



2596 Britannia Road West
Burlington, ON L7P 0G3
(905) 336-1158
envserv@hrca.on.ca

CH File No. _____

Permit No. _____

REGION OF HALTON, CITY OF HAMILTON, REGION OF PEEL & COUNTY OF WELLINGTON

PERMIT APPLICATION FORM UNDER ONTARIO REGULATION 162/06

OWNERSHIP

(current mailing address)

Owner's Name: _____

Phone: _____

Company Name: _____
(if applicable)

E-mail: _____

Current Mailing Address: _____

City/Town: _____ Postal Code: _____

AGENT

(only if applicable)

Company Name: _____

Phone: _____

Agent's Name: _____

E-mail: _____

Address: _____

City/Town: _____ Postal Code: _____

LOCATION & DESCRIPTION OF DEVELOPMENT(S)/WORK(S) PROPOSED

Location of Property

Municipal Street Address: _____

City/Town: _____

The proposed development(s)/work(s) involves the following:

- (i) new structure (incl. public infrastructure) (ii) alteration/addition to existing structure
- (iii) grading/site alteration
- (iv) alter a watercourse/floodplain by constructing: crossing drain or storm outfall erosion protection
 diversion/channel other (please specify): _____
- (v) alter Lake Ontario/Burlington Bay shoreline by: drain or storm outfall shoreline protection
 other (please specify): _____

Description of Proposed Works: _____

TERMS AND CONDITIONS

1. Permission granted by Conservation Halton cannot be transferred without prior written approval from Conservation Halton.
2. Approvals, permits, etc. may be required from other agencies prior to undertaking the work proposed. Conservation Halton permission does not exempt the applicant from complying with any or all other approvals, laws, statues, ordinances, directive, regulations, etc., that may affect the property or the use of the same.
3. Conservation Halton may, at any time, withdraw any permission given if, in the opinion of Conservation Halton, the representations contained in the application for permission are not carried out or the conditions of the permit are not complied with.
4. If after a period of two (2) years from the date of the application, either 1) technical studies or information required to process the permit have not been submitted as requested, or 2) the permit application has been placed "on hold" pending other approvals and those other approvals have not yet been obtained, the application shall be considered to have been abandoned and Conservation Halton will close the file.

I/We, the undersigned, do solemnly declare that to the best of my/our knowledge and belief all of the above information is true.

I/We acknowledge that authorized representatives of Conservation Halton may, at any time, enter into lands and buildings which are the subject of this Permit application in order to make any surveys, examinations, investigations, inspections or other arrangements which such representatives deem necessary.

I/We acknowledge that this information is collected to administer Ontario Regulation 162/06.

Signature of Owner: _____

Date: _____

Print Name: _____

Signature of Agent: _____

Date: _____

Print Name: _____

Please note that owners signature above authorizes agent to work on their behalf.

******Letters of Authorization from the Owner are not accepted******

APPLICATIONS PURSUANT TO ONTARIO REGULATION 162/06

1. An application under Section 3 or 6 of the Regulation shall be made by the current owner of the land for which the application is being made, or have legal rights to that property; such as provided with an easement.
2. An application under Section 3 or 6 of the Regulations shall be filed with Conservation Halton and such application shall be submitted in the prescribed form attached and shall include such information as required under Sections 4 and 7 of the Regulations.
3. Conservation Halton shall note the date of receipt on all copies of the application.
4. An application is deemed complete when sufficient technical reports and drawings and the appropriate fee have been submitted to review the application. Upon review of an application deemed complete it may be found that further technical updates or additional information is required prior to rendering a decision. An application that is deemed complete should not be considered to have received any form of approval.
5. If an application is submitted that satisfies all the policy and technical requirements of Conservation Halton, staff may be in a position to approve the application. If the application does not satisfy policy and technical requirements, or for other reasons may impact the control of flooding, erosion, conservation of land or pollution, the application is submitted to the Board of Directors of Conservation Halton for review and decision. The Board of Directors shall take into consideration all information contained in the application and any other such information which they may require concerning such application.
6. The application shall be approved, approved with conditions, or refused by the Board of Directors, but before refusing permission, the Board of Directors shall hold a hearing to which the applicant or their agent shall be a party.
7. If there is an objection to any of the conditions of approval, a Hearing may be requested before the Conservation Halton Board of Directors, in accordance with Section 28(12) of the *Conservation Authorities Act*. Written notice of a request for a hearing must be received by staff within 30 days of application approval. In the event that a hearing is requested on this basis, the approval will be withdrawn until such time as the hearing results have been finalized and commencement of any development or site alteration must not occur until a decision has been rendered.

