



Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON N4G 0C4

Tel: (519) 842-4242 Fax: (519) 842-7123

Email: planning@lprca.on.ca Website: www.lprca.on.ca

Permit Application – Schedule A

PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS (O. Reg. 41/24)

Owner's Contact Information:	
Name:	E-mail:
Mailing Address:	Postal Code:
City/Town:	Primary Phone:
Agent/Consultant/Contractor's Contact Information:	
Name:	E-mail:
Mailing Address:	Postal Code:
City/Town:	Primary Phone:
Location of Proposed Work:	
Municipal Address:	
Tax Assessment Roll Number:	
City/Town:	Township:
Lot:	Concession/Plan:

Proposed Work: (Check all appropriate boxes)

- ☐ Place, dump, remove fill
- ☐ Site grading
- ☐ Construct a new building or structure
- ☐ Alter or renovate an existing building or structure
- ☐ Construct or replace a septic system
- ☐ Construct erosion control or shoreline protection
- ☐ Construction of new, or replacement of an existing watercourse crossing
- ☐ Other: _____

Proposed Start Date:	
Proposed Completion Date:	

Existing square footage:	
Proposed square footage:	
Quantity of fill (m ³) if applicable:	

I understand that the information contained in this application form is accurate to the best of my knowledge, and that the staff of the Long Point Region Conservation Authority (LPRCA) will undertake a detailed inspection of the subject lands as part of the application process.

Signature of Owner:	Date:
Signature of Agent:	Date:

**Prohibited Activities, Exemptions and Permits
Ontario Regulation 41/24**

PROPERTY OWNER AUTHORIZATION

Subject Property:
Municipal Address:
Municipality:
I/We:
Hereby Authorize:

To submit the enclosed application to the Long Point Region Conservation Authority, to appear on my behalf at any hearing(s) of the application, and to provide any information or materials required by the Board relevant to the application for the purposes of obtaining permission to develop, interfere with a wetland, or alter a shoreline or watercourse in accordance with the requirements of Ontario Regulated 41/24 as amended.

Signature of Owner:	Date:
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☐ Please copy the Owner on correspondence between the Conservation Authority and Agent.

APPLICATION FORM INSTRUCTIONS

Owner	The legal owner(s) of the property where the proposed development or alteration will be carried out
Agent	If the owner has assigned another party as an agent to act on the owner's behalf for the project, written authorization from the owner is required
Quantity of Fill	Approximate quantity expressed in cubic metres, cubic yards, trucks loads (12 yards) or tandem truck loads (18 yards)
Floor Area	For residential development, area of living space including full height basement and additional storeys, but not including attached garage, non-habitable crawl space, open breezeways, decks, or porches

Roll #:		Date:	
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APPLICATION CHECKLIST

Submission: LPRCA permit applications along with supporting information may be submitted in person to our office, by email, or mail.

Pre-consultation: Please contact LPRCA staff regarding the requirements specific to your proposal. Also, please make sure your contractors and consultants contact LPRCA staff before completing detailed drawings or technical studies.

Complete application: A complete application package includes (check all applicable):

- ☐ 1. A plan of the area showing the property boundary, type and location of the proposed development activity, or a plan of the area showing the plan view and cross-section details of an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream or watercourse, including a change or interference with a wetland.
- ☐ 2. The elevations of existing buildings, if any, as well as grades and the proposed elevations of any buildings and grades after the development activity or other activity.
- ☐ 3. The proposed use of any buildings and structures following completion of the development activity or a statement of the purpose of an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream or watercourse, including changes or interference with a wetland.
- ☐ 4. A description of the methods to be used in carrying out an activity to straighten, change, divert, or interfere with the existing channel of a river, creek, stream, or watercourse, including changes or interference with a wetland.
- ☐ 5. Drainage details before and after the development activity or other activity.
- ☐ 6. A complete description of any type of fill proposed to be placed or dumped.
- ☐ 7. The start and completion dates of the development activity or other activity.
- ☐ 8. A confirmation of authorization for the proposed development activity or other activity given by the owner of the subject property, if the applicant is not the owner
- ☐ 9. Any other technical information, studies, or plans that the authority requests, including information requested during pre-submission consultations between the authority and the applicant.

