

Under Ontario Regulation 41/24, written permission is required from the MVCA prior to the initiation of development (which includes construction, site grading and the placement or removal of fill) within an area regulated by the Conservation Authority as well as straightening, changing, diverting or interfering in any way with the existing channel or the shoreline of a watercourse. Before you apply:

1. Pre-consultation with MVCA Planning & Regulations staff is recommended for any development requiring an MVCA permit. Requirements for any submission should be discussed with MVCA staff. Please note that the scale and complexity of your proposal will determine which of the studies, reports or design drawings will be required, as well as the required scope of these studies/drawings.
2. It is recommended to contact your municipality and other agencies for consultation and/or permission
3. Planning reviews (such as minor variance or site plan) should be completed and approved before applying for an MVCA permit.
4. Encroachment onto the bed of a River or Lake may require the written permission from the Ministry of Natural Resources (MNR) under the Public Lands Act (PLA).

A complete Permit Application submission should include, but is not limited to, the following:

| Permit Application Requirements        |  |
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| MVCA Permit Application Form (2 pages) | <ul style="list-style-type: none"> <li>- Landowner details.</li> <li>- Agent/Applicant details, where applicable.</li> <li>- Property details.</li> <li>- Description and location of the development activity.</li> <li>- Additional Information.</li> </ul>  |
| Landowner Signature/ Authorization     | <ul style="list-style-type: none"> <li>- Permit Application Form must be signed and dated by the landowner or the landowner may provide written authorization for an agent/applicant to act on their behalf.</li> <li>- Electronic signatures may be accepted.</li> <li>- Landowner authorization through email may be accepted.</li> </ul>  |
| Plans and Drawings                     | <ul style="list-style-type: none"> <li>- Site Plan of the subject property displaying the type and location of existing and proposed development/alteration. This must be drawn to scale, indicating setbacks/distances from key features e.g. high-water mark of a waterbody, wetland, lot lines, road, etc. A legal survey of the property by an OLS is the preferred base document).</li> <li>- Professional Construction Plans/Details/Design Drawings/Grading &amp; Drainage with dimensions (i.e. plan view, cross-section etc.)</li> <li>- MVCA Natural Hazard Limits (e.g. floodplain, wetland, erosion hazard, etc.) delineated via a professional on-site survey.</li> <li>- Signed and stamped plans by a qualified, professional engineer licensed in the Province of Ontario or another qualified professional.</li> <li>- A complete description of the type, location and amount of fill (imported material) proposed to be placed, dumped and/or removed and its associated drainage impacts.</li> <li>- <b>In addition to the Site Plan, the type of plans/studies required is dependent on the proposed extent of intrusion into a regulated area and/or the hazard, on a case-by-case basis. *</b></li> </ul> |
| Fees                                   | <ul style="list-style-type: none"> <li>- Permit application fees are based on MVCA's current Fee Schedule and will be confirmed by MVCA Planning &amp; Regulations staff upon application review.</li> <li>- Security Deposit may be applicable where compliance inspections/ as-builts are required.</li> </ul>   |
| Submission                             | <ul style="list-style-type: none"> <li>- Send electronic copies to <a href="mailto:planning@mvc.on.ca">planning@mvc.on.ca</a> (PDF file format only).</li> </ul>   |

Additional information may be required on a case-by-case basis and is dependent of the proposed work and the applicable hazard the works are located in.

\*Generally, the required plans and drawings are dependant on the natural hazards and may also include the following:

**Hazard: Flood Plain**

- Legal survey of the property with existing topographic elevations signed and stamped by an Ontario Land Surveyor (O.L.S.) or another qualified professional.
- Grading & Drainage Plan prepared by a qualified professional engineer or other qualified professional (P.Eng), C.E.T. or O.L.S. showing existing and proposed geodetic elevations of the property and of existing and proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations.
  - Drainage details before and after development.
  - Illustrate how drainage will be directed to an adequate outlet (e.g. roadside ditch, swale alongside yard lot lines directed to the lake, etc.) so that it does not result in increased drainage onto adjacent properties (e.g. provision of drainage swales along the side yard lot lines)
  - Interpolate the following contours (where applicable) using elevations obtained on-site: floodway, 1:100-year flood plain, and HWM
  - Distance from floodplain to the proposed works.
- Area of disturbance and limit of proposed filling activity
- Cross-section of buildings/structures demonstrating floodproofing requirements.
- Site specific technical studies/plans as required – examples include floodproofing designs, balanced cut and fill calculations by a qualified P. Eng., etc.
- Erosion Control Plan, where required.

**Hazard: Slope Stability**

- Legal survey of the property with existing topographic elevations signed and stamped by an Ontario Land Surveyor (O.L.S.) or another qualified professional.
- Grading Plan prepared by a qualified professional engineer (P.Eng), geotechnical engineer (P.Geo), C.E.T. or O.L.S. showing existing and proposed geodetic elevations of the property and of existing and proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations.
- Distance from hazard lands to the proposed works.
- Site specific technical studies/plans as required – examples include Geotechnical/Slope Stability analysis by a qualified professional engineer, or other qualified professional licenced in the province of Ontario.
- Drainage details before and after development.
- Erosion Control Plan, where required.

**Hazard: Regulated Wetlands (Change/Interference)**

- Grading Plan showing existing and proposed geodetic elevations of the property and of existing and proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations.
- Area of wetland disturbance and proposed mitigation measures.
- Distance from regulated wetland to the proposed works.
- Site specific technical studies/plans as required – examples include, Water Balance study, Hydrologic Impact Study, Environmental Impact Statement if applicable.

**Hazard: Shoreline/Watercourse (Change/Interference/Alteration)**

- Grading Plan showing existing and proposed geodetic elevations of the property and of existing and proposed buildings. A statement of quality assurance and quality control is required with all geodetic elevations.
- Cross sectional plan showing proposed changes and distance from hazard lands to the proposed works.
- Erosion Control Plan, where required.
- Site Plan with area of disturbance.
- Site specific technical studies/plans as required – examples include Hydrologic & Hydraulic Analysis, Fluvial Geomorphology Assessment, Geotechnical Assessment, topographic survey etc.