HEARING

9. Conservation Halton shall, by personal service or by regular or registered mail, give written notice of the time, place and purpose of the hearing of the application, together with a brief explanation of the nature of the application, not less than ten (10) days prior to the day of the hearing to:
 - a) the applicant or their designated agent;
 - b) all members of the Board of Directors;
 - c) the Board of Directors may, at its discretion, require representation to the hearing as follows:
 - i. the municipality in which the property is located,
 - ii. the member or the members of Conservation Halton in the municipality in which the property is located,
 - iii. any Federal or Provincial Government Representative,
 - iv. any surveyor or consultant engineer retained by Conservation Halton
10. Where the Notice of Hearing is given to the applicant or their designated agent by regular or registered mail, it shall be sent to the address given in the application.
11. Upon hearing evidence submitted by the applicant or their designated agent, and reviewing any other information submitted in support or rejection for the application, the Board of Directors shall approve or refuse the application, and upon refusal of the application, the Board of Directors shall give written reasons for its refusal to the applicant.
12. An applicant who has been refused permission may, within thirty (30) days of the receipt of the reasons for the decision, appeal to the Ministry of Natural Resources & Forestry (MNR) who may dismiss the appeal or grant permission.

FOR INTERNAL OFFICE USE ONLY

Date Application Rec'd: _____

Checked by: _____

Minor (CALC) <input type="checkbox"/>
Major (CALC) <input type="checkbox"/>

Permit: Letter of Permission: No Objections:

Watershed/Shoreline _____

<u>Proposed Work(s)</u>	<u>Category</u>	<u>Total Fee</u>

Related Files: _____

UTM Coordinates: Northing (Y) 4, _____ Easting (X) _____



CONSERVATION HALTON PERMIT FEES 2023
Development, Interference or Alteration Applications - Pursuant to Ontario Regulation 162/06
 approved by CH's Board of Directors on November 17, 2022



<u>Category</u>	<u>Type</u>	<u>Fee</u>
Letter of Permission (Note 1)	No site visit or technical review	PL(a) \$278.00
	Technical Site visit or technical review	PL(b) \$540.00
	Technical Site visit and technical review	PL(c) \$1,753.00
Private Landowner Single Residential/Single Farm	Minor	P(a) \$540.00
	Intermediate	P(i) \$1,753.00
	Major	P(b) \$5,750.00
Residential Multi-Unit Lots (RM)	Minor	RM(a) G(a) ICI(a) \$2,100.00
Local Municipality, Utility (G)	Intermediate	RM(i) G(i) ICI(i) \$4,415.00
Industrial/Commercial	Major	RM(b) G(b) ICI(b) \$22,808.00
Institutional (ICI)	Major Scale	RM(c) G(c) ICI(c) \$30,354.00
Fill Placement (Not Associated with a Planning Application)	Small ($\leq 30m^3$)	FP(a) \$540.00
	Medium ($> 30m^3$ but $\leq 200 m^3$)	FP(b) \$3,858.00 + 0.61/m ³
	Large ($> 200 m^3$)	FP(c) \$13,248.00 + 1.12/m ³
Environmental Projects		EP \$145.00
Red-Line Revisions by CH	Minor (≤ 2 hr. to complete) (% of current fee)	
	Major (> 2 hr. to complete)	\$1,700.00
<u>Category</u>	<u>Type</u>	
Client-Driven Changes (% of current fee)	Minor Changes to applications in progress	35%
	Major Changes to applications in progress	75%
	Minor Changes to approved permits	50%
	Major Changes to approved permits (new permit required)	100%
Technical Resubmissions	Percentage of current fee for each additional technical submission after 1 st resubmission	50%
Additional Site Visit (Single Residential/Single Farm)		\$247.00
Additional Site Visit (Major; Major scale) (per visit)		\$2,009.00
Agreements	(Note 2)	



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Definitions:

Minor: works are small; no technical studies are required (e.g., accessory buildings less than 20m²; additions less than 50% floor area; on-title agreement not required; generally involving less than 30 m³ of fill; small works such as pond outlets, maintenance dredging of intermittent watercourse and simple culvert replacement; minor repairs /maintenance of shoreline protection works).

