

Shoreline Protection Works

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.

PROJECT TITLE:	DATE:
ADDRESS:	CH FILE #:

		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.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	Non-refundable administrative fee as per category ____ on the fee schedule attached to permit application.	<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/ Problem Statement	Description of, and rationale for, the proposed works. The existing problem shall be clearly defined and a need for proposed work justified.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs	Current photographs of the shoreline inclusive of adjacent slope and or existing vegetation	<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 copies of reports listed under 'Technical Study Requirements'.	<input type="checkbox"/>	<input type="checkbox"/>

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Qualified Persons	Shoreline Protection works shall be designed and accompanying reports signed and stamped by a P.Eng with experience and qualifications in coastal engineering; Slope stability analysis shall be carried out and accompanying reports signed and stamped by a P.Eng with experience and qualifications in geotechnical engineering; Property survey is required to be prepared by an OALA, or OLS, it must be stamped, dated and signed.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Topographic Survey	Detailed topographic survey of the site by an OLS. The survey is to identify/confirm/include items such as: <ul style="list-style-type: none"> • Property limits • Water level at the date of survey • Existing infrastructure/utilities • Benchmarks and vertical datum used • Existing shoreline protection, • Date surveyed, etc. • Trees and vegetated areas • Water lots, if any 	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Photograph(s)	Plan view of the proposed works, superimposed over top of a recent aerial photograph of the site. Please specify date of imagery.	<input type="checkbox"/>	<input type="checkbox"/>
Coordination with adjacent properties	Comments from adjacent properties owners	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Shoreline Processes and Characteristics			
<i>Studies pertaining to flooding and erosion hazards must be completed in accordance with the Ministry of Natural Resources & Forestry (MNR) Technical Guidelines (MNR, 2002) and current CH Guidelines.</i>			
Geotechnical Details	The onshore and backshore soil and groundwater conditions	<input type="checkbox"/>	<input type="checkbox"/>
Bathymetry	Details of the nearshore bathymetry, site specific sounding survey	<input type="checkbox"/>	<input type="checkbox"/>
Nearshore Substrate	Nearshore substrate information inclusive of the surficial nearshore substrate and aquatic vegetation. Information on the type, quantity and quality of sediment and description/coverage of aquatic vegetation should be provided. The information shall also include the thickness of surficial sediments over the controlling substrate and the distance to which the surficial sediments extend out into the lake. Information related to aquatic community and habitat characterization.	<input type="checkbox"/>	<input type="checkbox"/>
Water Levels	100 year flood level and other water levels information, including return periods for monthly mean levels, peak instantaneous level, and wind set up values.	<input type="checkbox"/>	<input type="checkbox"/>
Wind and Wave Climate and Currents	Wind climate and deep water waves information, waves transformation, nearshore waves condition	<input type="checkbox"/>	<input type="checkbox"/>
Wave uprush and Overtopping	The limit of wave uprush and the wave overtopping characteristics at the shoreline must be evaluated	<input type="checkbox"/>	<input type="checkbox"/>
Littoral Processes/ Sediment Transport	Sediment transport information must include both cross-shore and alongshore sediment transport and their description shall include an estimate of the sediment supply/transport. Their interaction with nearshore shoreline structure shall be evaluated.	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Shoreline Protection Works Design Criteria			
Structure Design Life	The design life is the length of time that structure, with routine maintenance, is able to safely and effectively perform its function. The structure design life shall be minimum 35 years.	<input type="checkbox"/>	<input type="checkbox"/>
Shoreline Protection Alternative Concepts	Primary purpose of the works, potential impacts and identification of alternative solutions to the problem such as non-structural and structural protection (i.e., flexible revetments, cobble berms, groynes, attached and detached breakwaters, cobble beaches).	<input type="checkbox"/>	<input type="checkbox"/>
Impacts of alternative concepts on coastal processes and other environmental processes.	Potential impacts to the physical shoreline processes and characteristics. Identify and incorporate mitigative / restoration measures.	<input type="checkbox"/>	<input type="checkbox"/>
Selection of Preferred Design Concept	Evaluation of alternative design concepts and selection of preferred design concept. Provide the rationale underlying the selection of the preferred design concept.	<input type="checkbox"/>	<input type="checkbox"/>
Final Design	Finalize design details, quantities, materials. Provide method(s) and calculations for armourstone/cobble beach sizing.	<input type="checkbox"/>	<input type="checkbox"/>
Restoration features	Incorporation of restoration/regeneration features into the final shoreline treatment.	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance access	The design and installation of protection works shall allow for access to and along the protection works for appropriate equipment and machinery for regular maintenance purposes and /or to repair the protection works should failure occur. The maintenance access shall be min 5 m wide and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Technical Drawings Requirements			
Plan view(s) and cross-sectional view(s) of proposed shoreline treatment	Plan view(s) and typical cross-sections shall clearly illustrate the existing conditions and proposed development conditions. All technical information and details shall be included and shown on the drawings, and that shall include, but not be limited to, shoreline protection works elevations, armourstone and other materials specifications, appropriate water levels and other information relevant to the proposed treatment. Drawings must clearly illustrate the works and its interface with adjacent shoreline areas.	<input type="checkbox"/>	<input type="checkbox"/>
Construction Information Requirements			
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"> • Vegetation removal, • In-water works, • Seasonal timing of landscaping and bioengineering, • Stockpiling operations, etc. <p>The full limits of disturbance for access to the site must be delineated with details; efforts to minimize the extent of the disturbance must be demonstrated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plans	Details regarding sediment and erosion control measures, site dewatering, equipment, materials, access to and from work area, monitoring, site supervision, etc. See <i>Erosion & Sediment Guidelines for Urban Construction</i> prepared by the Greater Golden Horseshoe Area Conservation Authorities (www.sustainabletechnologies.ca) for additional guidance.	<input type="checkbox"/>	<input type="checkbox"/>
	Above plan is to be prepared by a qualified professional (i.e. CISEC, CPESC or an approved equivalent).	<input type="checkbox"/>	<input type="checkbox"/>

		Applicable	Provided
Other Requirements			
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 FisheriesProtection@dfo-mpo.gc.ca .		
Endangered Species	Staff are aware that The Ministry of Environment, Conservation and Parks (MECP) may have outstanding concerns with respect to species listed on the Species at Risk in Ontario list as it pertains to the Endangered Species Act (ESA) in the immediate area around this project. 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 what 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: _____	

Additional Design Considerations
<ul style="list-style-type: none"> 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 Substrate material must be an appropriate size for the shoreline. In-water work with heavy machinery should be minimized. Settling or filtering of water pumped from work area must be addressed. Monitoring by the proponent after construction is crucial to verify the success of the project.