

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. The pre-consultation process is intended to:

- Determine if an MVCA permit application is required;
- Determine the information required to be submitted with the application and fees necessary to deem the application complete;
- Determine if site visit(s) are required to verify the presence or absence of features such as valley lands, slopes, wetlands and watercourses;
- Clarify the general process that is required to obtain a permit; and
- Identify any potential concerns with the proposed development activity and to provide an overview of what revisions may be necessary to meet MVCA's regulatory requirements and policies.

The pre-consultation process can be completed through email, an online form, or in person meeting with MVCA staff. Typically, permit applications can be streamlined when a pre-consultation has already been completed.

Prior to pre-consultation, applicants may wish to visit MVCA's website and use the [Interactive Property Map](#) to determine if their property is regulated by the authority.

[Additional Requirements/Permissions](#)

The applicant must contact the municipality and other applicable agencies for consultation and/or permissions.

The municipality/township can provide more information on restrictions and approvals with respect to zoning by-laws which may exist on the subject property. MVCA Regulations Policies require that the principle of development be addressed first through the Planning Act process prior to MVCA issuing a permit.

[General Inquiry Property Form](#)

A [General Inquiry Property Form](#) should be submitted or an email sent to planning@mvc.on.ca for development questions and to confirm if a property is regulated under Ontario Regulation 41/24. MVCA staff will inform applicants of the general review and approval process, discuss potential study requirements, indicate whether the proposal is supported in principle and outline anticipated processing timelines.

MVCA will complete cursory review of the project proposal and provide the applicant with specific requirements for a complete permit application submission. Requirements may include, but are not limited to topographic survey, engineered plans/drawings, and site-specific technical studies. Please note that Technical Studies can only be reviewed with a formal permit application submission. Additional information may be required on a case-by-case basis.