



Planning & Regulations  
905.336.1158  
2596 Britannia Road West  
Burlington, Ontario L7P 0G3  
[conservationhalton.ca](http://conservationhalton.ca)

**CONSERVATION HALTON PERMIT APPLICATION FORM UNDER THE CONSERVATION  
AUTHORITIES ACT AND ONTARIO REGULATION 41/24**

**OWNERSHIP**

*(current mailing address)*

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(if applicable)  
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: \_\_\_\_\_

**Description of Proposed Works:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I/We do solemnly declare that to the best of my/our knowledge and  
understanding believe that all of the above information is true.**

Initial: **Owner**  **Agent**

## TERMS AND CONDITIONS

1. Permission granted by Conservation Halton cannot be transferred to a new owner. Any change in ownership will require the submission of a new complete application.
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. Under Section 28.3 of the Conservation Authorities Act, Conservation Halton may cancel a permit issued under Section 28.1 if it is the opinion that the conditions of the permit have not been met or that the circumstances that are prescribed by regulation exist. Conservation Halton shall give notice of intent to cancel to the permit holder indicating that the permit will be cancelled on a date specified in the notice unless the holder requests a hearing. Within fifteen (15) days of receiving a notice of intent to cancel a permit, the permit holder may submit a request for hearing and Conservation Halton shall set a date for the hearing.
4. If after a period of two (2) years from the date of the application, either 1) technical studies or information required to consider the application complete, 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 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 approval under the Conservation Authorities Act and Ontario Regulation 41/24.***

***I/We have read and understand the terms and conditions described above.***

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 THE CONSERVATION AUTHORITIES ACT**  
**AND ONTARIO REGULATION 41/24**

1. Any activities and/or development activities within a regulated area, as described in the *Conservation Authorities Act*, requires a permit from Conservation Halton and is subject to all applicable provisions under the *Conservation Authorities Act* and *Ontario Regulation 41/24*. Reference should be made to the Act and regulation available at [ontario.ca/laws](http://ontario.ca/laws) for the complete legal text.
2. An application under Part VI of the *Conservation Authorities Act* and *Ontario Regulation 41/24* 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.
3. An application under Part VI of the *Conservation Authorities Act* and *Ontario Regulation 41/24* 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 6 and 7 of *Ontario Regulation 41/24*.
4. Any timeline requirements described in the *Conservation Authorities Act* or *Ontario Regulation 41/24* will be based on the date upon which information is received by Conservation Halton.
5. Under Section 7 of *Ontario Regulation 41/24*, Conservation Halton will provide a list of materials required as part of an application for a permit under section 28.1 of the *Conservation Authorities Act*. Upon receipt of the information, Conservation Halton shall notify the applicant in writing within 21 days to confirm if the application is deemed to be a complete application or if additional information is required.
6. Under section 8 of *Ontario Regulation 41/24*, an applicant may request a review by the authority if:
  - (a) the applicant has not received a notice from the authority within 21 days;
  - (b) the applicant disagrees with the authority's determination that the application for a permit is incomplete;  
or
  - (c) the applicant is of the view that a request by the authority for other information, studies or plans is not reasonable.
7. Once an application is deemed to be complete and staff has determined that the application:
  - (a) satisfies Conservation Halton's policy and technical requirements, delegated staff may approve the application; or
  - (b) does not satisfy Conservation Halton's policy and technical requirements, or for other reasons may impact the control of flooding, erosion, dynamic beaches or unstable soil or bedrock, or to change or interfere with a watercourse or wetland, the Conservation Halton Board may make a decision on the application, in accordance with section 28 (12) of the *Conservation Authorities Act*. The Board shall take into consideration all information contained in the application and any other such information which they may require concerning such application.
8. If staff recommends denial of a permit application, or if the applicant wishes to contest the conditions of an approval, the Conservation Halton Board shall hold a Hearing to which the applicant or their agent shall be a party. The application can be approved, approved with conditions, or refused by the Board. In accordance with Section 28(15) of the *Conservation Authorities Act*, a person who has been refused permission or who objects to the conditions imposed on permission may, within 30 days of receiving reasons, appeal to the Ontario Land Tribunal.

**I/We do solemnly declare that to the best of my/our knowledge and understanding believe that all of the above information is true.**

**Initial: Owner Agent**

**HEARING**

9. An applicant has the right to a hearing before a Conservation Halton Hearing Board when: 1) staff is recommending refusal of an application; 2) an applicant objects to the conditions of approval; 3) a request for an extension of a permit is not supported; or 4) a notice to cancel a permit has been issued. Hearings are subject to Conservation Halton’s Hearing Procedures and all applicable provisions under the *Conservation Authorities Act* and *Ontario Regulation 41/24*. Reference should be made to the Act and regulation available at [ontario.ca/laws](http://ontario.ca/laws) for the complete legal text.
10. Conservation Halton shall, by personal service or by regular or registered mail, give written Notice of Hearing with notice of the time, place and purpose of the hearing of the application, together with a brief explanation of the nature of the application.
11. Where the Notice of Hearing is given to the applicant, and in some cases their designated agent, by regular or registered mail, it shall be sent to the address given in the application.
12. 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 shall approve, approval with conditions, or refuse the application, and upon applying conditions or refusal of the application, the Board shall give written reasons for its refusal to the applicant.
13. An applicant who has been given an approval with conditions by the Board after a hearing has occurred, or been refused permission may, within thirty (30) days of the receipt of the reasons for the decision, appeal to the Ministry of Natural Resources (MNR) for a Ministers Review of the decision. Alternatively, or if the Minister has not responded within thirty (30) days or refused to conduct a review, the applicant may apply the Ontario Land Tribunal (O L T) to review conditions within ninety (90) days of the receipt for the reasons for decisions.