Intermediate: works require one technical study or detailed plan; an on-title agreement may be required.

Major: works require more than one technical study; an on-title agreement may be required; multi-disciplinary technical review is required

Major Scale: works are significant in scale/scope/complexity (e.g., major creek realignments; bridge crossings; significant shoreline protection works); technical studies are required; multi-disciplinary technical review is required.

Major Changes: Changes to the nature and extent of the development approved by permit including but not limited to: size, location, footprint, number of dwelling units, use of the building or structure, or grading.

Environmental Projects: Land and water stewardship projects for environmental improvement not associated with compensatory or offsetting requirements/arrangements through other approval processes.

Development: Development is defined in the *Conservation Authorities Act* to mean:

- the construction, reconstruction, erection or placing of a building or structure of any kind (e.g., all buildings, including accessory non-habitable structure such as gazebos, decks, storage sheds, docks, stairs, retaining walls, etc.),
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or;
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere

Alteration: any works that result in changes to a watercourse, wetland or Great Lakes shoreline.

Interference: any act or instance which hinders, disrupts, degrades or impedes the natural features or hydrologic and ecologic functions of a wetland or watercourse.

General Provisions:

- All applications must be deemed complete including all technical studies and fees before the submission can be processed.
- Pre-consultation to determine the scale and scope of issues and the technical reports/studies required for the application to be deemed complete is encouraged. The applicant is responsible for undertaking required technical reports/studies. Fees determined through the pre-consultation process, including fees noted in formal checklists, are approximate only and based on the fee schedules in place and information available at the time of pre-consultation. The final fee may change at the time of submission if the technical review requirements have changed due to the availability of new information or if the fee schedule has changed subsequent to the pre-consultation.
- Fees charged are for administration purposes and are non-refundable. Permit applications will be closed if additional information/studies have been requested by Conservation Halton and no submissions have been received from the applicant within one year.
- Conservation Halton reserves the right to charge additional fees, at a rate of \$160.00/hr)
- Peer reviews may be required for technical reports, as necessary. The cost of peer review will be charged to the applicant.
- Where an application exceeds one year to process due to other approval processes (e.g., site plan; Niagara Escarpment Development Permit, etc.), it may remain active for a period of two years, if there are no major revisions. Where there are major revisions, a new permit application will be required.
- Except where specifically stated in the fee schedule (e.g., Letter of Permission, Inquiries), permit fees include one site visit. For major or major-scale permits not associated with single residential/single farm applications, the fee includes three site visits. A fee will be charged for additional site visits.
- Permits will be issued for the maximum of two years. Requests for permit issuance beyond the standard two-year time period (up to 5 years) will be considered for large projects such as municipal infrastructure. These permits require approval from the Conservation Halton Board of Directors and will be subject to an additional fee of 50% for each year the permit is valid beyond the standard two-year time period.
- Permit extensions and/or renewals will not be granted. However, applicants may re-apply for re-issuance of a permit for the original approved works in accordance with the most recent technical requirements. An additional fee of 50% of the current fee will be charged for each year the re-issuance of the permit is valid (up to two years). An expired permit is not valid. A new permit is required for any work which extends beyond the expiry date at the current fee rate.
- Permits are issued to current landowners and cannot be transferred to new owners. A change in ownership will require the submission of a new, complete permit application.
- In areas under the jurisdiction of the Niagara Escarpment Commission (NEC), Conservation Halton cannot issue a permit under Ontario 162/06 until a NEC Development Permit or Exemption Letter has been issued.
- Any dispute of fee calculations that cannot be resolved through consultation with Conservation Halton's, Director of Planning and Regulations, and/or CAO's office, can be appealed to the Board of Directors:

Notes

1. Letters of Permission are issued for certain activities adjacent to wetlands as per Policies 2.39.4 and 2.40.4 in the *Policies and Guidelines for the Administration of Ontario Regulation 162/06 and Land Use Planning Policy Document (as amended)* **or** for minor works located within the regulated area but outside of the flood or erosion hazard that are less than 10 m² and require a municipal building permit, but no site visit or technical review.
2. **Restoration Agreements** will be applied where violations can be fully removed from the regulated area. An administration fee based on the current applicable category plus a 100% surcharge will be charged, except for fill removal, where an administration fee equal to the base permit application fee for fill placement will be charged. **Compliance Agreements** will be applied for violations that can meet Conservation Halton policies and regulatory requirements. An administration fee based on the current applicable category fee plus a 100% surcharge will be charged.



