



1078 Bruce Road 12  
 P.O. Box 150, Formosa ON  
 N0G 1W0

**SAUGEEN VALLEY CONSERVATION AUTHORITY (SVCA)  
 APPLICATION FOR PERMIT**

*Ontario Regulation No. 41/24, and amendments thereto,  
 Conservation Authorities Act, R.S.O., 1990, Chap. C.27, as amended.*

**Application No.**

For Office Use

SVCA will consider this application based upon the information that you provide herein.  
 Please complete all relevant sections, date, sign and return the application with the appropriate fee.  
 Additional pages may be submitted as needed.

**1. LANDOWNER INFORMATION**

|                                 |           |
|---------------------------------|-----------|
| Name(s)                         |           |
| Company Name                    | Phone     |
| Mailing Address and Postal Code | City/Town |
| Email                           |           |

**2. APPLICANT INFORMATION**

|   |           |
|---|-----------|
| <p><b>Applicant is the Landowner or one of the Landowners</b></p> <p><b>Applicant is acting on behalf of the Landowner(s) and has attached the SVCA Landowner Authorization Form (if selected, add applicant details below)</b></p> <p><b>Applicant is seeking to install utilities within road allowance and has attached Landowner Permission</b></p> |           |
| Applicant Name and Company Name (if applicable)   |           |
| Mailing Address and Postal Code   | City/Town |
| Email   | Phone     |

**3. LOCATION OF PROPOSED PROJECT**

|                            |                          |
|----------------------------|--------------------------|
| Street Address             |                          |
| Municipality               | Geographic Township      |
| Lot(s) and Concession      | Plan No. (if applicable) |
| Other Location Information | Roll No.                 |

**4. HAS PRECONSULTATION WITH SVCA BEEN REQUESTED**

|     |    |
|-----|----|
| Yes | No |
|-----|----|

**5. IF YOU HAVE APPLIED TO OTHER AGENCIES REGARDING THIS PROJECT, PLEASE INDICATE WHICH**

|     |      |     |              |                        |
|-----|------|-----|--------------|------------------------|
| MNR | MECP | DFO | MUNICIPALITY | Other, please specify: |
|-----|------|-----|--------------|------------------------|

**6. PROJECT DATES**

|                     |                          |
|---------------------|--------------------------|
| Proposed Start Date | Proposed Completion Date |
|---------------------|--------------------------|

**7. APPLICATION IS HEREBY MADE TO (check all that apply)**

|  |  |
|--|--|
| <p><b>7.1 Alter, expand or renovate a building or structure</b></p> <p>a) Describe the proposed work</p> <p>b) Proposed use of building or structure</p> <p>c) Present use</p> <p>d) Square footage of all floors (existing)</p> <p>e) Square footage of all floors (proposed)</p> <p>f) Will the structure have a basement or cellar</p> <p>g) Elevation of the lowest external opening (window, door, vent) in relation to the existing grade</p> <p>h) Any other relevant information, including list of plan(s) submitted to SVCA for review.</p>  | <p><b>Construct a building or structure</b></p> <p>Square footage of footprint (existing)</p> <p>Square footage of footprint (proposed)</p> <p>Yes      No      Or crawlspace      Yes      No</p> <p>higher/lower</p> |
| <p><b>7.2 Place or remove fill, grade or excavate</b></p> <p>a) Purpose of filling/grading/excavation</p> <p>b) Intended use of land once completed</p> <p>c) Type of fill and source</p> <p>d) Volume of fill being added to the site</p> <p>e) Volume of fill being removed from the site</p> <p>f) Excess fill or spoil being relocated to</p> <p>g) Proposed method(s) of erosion and sediment control, including stabilizing disturbed soil / fill</p> <p>h) How much higher or lower will the proposed ground elevation be compared to existing</p> <p>i) Any other relevant information</p> |  |
| <p><b>7.3 Alter a watercourse by constructing</b></p> <p>Crossing      Pond      Dam      Channel      Bank Protection      Other</p> <p>Describe the proposed work, including list of plan(s) submitted to SVCA for review</p>  |  |
| <p><b>7.4 Alter a wetland</b></p> <p>Describe the proposed work, including list of plans submitted to SVCA for review.</p>   |  |

### **7.5 Alter a shoreline**

Describe the proposed work, including list of plan(s) submitted to SVCA for review

## **8. SITE PLAN REQUIREMENTS**

The attached site plan must include:

- a) Property dimensions
- b) Nearest streets, roadways, laneways
- c) Watercourses on or near the property
- d) Existing buildings and structures with distance to lot lines, centre of road, watercourse etc.
- e) Proposed building or structure dimensions
- f) Proposed location of filling, grading or excavation with dimensions and depths if applicable
- g) Elevation of finished floor, basement/crawlspace, or any exterior openings in relation to the finished grade
- h) Septic bed including mantle (if applicable)
- i) North arrow
- j) Any other relevant site features