Technical Reports: One or more of the following technical reports may be required (advised by LPRCA staff)

- ☐ 1. Design drawings and description of the design elements for flood-proofing measures, stamped and certified by a qualified professional engineer (for development in floodplains and flood hazard areas).
- ☐ 2. Slope stability study and erosion analysis, prepared by a qualified professional with expertise in geotechnical engineering, to determine the stable top-of-bank, the minimum development setback to address the potential erosion hazards, and associated foundation, construction, grading, and drainage recommendations, in accordance with the Provincial Technical Guidelines (for development in erosion hazard areas).
- ☐ 3. Geotechnical investigation, by a qualified professional geotechnical engineer, of site soil and groundwater conditions related to building foundation type and design requirements, in accordance with the *Ontario Building Code* to facilitate subsequent building permit (for development in area with organic soils).
- ☐ 4. Coastal engineering assessment prepared by a qualified professional with expertise in coastal engineering in accordance with LPRCA's Shoreline Management Plan and the Provincial Technical Guidelines addressing hydrodynamic forces affecting the design and indicating how the aggravation of erosion on neighbouring properties is avoided (for shoreline alterations).
- ☐ 5. Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of LPRCA (for development near wetlands).
- ☐ 6. Hydraulic analysis by a qualified professional with expertise in water resource engineering addressing flood conveyance, storage-discharge, and changes in flood levels on-site and on adjacent properties (for development in floodplains, watercourse alterations).
- ☐ 7. Complex and large-scale proposals may require additional technical studies and plans.

GENERAL CONDITIONS OF PERMIT

1. This permit does not absolve the permittee of the responsibility of obtaining necessary permission from applicable federal and provincial agencies or local municipalities.
2. The permittee agrees by acceptance of the permit:
 - a. To indemnify and save harmless, the Long Point Region Conservation Authority and its officers, employees, or agents from against all damage, injury, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from any act or omission of the permittee or of any of this agents, employees or contractors relating to any of the particular terms or conditions of this permit.
 - b. That this permit shall not release the permittee from any legal liability or obligation, and remains in force subject to all limitations, requirements, and liabilities imposed by law.
 - c. To provide certification of conformance to ensure compliance with the intent of the permit. This certification must be provided by an accredited professional and is to be submitted as may be specified in the permit.
3. Authorized representatives of the Long Point Region Conservation Authority will be granted entry at any time into lands which are the subject of this permit application in order to make such surveys, examinations, investigations, inspections, or other arrangements which such representatives deem necessary.
4. The project shall be carried out generally as per the plans submitted in support of the application as they may be amended by conditions of this permit.
5. Any activity or development other than that identified in this permit application must be reviewed by the LPRCA; at which time, staff will determine if additional approvals or an amended permit will be required.
6. The Long Point Region Conservation Authority may, with notice, cancel the permit or may change any of the conditions at any time if it is determined that the conditions of the permit have not been met.
7. Temporary sediment and erosion control measures shall be installed around any disturbed and/or exposed ground or excavated material stockpiles and remain in place until the site has been suitably stabilized, with regular monitoring to ensure effectiveness. Remedial/emergency measures must be taken at any sign of failure.
8. The applicant agrees to maintain all existing drainage patterns except as expressly identified in the permit.
9. It is the responsibility of the permittee to ensure the development is located within the extent of the property boundaries owned by the proponent.
10. This approval does not guarantee the soundness of the proposed work and it is the responsibility of the permittee to monitor and maintain the construction activity to ensure the integrity of the work.
11. The permit shall not be assigned (non-transferrable).
12. Permits are valid for the period of time indicated on the permit. No notice will be issued on expiration of the permit and it is the responsibility of the permittee to ensure a valid permit is in effect at the time of work occurring.
13. The Conservation Authority should be contacted within 48 hours prior to the commencement of construction.
14. The Long Point Region Conservation Authority may make copies of Schedule A, as required, for the purposes of assessing the proposal and, when approved, to form part of the permit issued.

NOTICE OF COLLECTION

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1989, the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1980, c85, as amended. This information is used to assess applications for and, where approved, issue comment. The name of the applicant, location of the work and a description of the project may be published in LPRCA documents, including agendas, reports and meeting minutes which are posted on the LPRCA website. Questions about the collection of personal information should be directed to the Freedom of Information Coordinator, Long Point Region Conservation Authority, 4 Elm Street, Tillsonburg, Ontario, N4G 0C4, (519) 842-4242.