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

Initial:            **Owner**      **Agent**  
                               

***I/We have read and understand the provisions described above.***

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the information contained in this form is collected under the authority of the *Conservation Authorities Act* R.S.O. 1990, c. 27, as amended, for the purpose of assessing applications and, where approved, issuing a permit under the *Conservation Authorities Act* and O. Reg. 41/24. Personal information that may be provided is collected and managed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Some information collected on this form may be disclosed through the Freedom of Information process. The name of the applicant, location of the work, and a description of the project may be published in Conservation Halton documents including agendas, reports, and meeting minutes, which are posted on the Conservation Halton website.

Questions about the collection of information can be directed to the Freedom of Information Coordinator, Office of the President & CEO,  
2596 Britannia Road West, Burlington, Ontario, L7P 0G3, 905-336-1158 ext. 2236, [admin@hrca.on.ca](mailto:admin@hrca.on.ca).

**FOR INTERNAL OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Checked by: \_\_\_\_\_

Minor	<input type="checkbox"/>
Major	<input type="checkbox"/>

Permit:       Development Clearance Letter:

Watershed/Shoreline \_\_\_\_\_

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

Related Files: \_\_\_\_\_

UTM Coordinates:    Northing (Y) \_\_\_\_\_      Easting (X) \_\_\_\_\_



**CONSERVATION HALTON PERMIT FEES 2023**  
 Pursuant to the Conservation Authorities Act and Ontario Regulation 41/24  
 approved by CH's Board of Directors on November 17, 2022



<u>Category</u>	<u>Type</u>	<u>Fee</u>
<b>Letter of Permission</b> (Note 1)	No site visit or technical review	PL(a) \$278.00
	Technical Site visit <i>or</i> technical review	PL(b) \$540.00
	Technical Site visit <i>and</i> technical review	PL(c) \$1,753.00
<b>Private Landowner</b> Single Residential/Single Farm	Minor	P(a) \$540.00
	Intermediate	P(i) \$1,753.00
	Major	P(b) \$5,750.00
<b>Residential Multi-Unit Lots (RM)</b>	Minor	RM(a) G(a) CI(a) \$2,100.00
<b>Local Municipality, Utility (G)</b>	Intermediate	RM(i) G(i) CI(i) \$4,415.00
<b>Industrial/Commercial</b>	Major	RM(b) G(b) CI(b) \$22,808.00
<b>Institutional (ICI)</b>	Major Scale	RM(c) G(c) CI(c) \$30,354.00
<b>Fill Placement</b> (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 <sup>3</sup>
	Large ( $> 200 m^3$ )	FP(c) \$13,248.00 + 1.12/m <sup>3</sup>
<b>Environmental Projects</b>		EP \$145.00
<b>Red-Line Revisions by CH</b>	Minor ( $\leq 2$ hr. to complete) (% of current fee)	
	Major ( $> 2$ hr. to complete)	\$1,700.00
<u>Category</u>	<u>Type</u>	
<b>Client-Driven Changes</b> (% 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%
<b>Technical Resubmissions</b>	Percentage of current fee for each additional technical submission after 1 <sup>st</sup> resubmission	50%
<b>Additional Site Visit</b> (Single Residential/Single Farm)		\$247.00
<b>Additional Site Visit</b> (Major; Major scale) (per visit)		\$2,009.00
<b>Agreements</b>	(Note 2)	



**CONSERVATION HALTON PERMIT FEES 2023**  
**Pursuant to the Conservation Authorities Act and Ontario Regulation 41/24**  
**approved by CH's Board of Directors on November 17, 2022**



**Definitions:**

**Minor:** works are small; no technical studies are required (e.g., accessory buildings less than 20m<sup>2</sup>; additions less than 50% floor area; on-title agreement not required; generally involving less than 30 m<sup>3</sup> 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 activity:** Is defined in the *Conservation Authorities Act* to mean:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- 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.

**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 information/studies have been required by Conservation Halton have not been received from the applicant within two years.
- 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 generally be issued for two years. The maximum period of validity of a permit, including any extensions, is 60 months. Requests for permit issuance beyond the standard two-year time period (up to 60 months) may be made by the application (at least 60 days prior to permit expiry) and will be considered for large projects such as municipal infrastructure.
- Permit extensions and/or renewals beyond 60 months 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 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. Any 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 the Conservation Authorities Act and Ontario Regulation 41/24 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:

**Notes**

1. Letters of Permission are issued for certain development activities within the regulated area per Conservation Halton's Board approved regulatory policies and requirements **or** for minor works located within the regulated area but outside of the flooding or erosion hazard, or wetlands, that are less than 10 m<sup>2</sup> 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

Effective January 1, 2023

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





## CONSERVATION HALTON FEES FOR OTHER SERVICES 2023

Effective January 1, 2023



### **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.