



**Raisin  
Region  
Conservation  
Authority**

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<b>RRCA Use Only</b>
File No.:
Inquiry received:
Complete Application Date:

**PERMIT APPLICATION FORM FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS  
AND ALTERATIONS TO SHORELINES AND WATERCOURSES**

Pursuant to O.REG. 175/06 Made Under the  
Conservation Authorities Act (Under 97/04)

**PROPERTY OWNER DETAILS:**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone No. (Work/Cell): \_\_\_\_\_ Telephone No. (Home): \_\_\_\_\_

Fax No.: \_\_\_\_\_ email address: \_\_\_\_\_

If Applicable, Name of Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone No. (Work/Cell): \_\_\_\_\_ Telephone No. (Home): \_\_\_\_\_

Fax No.: \_\_\_\_\_ email address: \_\_\_\_\_

**PROPERTY DETAILS:**

Street Address/Civic No.: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Registered Lot No.: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Municipality: \_\_\_\_\_ Former Municipality: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

**DESCRIPTION OF WORK:** (check off one or more as applicable)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Construct New Residential Building | <input type="checkbox"/> Add to or Alter Existing Building | <input type="checkbox"/> Shoreline/Erosion Control/Bank stabilization |
| <input type="checkbox"/> Construct New Accessory Building   | <input type="checkbox"/> Install Sewage Disposal System    | <input type="checkbox"/> Alteration to an Existing Wetland            |

Alter an Existing Watercourse or Shoreline:

Name of Watercourse: \_\_\_\_\_

- |   |                                 |                                      |                                    |  |                                      |
|---|---------------------------------|--------------------------------------|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Channelization | <input type="checkbox"/> Dredge | <input type="checkbox"/> Dam or Weir | <input type="checkbox"/> Diversion | <input type="checkbox"/> Road Crossing | <input type="checkbox"/> Realignment |
|---|---------------------------------|--------------------------------------|------------------------------------|--|--------------------------------------|

Construct a Pond, Lake or Reservoir  Other (specify): \_\_\_\_\_

**Place or Remove Fill Material:**

Type of Fill Material: \_\_\_\_\_

Quantity of Fill: \_\_\_\_\_

**Description, Purpose and Details of Proposed Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
D M Y

**Proposed Finished Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
D M Y

**ADDITIONAL INFORMATON:**

**PLANNING APPLICATIONS:** Does this application apply to a planning application (Minor Variances, Severance, Zoning Amendment, Subdivision Application, etc)?  Yes  No If yes, please provide application No.: \_\_\_\_\_

**PREVIOUS PERMIT APPLICATION:** Has a previous application from the Raisin Region Conservation Authority been processed for the subject property?  Yes  No If yes, please provide the application No.: \_\_\_\_\_

**PLEASE PROVIDE ONE COPY OF THE FOLLOWING:**

- Location Plan showing property, major roads, access roads, landmarks, etc.
- Site Plan (use plan of survey if available) showing location of work on the subject property and other important features such as drainage swales, ditches, watercourses, septic systems, wells, etc.
- Legible drawings of the proposed work showing dimensions, cross-sections, building envelopes, setbacks, materials, geodetic elevations, etc. For example, grades should include pre and post elevations, top of foundation, basement floor elevation, etc. (see sample plan)
- Detailed professional drawings such as grading and survey plans from a professional engineer and/or Ontario Land Surveyor may be required for dwellings, structures and/or fill within the floodplain.
- Photographs of the work site if available

**\*Insufficient information will delay the processing of your application and shall deem your application incomplete.**

I, \_\_\_\_\_ the landowner/acting agent declare that all of the above information is correct.

The owner (or agent) hereby gives **permission to employees or agents of the Raisin Region Conservation Authority to enter into the land in question** to survey monitor or inspect the construction of a building or structure, the placement of fill, and/or alterations of a watercourse(s) and agrees to pay the applicable fee, as listed on the attached fee schedule.

SIGNATURE OF OWNER (OR AGENT): \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
D M Y

**PERMIT FOR DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINES AND WATERCOURSES**

PERMISSION HAS BEEN GRANTED TO UNDERTAKE THE WORK DESCRIBED IN THIS APPLICATION. PLEASE VERIFY RRCA LETTER OF APPROVAL AND PERMIT STIPULATIONS FOR DETAILS, CONDITIONS AND/OR MODIFICATIONS.

THIS PERMIT WILL EXPIRE TWO (2) YEARS FROM THE DATE OF ISSUE, UNLESS OTHERWISE SPECIFIED BY THE RAISIN REGION CONSERVATION AUTHORITY.

**PLEASE NOTE:** THIS PERMIT IS ISSUED ONLY TO INDICATE COMPLIANCE WITH THE REGULATIONS OR THE RAISIN REGION CONSERVATION AUTHORITY PASSED PURSUANT TO THE CONSERVATION AUTHORITIES ACT AND DOES NOT ABSOLVE THE APPLICANT OF ANY LIABILITIES IN SO FAR AS THE PRIVATE OWNERSHIP OR RIGHTS OF OTHERS BEING AFFECTED ARE CONCERNED.

THIS PERMISSION IS NOT VALID UNLESS SIGNED BY BOTH THE OWNER/AGENT AND THE AUTHORIZED REPRESENTATIVE OF THE RAISIN REGION CONSERVATION AUTHORITY.

**PLEASE ALSO NOTE:** DUE TO TIMING RESTRICTIONS THAT MAY APPLY, THE VOLUME OF APPLICATIONS RECEIVED AND MULTI-AGENCY INVOLVEMENT, PLEASE SUBMIT YOUR APPLICATION SEVERAL MONTHS IN ADVANCE.

**RAISIN REGION CONSERVATION AUTHORITY**

\_\_\_\_\_  
ENFORCEMENT OFFICER

\_\_\_\_\_  
DATE

P.O. Box 429, 18045 County Rd. 2, Cornwall, Ontario K6H 5T2  
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