

## PERMIT APPLICATION FORM

### Prohibited Activities, Exemptions, and Permits Pursuant to Ontario Regulation 41/24

A permit must be obtained prior to construction, placement of fill, or alteration to wetlands, shorelines, and watercourses in any area covered by this regulation. Violations of this regulation could result in FINES and an ORDER TO REMOVE the offending works or structures. PLEASE FILL ELECTRONICALLY OR PRINT CLEARLY.

### Landowner and /or Agent Details

Owner's Name (Last, First) \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ Cell \_\_\_\_\_  
Town/City \_\_\_\_\_ Fax \_\_\_\_\_  
Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

If using an Agent to complete work:

Agent's Name (Last, First) \_\_\_\_\_ Phone \_\_\_\_\_  
Street \_\_\_\_\_ Cell \_\_\_\_\_  
Town/City \_\_\_\_\_ Fax \_\_\_\_\_  
Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

### Property Details

Lot \_\_\_\_\_ Concession \_\_\_\_\_  
Municipality \_\_\_\_\_ Former Ward \_\_\_\_\_  
Civic Address \_\_\_\_\_ Existing Land Use \_\_\_\_\_  
Roll No. \_\_\_\_\_ (vacant, residential, etc.)

### Additional Information

Previous MVCA Application for this property?	<input type="text"/>	If yes, when?	<input type="text"/>
Planning Approval Required from Municipality? (e.g. site plan, approval, rezoning)	<input type="text"/>	If yes, when?	<input type="text"/>
Applications made to other agencies? (i.e. MNR, MOE, DFO)	<input type="text"/>	If yes, when?	<input type="text"/>

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**Description of Type of Development/Work(s) Proposed**  
(attach separate sheet if more space is required)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Place or Remove Fill      | <input type="checkbox"/> Alter Existing watercourse         | <input type="checkbox"/> Construct Retaining Wall, Erosion Control                       |
| <input type="checkbox"/> Construct New Building    | <input type="checkbox"/> Add to, Alter or Renovate Building | <input type="checkbox"/> Construct /Alter/Repair Dock or Boat Ramp                       |
| <input type="checkbox"/> Construct Pond, Reservoir | <input type="checkbox"/> Install Sewage Disposal System     | <input type="checkbox"/> Other: <input style="width: 150px; height: 20px;" type="text"/> |

Detailed Description with reference to sketch -.If your description exceeds the depth of the box (650 characters) please send as a separate text file.

Proposed Start Date:

Proposed Finish Date:

**NOTE:** Insufficient information may delay the processing of the application. A written response will be provided **within 30 days of receipt of ALL necessary information.** This application does **not** relieve the applicant of the obligation to secure any other necessary approval.

**Checklist of Application Requirements**

- Pre-consultation with MVCA
- Municipal permission or consultation (required for realignment of watercourses)
- Completed Permit Application Form
- Application Processing Fee (application will not be fully processed until fee is received)
- Directions to work site/location map
- Site Plan - Attach drawings and/or plans to application  
If plans exceed 11" by 14" please provide both a digital copy and a paper copy
- Signature or written authorization from Landowner

Detailed Professional Drawings such as grading and survey plans from, e.g. Engineer, Contractor, are required for the following work(s):  
New Dwellings and/or structures in the floodplain  
Additions greater than or equal to 50% of the existing dwelling and/or structure in the floodplain  
Retaining Walls greater than 1 metre high  
Fill depths greater than 1.5 metres (may be required for fill depths less than 1.5 metres)  
Finished crawl spaces

I, \_\_\_\_\_ declare that I am the landowner/agent and that the above information is correct to the best of my knowledge. I permit MVCA staff to undertake inspections of the work site.

*If applicable:*  
I authorize (Agent): \_\_\_\_\_ to apply for a permit and the associated site inspections on my behalf.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature or written authorization from the owner is mandatory. (Digital signatures are accepted)