## **9. TERMS AND CONDITIONS**

1. Any permission, if granted by Saugeen Valley Conservation Authority, will expire as specified on any permit associated with this application. No further work will be carried out on the project that is the subject of this application beyond the date of expiry without prior written approval by SVCA. Renewal fees may apply.
2. Permission granted by SVCA cannot be transferred.
3. Approvals, permits or other documents may be required from other agencies prior to undertaking the work proposed. SVCA permission, if granted for the proposed work, does not exempt the applicant or owner from complying with any and all other approvals, laws, statutes, ordinances, directives, or regulations that may affect the property or its use.
4. Should the information provided on this application be or become untrue or incorrect, SVCA reserves the right to withdraw any permission granted based on the information originally provided. SVCA may elect to proceed with further action to have the works modified or removed, in whole or in part, at the cost of the applicant.
5. The owner and applicant agree:
  - a) at all times, whether occurring during the currency of any associated permit from this application or thereafter, to fully defend, indemnify, and hold harmless the Saugeen Valley Conservation Authority and its officers, employees or agents from and against all damages, expenses, losses, costs, claims, demands, actions, lawsuits and proceedings, including reasonably attorney's fees, arising out of, resulting from or in any way related to an act or omission of the owner and/or applicant or of any of his/her/its agents, employees or contractors relating to the lands, works, premises, and purposes permitted through this application herein. This indemnity shall survive termination of any permit associated with this application, with respect to matters related to said permit;
  - b) that any permit arising from this application shall not release the applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
  - c) that all complaints arising from the execution of the works authorized through this application shall be reported by the applicant to the Saugeen Valley Conservation Authority immediately upon occurrence, and in any event, prior to the expiration of an associated permit. The applicant shall indicate any action which has been taken, or is planned to be taken, if any, regarding each complaint. Notwithstanding the foregoing, the applicant shall have a continuing duty to report any complaints arising following the currency of the any associated permit;
  - d) that any permit arising from this application issued herein is based upon the plans or sketches submitted to the Saugeen Valley Conservation Authority and the accuracy of the matters contained in the application to the Authority; and
  - e) that, without limiting the generality of the foregoing, all liabilities associated with the matters herein shall be and are hereby assumed by the applicant.
6. The applicant acknowledges that should the works be carried out in a manner contrary to the terms of this application or

any associated permit, as determined by the Saugeen Valley Conservation Authority in its sole discretion, that a permit may be revoked and the applicant may be in violation of the Ontario Regulation 41/24, Prohibited Activities, Exemptions and Permits, and subject to the penalties imposed under the *Conservation Authorities Act*, R.S.O, 1990, Chap. C27, as amended.

### 10. NOTICE TO APPLICANT

1. Pursuant to the *Municipal Freedom of Information Act and Protection of Privacy Act*, and the *Conservation Authorities Act*, the principal purposes for which personal information collected on this document is intended to be used is:
  - a) in the assessment of proposed works relative to Ontario Regulation 41/24 and water related concerns;
  - b) for the distribution of information to the applicant relating to programs and projects of SVCA; and
  - c) for watershed planning.

Please direct any questions about the use of this information to: [j.hagan@svca.on.ca](mailto:j.hagan@svca.on.ca)

2. No work can be carried out outside of the validity of an associated permit that may be granted through this application.
3. The applicant is responsible for obtaining any and all other agency, government or municipal approvals required.
4. The application fee is non-refundable and must be paid when the application is submitted. Cheques are made payable to Saugeen Valley Conservation Authority.

For payment inquiries: [payments@svca.on.ca](mailto:payments@svca.on.ca) or call 519-364-1255

### 11. DECLARATION

- I declare this application and its attachments to be true to the best of my knowledge;
- I certify that I will abide by Ontario Regulation 41/24 as may be amended from time to time;
- I agree to allow authorized representatives of SVCA to enter the property to review this application and the work;
- I agree at my cost to obtain if required by SVCA to properly review the application further information, studies or reports;
- I understand that payment of the application fee does not guarantee permission from SVCA; and
- I declare that I have read and fully understand the contents of this application, including the terms and conditions, the notice to applicant, and the declaration.

Date

Applicant printed name

\_\_\_\_\_  
Applicant signature

### DO NOT WRITE IN THE SPACE BELOW

Fee amount received

Date application received



**SAUGEEN VALLEY CONSERVATION AUTHORITY (SVCA)  
MINIMUM APPLICATION REQUIREMENTS CHECKLIST**

The checklist below includes minimum application requirements for applications for a permit under Section 28.1 of the *Conservation Authorities Act*. We recommend pre-consultation with SVCA staff to ensure that all materials needed to complete the application are provided. Applicants will be notified if the application is incomplete. Should the application be deemed incomplete, the applicant will be notified about what information is required to complete the application.

Incomplete applications cannot be processed for a decision.

**PER ONTARIO REGULATION NO. 41/24, 7(1), EACH APPLICATION WILL INCLUDE**

|  |  |
|--|--|
|  | Landowner and applicant contact information;   |
|  | Landowner Authorization Form, should the applicant be different from the landowner;  |
|  | The expected start and end dates of the project;   |
|  | A site plan of the area detailing the proposed work and its location;  |
|  | The proposed use of any buildings or structures following completion of the project, if applicable;  |
|  | The purpose of the watercourse or wetland alteration, if applicable;   |
|  | A summary of how work will be carried out, including the altering of watercourses or wetlands if applicable;   |
|  | Current and planned elevations of buildings and the land, if changes are to be made because of the project;  |
|  | How drainage will be managed during and after the project;   |
|  | A detailed description of any fill to be used or dumped;   |
|  | Any additional technical details, studies, or plans the authority asks for, including those discussed in early consultations (these could include a slope stability/erosion analysis, culvert design/calculations, flood plain surveys, etc.); and |
|  | Payment of the applicable fee.   |

After submitting the required information and the application fee, SVCA will confirm within 21 days whether your application is complete and meets the requirements of Subsection 28.1 (3) of the *Act*.

Once your application is deemed complete, SVCA won't ask for new studies or information unless both parties agree or the proposal changes. However, the authority may request further clarification or details on any aspect of your application.

When you are ready to apply for a permit from SVCA you can email the contact from your pre-consultation process or print and submit a hardcopy application form.

Saugeen Valley Conservation Authority  
1078 Bruce Road 12 Box 150  
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For general inquiries: [planning@svca.on.ca](mailto:planning@svca.on.ca) or call 519-364-1255