Conservation Halton	COMPLETE APPLICATION CHECKLIST	Jan 2024

The following checklist has been compiled to assist the applicant in preparing their application for approval pursuant to Ontario Regulation 162/06. This checklist is valid for a period of six months following issuance. The level of detail required in the application will be dependent on the proposed works as well as the natural hazards, and environmental conditions on site. We recommend that applicants contact Conservation Halton staff prior to submitting the application to determine what level of detail is deemed appropriate. **Note: Please be advised that even after all the information requested below is submitted and the application is deemed complete, additional information may be identified as the review progresses or as a result of changes to regulatory requirements.**

This checklist **must be returned** with the Permit application indicating in the appropriate spaces that all required information has been provided.

LARGE FILL APPLICATIONS

PROJECT TITLE:	DATE:
LOCATION:	

		Applicable	Provided
General Submission Requirements			
Application Form	Completed and signed application form. *At a minimum, the landowner must sign the form. If an agent is representing the landowner, the agent must also sign the form. The agent may be the primary contact for the application, provided the authorized agent has been granted permission in writing by the property owner and has signed the application.*	☐	☐
Application Fee	Non-refundable administrative fee as per category _____ of the current approved fee schedule attached to the application form. Confirmation of the fee will be confirmed with staff based on the quantity of fill proposed.	☐	☐
Electronically Submitted	All materials submitted electronically either through email or digital transfer.	☐	☐
Project Description	Description of, and rationale for, the proposed works.	☐	☐
Photographs	Photographs of the site, including any watercourses, valley slopes, adjacent vegetation and/or representative vegetation communities (if applicable) during ice-free conditions.	☐	☐
Drawings	Digital drawings and _____ (__) hard copy sets of all drawings, folded to 8½" x 11", in standard metric scale. See 'Drawing Requirements' section.	☐	☐
Reports	Digital reports and _____ (__) hard copy of reports listed under 'Technical Study Requirements'.	☐	☐

		Applicable	Provided
Qualified Persons	All drawings or reports are required to be prepared by qualified professionals (P.Geo., P.Eng., OALA, or OLS) and are to be stamped, dated and signed.	☐	☐
Drawing Requirements			
Digital Copies	Technical drawings and plans provided in pdf format unless requested otherwise (i.e. the most recent version of AutoCAD). GIS data and mapping should be submitted in an acceptable ESRI format and be properly georeferenced to real world coordinates (i.e., NAD83, UTM, Zone 17). It is highly desirable that mapping related data be submitted in ArcGIS Geodatabase format, containing all spatial, attribute, metadata and spatial joins/data rules. ESRI shape file format is an acceptable alternative.	☐	☐
Topographic Survey	A detailed topographical survey of the site. The survey must note the benchmark and vertical datum utilized and must include a number of spot elevations that would allow the survey to be compared to the topographic information provided on Conservation Halton's mapping. Staff require the following information to be on the survey: Feature — Associated Allowances/Setbacks ☐ Watercourse(s) ☐ Flood plain(s) Regulatory storm flood plain elevation is _____ ☐ 7.5m ☐ 15m ☐ Other____m ☐ Conservation Halton staked top of bank ☐ 7.5m ☐ 15m ☐ Other ____m ☐ Physical toe of slope ☐ Stable top of bank ☐ 7.5m ☐ 15m ☐ Other ____m ☐ Meander Belt ☐ 7.5m ☐ 15m ☐ Other ____m ☐ Conservation Halton Staked Wetland ☐ 15m ☐ 30m ☐ 120m Please see Technical Study Requirements for additional guidance.	☐	☐

		Applicable	Provided
Plan View(s)/ Site Plan	Plan view(s) showing existing conditions and proposed development conditions including: a) Key map drawn to scale; b) Location of the subject property including property lines, north arrow and nearest roadways/intersections; c) Existing and proposed elevations at 0.25 metre intervals (or other, specifically _____m) using geodetic datum within and adjacent to the area where fill is being proposed and along property lines. Side slopes should not exceed a 3 (horizontal): 1 (vertical) gradient); d) Total quantity of imported fill indicated in cubic metres; e) Other known site features and structures such as culverts, utilities, poles, pavement, curbs, etc.; f) Location of natural features/hazard limits (watercourses, floodplains, top of bank, wetland, stable slope, etc. and associated setbacks as indicated under 'Topographic Survey' above); g) The regulatory limits as prescribed by *Ontario Regulation 162/06*; and,	☐	☐
Aerial Photograph(s)	Plan view of the proposed works and limits of disturbance (or other, specifically _____), superimposed over top of a recent aerial photograph of the site. Please specify date of imagery.	☐	☐
Cross-sectional and Profile Views	Existing and proposed cross-sectional and/or profile views of the intended works for each fill area. Drawings should be representative of the existing and proposed grades as shown on the plan view drawings. Additionally, Conservation Halton requires the following be represented through appropriate cross sections/profile views: _____ _____ _____	☐	☐
Staging, Phasing and Access Route Plans	Details regarding the sequence of construction with consideration of site management, best management practices, and construction timing. The construction sequence should consider: • Vegetation removal, • In-stream works, • Seasonal timing of landscaping and bioengineering, • Stockpiling operations, etc. The full limits of disturbance for access to the site must be delineated with details regarding temporary crossings (if applicable). Efforts to minimize the extent of the disturbance must be demonstrated.	☐	☐
Existing Vegetation	A vegetation inventory is required (including scientific names) A Tree Preservation Plan is also required. Tree protection fencing location and details must be illustrated on the drawings. Follow applicable municipal guidelines, by-laws and Conservation Halton's *Guidelines for Landscaping Restoration Plans (2021)*, available at www.conservationhalton.ca.	☐	☐