CONSERVATION HALTON FEES FOR OTHER SERVICES 2023

approved by CH's Board of Directors on November 17, 2022



CATEGORY	FEE	HST	TOTAL 2023 FEE
<u>Fees Not Requiring HST</u>			
Solicitor, Real Estate, Appraiser Inquiries (Note 1)	\$360.00		\$360.00
Clearance/No Objection Letters			
No Site Visit	\$145.00		\$145.00
With Site Visit (<i>visual inspection</i>)	\$247.00		\$247.00
With Site Visit (<i>staking; field assessment</i>)	\$448.00		\$448.00
With Site Visit & Technical Review (<i>includes review of one report; additional reviews are charged at the rate of \$685.00 per submission</i>)	\$720.00		\$720.00
Pre-Application Requests (<i>no permit or planning application has been submitted</i>) (<i>Private Landowner Single Residential, Single Farm</i>) (Note 2)			
With Site Visit (<i>visual inspection</i>)	\$247.00		\$247.00
With Site Visit (<i>staking; field assessment</i>) (<i>per visit</i>)	\$448.00		\$448.00
With One Technical Review	\$720.00		\$720.00
Pre-Application Requests (<i>no permit or planning application has been submitted</i>) (<i>Other</i>) (Note 2)			
With Site Visit (<i>visual inspection</i>) (<i>per visit/per staff person</i>)	\$247.00		\$247.00
With Site Visit (<i>staking; field assessment</i>) (<i>per visit/per staff person</i>)	\$448.00		\$448.00
With One Technical Review	\$2013.00		\$2013.00
<u>Fees Requiring HST</u>			
Hard Copy Maps (<i>per property</i>)	\$19.47	\$2.53	\$22.00
Photocopies (<i>per sheet up to 11" x17"</i>)	\$0.97	\$0.13	\$1.10
Technical Review - EIR/FSS/SIS (or equivalent)			
Base Fee ($\leq 25ha$)	\$11,265.49	\$1,464.51	\$12,730.00
Base Fee ($> 25ha$ but $\leq 50ha$)	\$22,539.82	\$2,930.18	\$25,470.00
Base Fee ($> 50ha$)	\$33,816.81	\$4,396.19	\$38,213.00
Per gross hectare (Note 3)	\$464.60	\$60.40	\$525.00
Terms of Reference Technical Review	\$1,646.02	\$213.98	\$1860.00
EA Review (Notes 4 & 5)			
Master Plan	\$15,703.54	\$2,041.46	\$17,745.00
Individual EA	\$15,703.54	\$2,041.46	\$17,745.00
Schedule A or A+			
Schedule B (<i>or equivalent</i>)	\$6,543.36	\$850.64	\$7,394.00
Schedule C (<i>or equivalent</i>)	\$10,469.03	\$1,360.97	\$11,830.00
EA Addendum Reports	\$2,710.62	\$352.38	\$3,063.00
Niagara Escarpment Plan Amendments (Applicant Driven)	\$18,004.42	\$2,340.58	\$20,345.00
Parkway Belt Applications	\$3,376.11	\$438.89	\$3,815.00



CONSERVATION HALTON FEES FOR OTHER SERVICES 2023

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Notes

1. Solicitor, real estate, or appraiser inquiries for information specific to a PIN (Property Identification Number) will be charged the inquiry fee for each PIN.
2. The pre-application fee will be deducted from the cost of an application, **if** it is received within **one (1) year** of completing the site visit or technical review. Additional technical submissions received for review prior to a formal application will be charged separately and no additional deduction will be made.
3. A gross hectare is calculated based on the geographic extent of the study area.
4. When technical reviews of studies associated with an EA, EIR/FSS/SIS (or equivalent) go beyond two submissions, a graduated fee of 25% of the current fee (up to \$14,438) for the third submission and 50% of the current fee (up to \$29,458) for subsequent submissions will be charged.
5. Review fees do not apply for Region of Halton infrastructure projects as the Region funds a CH Regional Infrastructure Team.