

The following checklist has been compiled to assist the applicant in preparing their application for approval under the Conservation Authorities Act and Ontario Regulation 41/24. This checklist is valid for a period of six months following issuance. The level of detail required in the application will depend 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.

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. <i>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.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Electronically Submitted	All materials submitted electronically either through email or digital transfer.	<input type="checkbox"/>	<input type="checkbox"/>
Project Description	Description of, and rationale for, the proposed works.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs	Photographs of the site, including any watercourses, valley slopes, adjacent vegetation and/or representative vegetation communities (if applicable) during ice-free conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Drawings	Digital drawings and _____ (____) hard copy sets of all drawings, folded to 8½" x 11", in standard metric scale. See 'Drawing Requirements' section.	<input type="checkbox"/>	<input type="checkbox"/>
Reports	Digital reports and _____ (____) hard copy of reports listed under 'Technical Study Requirements'.	<input type="checkbox"/>	<input type="checkbox"/>

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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.	<input type="checkbox"/>	<input type="checkbox"/>																		
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Digital Copies	<p>Technical drawings and plans provided in pdf format unless requested otherwise (i.e. the most recent version of AutoCAD).</p> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>																		
Topographic Survey	<p>A detailed topographical survey of the site. An OLS must complete the survey. 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:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 40%;">Feature *</th> <th style="text-align: left;">Associated Allowances/Setbacks</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Watercourse(s)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Flood plain(s)</td> <td></td> </tr> <tr> <td>Regulatory storm flood plain elevation is _____</td> <td><input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m</td> </tr> <tr> <td><input type="checkbox"/> Conservation Halton staked top of bank</td> <td><input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m</td> </tr> <tr> <td><input type="checkbox"/> Physical toe of slope</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Stable top of bank</td> <td><input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m</td> </tr> <tr> <td><input type="checkbox"/> Meander Belt</td> <td><input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m</td> </tr> <tr> <td><input type="checkbox"/> Conservation Halton Staked Wetland</td> <td><input type="checkbox"/> 15m <input type="checkbox"/> 30m</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>For additional guidance, see Technical Study Requirements and Additional Design Considerations.</li> </ul>	Feature *	Associated Allowances/Setbacks	<input type="checkbox"/> Watercourse(s)		<input type="checkbox"/> Flood plain(s)		Regulatory storm flood plain elevation is _____	<input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m	<input type="checkbox"/> Conservation Halton staked top of bank	<input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m	<input type="checkbox"/> Physical toe of slope		<input type="checkbox"/> Stable top of bank	<input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m	<input type="checkbox"/> Meander Belt	<input type="checkbox"/> 7.5m <input type="checkbox"/> 15m <input type="checkbox"/> Other ____m	<input type="checkbox"/> Conservation Halton Staked Wetland	<input type="checkbox"/> 15m <input type="checkbox"/> 30m	<input type="checkbox"/>	<input type="checkbox"/>
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Plan View(s)/ Site Plan	<p>Plan view(s) showing existing conditions and proposed development conditions including:</p> <ul style="list-style-type: none"> <li>• Key map drawn to scale;</li> <li>• Location of the subject property including property lines, north arrow and nearest roadways/intersections;</li> <li>• 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);</li> <li>• Total quantity of imported fill indicated in cubic metres;</li> <li>• Other known site features and structures such as culverts, bridges, utilities, poles, structures, pavement, curbs, etc.;</li> <li>• The regulatory limits as prescribed by <i>Ontario Regulation 41/24</i>; and,</li> <li>• Location of cross-sections and profile views, etc.</li> <li>• Location of regulated features, regulation limits and applicable setbacks, specifically: _____ _____ _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Photograph(s)	<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Cross-sectional and Profile Views	<p>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: _____ _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
Staging, Phasing and Access Route Plans	<p>Details regarding the sequence of construction with consideration of site management, best management practices, and construction timing. The construction sequence should consider:</p> <ul style="list-style-type: none"> <li>• Vegetation removal,</li> <li>• In-stream works,</li> <li>• Seasonal timing of landscaping and bioengineering,</li> <li>• Stockpiling operations, etc.</li> </ul> <p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Existing Vegetation	A vegetation inventory (including scientific names) and Tree Preservation Plan. Tree protection fencing location and details must be illustrated on the drawings. Recommend that Conservation Halton's <i>Guidelines for Landscaping and Rehabilitation Plans (2024)</i> be followed available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>
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 <i>Guidelines for Landscaping and Restoration Plans (2024)</i> , available at <a href="http://www.conservationhalton.ca">www.conservationhalton.ca</a> (or other, specifically _____)  Please see Technical Study Requirements for additional guidance.	<input type="checkbox"/>	<input type="checkbox"/>
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 <i>Erosion &amp; Sediment Guidelines for Urban Construction</i> prepared by the Greater Golden Horseshoe Area Conservation Authorities ( <a href="http://www.sustainabletechnologies.ca">www.sustainabletechnologies.ca</a> ).	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Final Grade Survey	Written confirmation that a Final Grade Survey will be completed and provided to Conservation Halton. <i>The submission of the Final Grade Survey will be included as a condition of Permit, with a specified submission deadline following completion of works.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Technical Study Requirements</b>			
<i>Studies pertaining to flooding and erosion hazards must be completed in accordance with the Ministry of Natural Resources &amp; Forestry (MNR) Technical Guidelines (MNR 2002) and current CH Guidelines</i>			
Fill Management Plan	<p>Prepared for the receiving site, the Fill Management Plan, or an equivalent plan, be prepared in accordance with the document, <i>Management of Excess Soil – A Guide for Best Management Practices</i> 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:</p> <p>a) <b>A Record of Site Condition</b>, or equivalent documentation completed by a <i>qualified professional</i> 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 such as drainage and soil permeability.</p> <p>b) <b>Representative Baseline Sampling Results</b> carried out by a <i>qualified professional</i> 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 hydrologic functions associated with nearby wetlands, watercourses or other hydrological features.</p> <p>c) <b>Qualified On-site Manager(s)</b>. 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Fill Justification Report	<p>An report / memo which verifies that the proposed placement of fill will not have a negative impact or worsen natural hazards. The report / memo shall include a figure which delineates natural hazards and appropriate setbacks. The report / memo shall assess potential impacts, considering the identified hazard assessments prepared by the qualified professional, 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Restoration Plan	<p>A Restoration Plan outlining how the Fill Justification Report is to be implemented and how potential impacts are to be mitigated. The plan/report shall include at a minimum:</p> <ul style="list-style-type: none"> <li>a) details related to site stabilization measures such as topsoil, plantings, seed, hydro seed and associated timing, etc.; and</li> <li>b) staging of restoration such that any exposed soil is vegetated as soon as possible. a</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Site Security Report	A Report outlining how the site will be monitored and secured throughout the duration of the project.	<input type="checkbox"/>	<input type="checkbox"/>
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 (i.e. quantity of water), construction phasing, etc.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>