		Applicable	Provided
Proposed Vegetation	Details on restoration including a locally native, non-invasive seed mix for disturbed areas as well as compensatory trees and/or shrubs must be indicated on the drawings (including scientific names). Follow Conservation Halton's *Guidelines for Landscaping and Restoration Plans (2021)*, available at www.conservationhalton.ca (or other, specifically _____) Please see Technical Study Requirements for additional guidance.	☐	☐
	Include a copy of the Landscaping Checklist (Table 5-1 Drawing Requirements). Follow Conservation Halton's *Guidelines on Landscaping and Rehabilitation Plans (2021)*, available at www.conservationhalton.ca .	☐	☐
Erosion and Sediment Control Plans	Details regarding sediment and erosion control measures, staging/stockpiling, phasing, site dewatering, equipment, materials, access to and from work area, monitoring, site supervision, etc. The Plans are to be prepared in accordance with the *Erosion & Sediment Guidelines for Urban Construction* prepared by the Greater Golden Horseshoe Area Conservation Authorities (www.sustainabletechnologies.ca).	☐	☐
Pre- and Post-Development Drainage Plans	Detailed Pre- and Post- Drainage Plans and written confirmation that the placement of soil will not alter the drainage patterns and volumes in such a way as to have a negative impact on flooding and erosion of downstream or upstream properties or on nearby regulated features such as wetlands.	☐	☐
Final Grade Survey	Written confirmation that a Final Grade Survey will be completed and provided to Conservation Halton. *The submission of the Final Grade Survey will be included as a condition of Permit, with a specified submission deadline following completion of works.*	☐	☐
Technical Study Requirements			
Studies pertaining to flooding and erosion hazards must be completed in accordance with the Ministry of Norther Development, Natural Resources & Forestry (MNRF) Technical Guidelines (MNR, 2002).			

		Applicable	Provided
Fill Management Plan	Prepared for the receiving site, the Fill Management Plan, or an equivalent plan, be prepared in accordance with the document, *Management of Excess Soil – A Guide for Best Management Practices* developed by the Ministry of the Environment and Climate Change [Ministry of Environmental, Conservation, and Parks] January 2014. In addition, the following will be required: a) **A Record of Site Condition,** or equivalent documentation completed by a *qualified professional* using a risk-based approach, assessing the appropriateness of the receiving site for the placement of excess soil. The analysis should be based on the specific conditions at the receiving site, including site history. The analysis should verify that the placement of soil will not degrade existing conditions, soil permeability, or increase any contaminant concentrations. b) **Representative Baseline Sampling Results** carried out by a *qualified professional* providing information on soil and surface and groundwater water conditions. Sampling must confirm that the placement of soil will not result in a negative impact on the control of pollution and/or hydrologic functions associated with nearby wetlands, watercourses or other hydrological features. c) **Qualified On-site Manager(s).** The qualified on-site manager will confirm the state of erosion and sedimentation control measures and site drainage and keep accurate records of incoming fill material. Qualification of the on-site manager shall be reflective of the expertise required for each receiving site based on considerations such as soil volumes and site characteristics.	☐	☐
Soil Management Plan	To be prepared for the source site. The Soil Management Plan is to be prepared by a *qualified person,* or an equivalent plan prepared by a *qualified professional,* in accordance with the document, *Management of Excess Soil – A Guide for Best Management Practices* developed by the Ministry of the Environment and Climate Change [Ministry of Environmental, Conservation, and Parks], January 2014. At a minimum, the following will be required: a) An **Origin of Fill Report** signed and sealed by a *qualified professional* identifying the source/origin(s) of the fill material, source material owner information, its history and use. The report shall include a clear and definitive conclusion that the soil quality meets MOECC [MOECP] Soil Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act (Soil Standards). The documentation shall also include a description of the sampling procedure and rationale. Sampling and frequency requirements should match or exceed those outlined in Ontario Regulation 153/04. Sampling must be based on distributed samples across the source site with a focus in the areas of highest risk. At a minimum, all sampling should be accompanied by chain of custody documentation as described in *the Soil Management Plan* section of the *Management of Excess Soil – A Guide for Best Management Practices* developed by the MECP (2014).	☐	☐

