unnecessary development of riverine floodplains and flood and erosion susceptible shoreline areas which in future years may require expensive protection measures.
- regulate development which, singularly or collectively, impact upon existing flood levels and increase potential risks to upstream and downstream landowners.

Long Point Region Conservation Authority has online mapping which shows the Approximate Regulated Areas throughout our watershed. Visit www.lprca.on.ca/planning/map to view. Remember, the map lines are only an approximation of the regulation limits and is based on best available information. If your development activity involves a regulated feature not shown by the mapping, a permit may still be required.

It is always best to contact LPRCA by telephone at **519-842-4242** or email us at planning@lprca.on.ca and you will be directed to a staff member to assist you.



- Control interference with natural storage areas such as wetlands.
- Encourage the conservation of land through the control of construction and placement of fill on existing or potentially unstable valley slopes or shoreline bluffs.
- Reduce soil erosion and sedimentation from development activity.

WHAT IS DEVELOPMENT?

Development is defined in the Conservation Authorities Act to mean:

- the construction, reconstruction, erection or placing of a building or structure of any kind;
- any changes to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure;
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

WHAT IS REGULATED?

The Regulation pertains to areas that are within river or stream valleys, adjacent or close to the shoreline of Lake Erie and inland lakes, wetlands and other areas where development could interfere with the hydrologic function of a wetland, and areas where soil or bedrock conditions are hazardous.

Typical activities that may require LPRCA permission in a regulated area include, but are not limited to:

- construction of all buildings and additions including modification or reconstruction of foundations which support existing buildings;
- changes that would alter the use, or potential use of a building or structure;
- breakwalls, revetments, rubble, groynes, etc;
- docks, stairs, decks, gazebos;
- boat ramps, boat storage structures;
- dredging;
- in-ground and above-ground pools;
- temporary or permanent placement of fill, grading, removal of fill, or site alteration;
- retaining walls;
- bridges, crossings, roads and pipelines;
- straightening, changing, diverting or interfering with the existing channel of a river, creek, stream or watercourse;
- changing or interfering with a wetland, and
- municipal drains.