LPRCA Fee Schedule for Ontario Regulated 41/24
Fee Schedule effective January 8, 2026

The following fees have been approved by the Long Point Region Conservation Authority's (LRPCA) Board of Directors and are required to be paid by the proponent for LPRCA staff to review an application under the Prohibited Activities, Exemptions and Permits, O.Reg. 41/24 made under the *Conservation Authorities Act*. The fee schedule must be read in conjunction with the **General Notes for all Application Fees** that follow.

Ontario Regulation 41/24 Permit Fees	
Application Type	Permit Fee
<u>Very minor development</u> Development with very low risk of impact on natural hazards or natural features. Examples: <ul style="list-style-type: none"> • Non-habitable accessory structures less than 23 m², e.g. decks, fences, above-ground pools, barns, sheds • Fill placement removal and/or grading (landscaping, driveway top-dressing) • Off-line pond maintenance 	\$ 210.00
<u>Minor development, interference, and alteration</u> Development/work with low risk of impact on natural hazards or natural features. No technical reports are required. Examples: <ul style="list-style-type: none"> • Raising building, or additions not requiring engineered plans • Repairs/renovations to existing building • Additions less than 50 m² in area • Non-habitable accessory structures less than 100 m² • Septic system • Fill placement, removal/or grading (not requiring engineered plans) • Minor utilities (directional bore) • New offline ponds (grading plan required) • Docks, boathouses • Routine/maintenance dredging • Minor repairs to existing shoreline structures • Maintenance, repair, or replacement of access crossings, stormwater outlet • Other applications not deemed by staff to be "Major" in nature 	\$ 425.00
<u>Major development, interference, and alteration</u> Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required. Examples: <ul style="list-style-type: none"> • Raising building, or additions requiring engineered plans • Additions greater than 50 m² in area • Non-habitable accessory structures greater than 100 m² • New or replacement structures in a natural hazard area • Fill placement, removal and/or grading (requiring engineered plans) • Development (including minor development as listed above) less than 30 metres from a wetland • New offline pond with overflow or channel connection • Maintenance/repairs to existing shoreline structures • Water crossing, bridge repair • Other applications deemed by staff to be "Major" in nature 	\$ 730.00

<u>Complex development, interference, and alteration</u> Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report, or slope stability study. Examples: <ul style="list-style-type: none"> • Large fill placement, removal, or grading (greater than 1000 m³) • Golf courses • New Lake Erie shoreline protection structure • Bridge replacement • Channel realignment 	\$ 1,450.00
On Site Technical Advice Fee <i>(Will be applied to permit application if submitted within 12 months from inspection)</i>	\$ 260.00
Title Clearance <i>(solicitor, realtor, other requests for detailed property information)</i>	\$ 260.00
Wetland Boundary Delineation <i>(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner's request)</i>	\$ 360.00
Violations/Application where work has proceeded without authorization	2 x fee
Permit Revisions <i>(Must be minor in nature and permit must still be valid. Board approval may be required.)</i>	\$ 100.00
Renewal Fee	\$ 100.00
Minister's Zoning Order (MZO) <i>(Permit associated with a Minister's Zoning Order)</i>	Cost Recovery

General Notes for all Application Fees

1. It is strongly recommended that proponents pre-consult with LPRCA, and if necessary, the municipality, prior to the submission of an application and the preparation of detailed plans and technical report(s).
2. This fee schedule is effective as of January 8, 2025 and LPRCA reserves the right to revise this fee schedule at any time without notice to adequately cover the costs to provide the service.
3. Fees must be paid at the time the permit application is submitted. Fees may be paid by debit, cash, or cheque (made out to the Long Point Region Conservation Authority), over the phone by credit card, or at the LPRCA Administration Office.
4. In the event that the application is placed in a higher fee category, the difference in fee must be paid prior to review. If the application is placed in a lower category, LPRCA will reimburse the applicant accordingly.
5. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review require a substantially greater level of effort than covered by the standard categories above; this supplementary fee includes the peer review of any relevant documents or information.
6. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission, shall be subject to a resubmission fee of 20% of the original application up to a maximum of \$500.
7. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be discounted 50%.
8. Where a permit has been submitted for an activity across multiple properties and applicants working together, the fee for each property shall be calculated as 50% of the permit fee. For example, the fee for a new shoreline protection structure constructed across two properties is \$725.00 each.
9. Costs associated with permits (including any conditions) issued under a Minister's Zoning Order shall be paid by the applicant, this includes but is not limited to staff time, any legal review, board expenses, etc.