		Applicable	Provided
	b) A **Soil Quality Report** signed and sealed by a *qualified professional* (e.g., professional engineer, geoscientist) certifying that the fill is appropriate for the prescribed and proposed land use as per the **Record of Site Condition**, or equivalent and MECP Soil Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act (Soil Standards).		
Ecological Study	An Ecological Study which verifies that the proposed placement of fill will not have a negative impact or worsen natural hazards. The study shall delineate natural hazards and appropriate setbacks. The study shall assess potential impacts and provide recommendations on the appropriateness of placing fill on the subject lands and any setbacks or mitigation measures to the satisfaction of Conservation Halton. Reference must be made to Conservation Halton's *Guidelines for Ecological Studies*, available at: www.conservationhalton.ca.	☐	☐
Restoration Plan/Environmental Implementation Report	A Plan outlining how the Environmental Impact Study or Environmental Implementation Report is to be implemented and how potential impacts are to be mitigated. The plan/report shall include at a minimum: a) details related to site stabilization measures such as topsoil, plantings, seed, hydro seed and associated timing, etc.; b) staging of restoration such that any exposed soil is vegetated as soon as possible; and, c) invasive species management.	☐	☐
Site Security Report	A Report outlining how the site will be monitored and secured throughout the duration of the project.	☐	☐
Hydrogeological Assessment	A hydrogeological assessment to assess the potential impacts to surface/groundwater interactions The assessment must provide adaptive management, mitigation and monitoring strategies with considerations for discharge (quality and quantity of water), construction phasing, etc.	☐	☐
Geotechnical Assessment (Slope Stability)	A geotechnical slope assessment by a qualified P.Eng. Where the location of stable top of bank is required, staff will require plan and cross-sectional views that illustrate, at a minimum, the site's topographical information, location of watercourse, toe of slope, staked top of bank, recommended toe erosion allowance, analyzed long term stable slope allowance and recommended stable top of bank. The location of the analyzed cross-sections must be shown on plan view.	☐	☐
Geotechnical Assessment (Soil Investigation)	A geotechnical assessment by a qualified P.Eng for the purposes of mitigation of geotechnical risks at the site by providing recommendation for items such as foundations, excavation limits, design parameters and construction. Indication of groundwater levels and potential for construction dewatering is required to determine if additional hydrogeological study is warranted.	☐	☐

		Applicable	Provided
Hydraulic Analysis	A hydraulic analysis to verify that the proposed works will not increase flooding risks to life or property. The analysis must verify that flood storage is maintained and that there will be no increased flood levels on adjacent properties and no increased on-site flood risks. The assessment must be completed for the full range of rainfall events (typically 2, 5, 10, 25, 50, 100 year and Regional Storm). A digital copy of all models must be provided and must be accompanied by a summary table of pre- and post-development flood elevations. The source of the hydraulic model must also be specified. A plan view drawing showing the existing and proposed flooding hazard limit as well as the location of hydraulic cross-sections overlain on an existing topographic mapping and/or grading plan (if grading changes are proposed) must be provided with vertical datum specified.	☐	☐
Stormwater Management	A detailed Stormwater Management Plan. Please refer to the local municipality for design standards and reporting requirements. At a minimum, details of existing and proposed catchment areas must be provided as well as details for proposed water quality, quantity and erosion controls.	☐	☐

Other Requirements	
Where proposed excess fill locations fall within the jurisdiction of multiple agencies and where multiple approvals are required, the proponent shall prepare comprehensive Plans/Reports for all appropriate agencies, where applicable. Review of the application will be coordinated among relevant agencies, where possible.	
Endangered Species	The Ministry of Environment, Conservation and Parks (MECP) may have concerns with respect to species listed on the Species at Risk in Ontario list as it pertains to the Endangered Species Act (ESA) Please contact MECP and DFO directly to determine if there is potential for Species at Risk on, or adjacent, to your project site. The MECP will determine if detailed project information will be required to begin the ESA approval process: SAROntario@ontario.ca
Timing Windows	Please be advised that regulatory agencies such as the MECP and DFO (mentioned above), as well as other agencies such as the MNRF (scp.aurora@ontario.ca or scp.guelph@ontario.ca) may have seasonal timing restrictions which dictate when in-water work can occur. Please be sure to contact regulatory agencies as appropriate.

Prepared by: _____	**Signature: _____**