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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, quantity and erosion controls.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Requirements</b>			
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.			
Fisheries Act	If works are proposed in/near water, the proponent is responsible for avoiding Harmful, Alteration, Disruption or Destruction (HADD) to fish and fish habitat under the <i>Fisheries Act</i> . Please refer to the Fisheries and Oceans Canada (DFO) website for additional information. Questions can be directed to DFO by phone 1 855 852-8320 or email <a href="mailto:FisheriesProtection@dfo-mpo.gc.ca">FisheriesProtection@dfo-mpo.gc.ca</a> .		
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 MNR ( <a href="mailto:scp.aurora@ontario.ca">scp.aurora@ontario.ca</a> or <a href="mailto:scp.guelph@ontario.ca">scp.guelph@ontario.ca</a> ) may have seasonal timing restrictions which dictate when in-water work can occur. Please be sure to contact regulatory agencies as appropriate.		
<b>Prepared by:</b> _____		<b>Signature:</b> _____	

### **Additional Design Considerations**

- The time of year that work is proposed may impact permit requirements for in-water works. Seasonal Design Considerations (SDCs) associated with works to occur during times of higher expected flow (e.g. freshet) may include enhanced ESC measures or increased monitoring and mitigation measures. Changes in work schedules may require a revised permit to address SDCs.
- Work area should be isolated from flowing water. Phasing of works should allow construction to be performed in the dry.