



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

SAUGEEN VALLEY CONSERVATION AUTHORITY (SVCA) PERMIT APPLICATION FORM

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

Please complete all relevant sections and submit this application form with all accompanying documentation after consulting with SVCA staff. Incomplete submissions can significantly delay application review timelines.

1. LANDOWNER INFORMATION

Name(s)Y	
Company NameY	PhoneY
Mailing Address and Postal CodeY	City/TownY
EmailY	

2. APPLICANT INFORMATION

☐ Applicant is the Landowner or one of the Landowners. If selected, skip to Section 3.	
☐ Applicant is acting on behalf of the Landowner and has attached a SVCA Landowner Authorization Form, or is seeking to install utilities within road allowance and has attached Landowner Permission. If selected, add Applicant details below.	
Applicant Name and Company Name (if applicable)Y	
Mailing Address and Postal CodeY	City/TownY
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 ☐
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5. IF YOU HAVE APPLIED TO OTHER AGENCIES REGARDING THIS PROJECT, PLEASE INDICATE WHICH

MNR ☐	MECP ☐	DFO ☐	MUNICIPALITY ☐	Other, please specify:
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6. PROJECT DATES

Proposed Start Date:	Proposed Completion Date:
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7. APPLICATION IS HEREBY MADE TO (check all that apply)

7.1 ☐ **Alter, expand or renovate a building or structure** ☐ **Construct or place a building or structure**

- a) Describe the proposed work:
- b) Proposed use of building or structure:
- c) Present use of building or structure if applicable:
- d) Square footage of all floors (existing):
- e) Square footage of all floors (proposed):
- f) Square footage of just the ground floor (footprint) of existing:
- g) Square footage of just the ground floor (footprint) of proposed:
- h) Will the building have a basement or cellar ☐ Yes ☐ No
- i) Will the building have a crawlspace ☐ Yes ☐ No

7.2 ☐ **Fill, grade, excavate, trench, directional drill etc. (including installation of tile drainage, utilities etc.)**

- a) Describe the proposed work:
- b) Type of fill, if applicable:
- c) Volume of fill (in cubic metres or yards) being added to the site, if applicable:
- d) Volume of fill (in cubic metres or yards) being removed from the site, if applicable:
- e) Location where excess fill or excavated spoil will be relocated, if applicable:
- f) Proposed method(s) of erosion and sediment control, including stabilizing disturbed soil / fill:
- g) Indicate whether the ground level will be raised or lowered and by how much:
- h) Utilities will be installed within a road allowance ☐ Yes ☐ No
If Yes, applicant must submit written permission from the road authority to SVCA that references the final dated plans.

7.3 ☐ **Alter/interfere with a watercourse or shoreline, e.g. erosion protection, a channel crossing or cleanout, HDD, etc.**

Describe the proposed work if not already described above:

7.4 ☐ **Alter/interfere with a wetland, such as tree clearing, draining, trail creation, etc.**

Describe the proposed work if not already described above:

8. LIST OF SUPPORTING PLANS, DRAWINGS, REPORTS AND ASSESSMENTS

Include the title, author, and date created/revised for each item you are submitting to SVCA related to this project:

Note: Site plans must include the following details:

- a) Property dimensions
- b) Nearest streets, roadways, laneways
- c) Watercourses on or near the property (if applicable)
- d) Existing buildings and structures with distance to known points, such as 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
- 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, including those items required by SVCA staff

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 the *Conservation Authorities Act* 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: foi@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 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 the *Conservation Authorities Act* and 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.

Applicant printed name

Applicant signature

Date signed

Accessibility Notice:

Saugeen Valley Conservation Authority (SVCA) is committed to providing accessible information and communications in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you use assistive technology and the format of this document interferes with your ability to access the information, please contact us at www.saugeenconservation.ca/access, email accessibility@svca.on.ca, or call 519-364-1255. We will provide or arrange for the provision of an accessible format or communication support, at no additional cost, in a timely manner.



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
Formosa, ON
N0G 1W0

For general inquiries: planning@svca.on.ca or call 519-364-1255