



Lower Thames Valley Conservation Authority  
100 Thames Street, Chatham, Ontario, N7L 2Y8  
Tel.: 519-354-7310 | Fax: 519-352-3435

Application for Development, Interference with  
Wetlands and/or Alterations to Shorelines and/or  
Watercourses

Conservation Authorities Act - Ontario Regulation 41/24  
www.ltvca.ca | permits@ltvca.ca

Section A - Landowner Information

Name of Landowner: \_\_\_\_\_

Tel. (Home): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel. (Other): \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

If an Agent is authorized to act on behalf of the Landowner, please also submit an agent authorization form.

Section B - Project / Site Location (please provide all known information)

911 / Municipal Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Concession #: \_\_\_\_\_

Municipality: \_\_\_\_\_

Plan #: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Township: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Section C - Proposal Information

Did you pre-consult with the LTVCA regarding policies and application requirements for the proposed work(s)?

☐ No

☐ Yes

Description of Proposed Work(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Proposed Work(s) / Proposed Use of Structure(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be fill imported to the site?

☐ No

☐ Yes

(If yes, please provide a complete description of the fill being imported as well as a lot grading plan.)

Will grades or drainage patterns be altered?

☐ No

☐ Yes

(If yes, please provide a lot grading plan.)

Proposed Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Are Planning Act approvals required? (ex: zoning changes, lot severences, setback variances, etc.)

☐ No

☐ Yes (provide details)

\_\_\_\_\_

Are Other Approvals Required? (select all that apply)

☐ Federal - Fisheries Act \*

☐ Provincial - MNRF or MECP Work Permit \*

☐ Municipal - Building Permit

\* Please attach / include all federal and provincial approvals and/or correspondence.

Other: \_\_\_\_\_

Section D - Application Authorization

I/We, the undersigned, hereby certify to the best of my/our knowledge and belief that all of the above noted and attached information is correct and true. I/We further solemnly declare that I/we have read and fully understand the contents of this application and, specifically, the Terms and Conditions which are written below.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

REQUIRED SUPPORTING DOCUMENTATION

- 1) A detailed site plan, providing information on the following:
  - General location of the property in relation to roads and other landmarks (if property is hard to find).
  - Location and dimensions of all existing structures on the property in relation to landmarks.
  - Location of any watercourse, shoreline, wetland, or steep slope on or near the subject property in relation to landmarks.
  - Location of all proposed work including construction, filling/excavating/grading, wetland interference, or watercourse alteration in relation to landmarks.
  - Location of the septic system (if applicable) and any other property utilities, wells, etc. in relation to landmarks.
- 2) The existing elevations of buildings (if any) and grades as well as the proposed elevations of buildings and grades (if applicable).
- 3) Drainage details before and after the proposed works are completed (if applicable).
- 4) A complete description of any type of fill proposed to be placed or dumped (if applicable).
- 5) Description of methodologies to be used in carrying out an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland (if applicable).
- 6) A cross-section of the existing channel/bank and/or wetland and a cross-section of the proposed alteration and/or interference (if applicable).
- 7) Any other technical information, studies, or plans that the LTVCA may request for review, including information requested during pre-submission consultations.  
E.g. Lot Grading Plan, Slope Stability Report, Geotechnical Investigation, Coastal Engineering Assessment, Hydrogeological Investigation, Architectural or BCIN Drawings, Stormwater Management Plan, Sediment and Erosion Control, etc.
- 8) The applicable permit application fee (see current fee schedule).

TERMS AND CONDITIONS

- The Owner and Agent (if applicable), by acceptance of and in consideration of the issuance of this permit, agree to the following terms and conditions:
- 1) Permission granted by the Lower Thames Valley Conservation Authority applies to the applicant and their subcontractor(s). Permission cannot be transferred without prior written approval from the Lower Thames Valley Conservation Authority.
- 2) Approvals may be required from other agencies prior to undertaking the work proposed. The Lower Thames Valley Conservation Authority does not exempt the Applicant from complying with any or all other approvals, laws, statutes, or regulations.
- 3) The Lower Thames Valley Conservation Authority may, at any time, withdraw a permission if, in the opinion of the Conservation Authority, the representations contained in the application for permission are not carried out or the conditions / requirements of the permit are not complied with, or site conditions have changed/alterd since the time of the application's approval. Withdrawal of permission will be in accordance with the Conservation Authorities Act.
- 4) Authorized representatives of the Lower Thames Valley Conservation Authority may, with reasonable notice, enter onto the lands that are described herein, in order to make any surveys, examinations or inspections that are required for the purpose of reviewing the application and insuring that work(s) authorized are being carried out according to the terms of this permit.
- 5) The Owner and Applicant agree:
  - To indemnify and save harmless the Lower Thames Valley Conservation Authority and its officers, employees, or agents from and against all damage, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the Owner and/or Applicant or any of their agents, employees or contractors relating to any of the particulars, terms or conditions of this permit;
  - That this permit shall not release the Applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law; and,
  - That all complaints arising from the execution of the works authorized under this permit shall be reported immediately by the Applicant to the Lower Thames Valley Conservation Authority. The Applicant shall indicate what action has been taken, or is planned to be taken, with regard to each complaint.
- 6) The project shall be carried out in full accordance with the approved plans submitted in support of the application as well as in accordance with the approval conditions (if applicable).

Note:

The information on this form is being collected for the purposes of administering a regulation made pursuant to Section 28, Conservation Authorities Act, R.S.O. 1990, Chapter, 27. This application and supporting documents and any other documentation received relating to this application may be released, in whole or in part, to other persons in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990c. M.56, as amended.