



<b>Office Use Only</b>
Submission #
Fee \$
Payment Type:
Date received:

**Please read, complete form where applicable, date and sign this application.**

**03.12.25**

SECTION 1- Applicant Information/Project Location						
<b>Applicant or Agent Information:</b>						
Name:						
Organization/Company (if applicable)						
Mailing Address:				Postal code:		
				Fax:		
				Telephone:		
Email:					Cell:	
<b>Property Owner Information: Same as above : <input type="checkbox"/></b>						
Name:						
Mailing Address:				Postal code:		
				Fax:		
				Telephone:		
Email:					Cell:	
<b>Correspondence will be sent to the owner and copied to the applicant (if different)</b>						
<b>Subject Property: Same as above : <input type="checkbox"/></b>						
Municipal Address:						
Municipality:						
Nearest Major Intersection:						
Legal Address: (if no fire number issued)	Lot:		Concession:		Registered Plan:	
Has a previous application to the LRCA been filed on this property?						
<input type="checkbox"/> No <input type="checkbox"/> Yes (provide details):						

**Pre-consultation with LRCA staff is strongly suggested to verify a complete application is being submitted. All applications must be deemed “complete” with technical supportive documents (if required) before the application is processed.**

Pre-Consultation
Have you conducted any pre-application consultation with the LRCA to determine site issues, and technical requirements for a “complete” application? <input type="checkbox"/> No <input type="checkbox"/> Yes
Have you received a LRCA site map showing the regulated areas on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Are there any other required approvals? (e.g. Ministry of Natural Resources and Forestry, Fisheries and Oceans Canada, TB District Health Unit) <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details):

**SECTION 2: Submission Requirements – CHECK LIST**

1. Completed and signed Application Form.
2. Each application must be accompanied by the appropriate Project Details Schedule applicable to the type of work – see the list of Schedules on Page 3 of this form.
3. Each application must be accompanied by the appropriate fee as noted on the current Fee Schedule.
4. If the applicant is not the owner, the Letter of Authorization (Schedule A) must be completed.
  - a) If the land is a Camper’s Association or group ownership a letter of authorization must be provided signed by the legal representative of the group.
  - b) If the land is a Municipal right-of-way a letter of authorization must be provided signed by the authorized representative of the Municipality.
5. Additional studies as requested by the Authority (i.e. geotechnical study, Environmental Impact Statement, etc.).
6. Copies of applicable drawings including Site Plan, Cross-Section, Site Grading and Elevation Plans, Blueprints, Drainage details, etc. must be submitted with the application.

**Examples of information that should be included on your site plan(s): See Page 4 - Sample Site Plans**

Project Type:	Details to be included:
Construction, Renovation, Reconstruction	➤ Location, dimensions, watercourses, structures, before and after drainage/flow path, existing and proposed grades, geodetic elevations
Placement of Fill, Dredging, Site Grading	➤ Location, dimensions, watercourses, before and after drainage/flow path, existing and proposed grades, sediment and erosion control measures
Alteration to Shorelines and Watercourses	➤ Location, plan view (existing/proposed), cross-section (existing/proposed), dimensions, structures, size of rock being used, sediment and erosion control measures

**Section 3: Permit Review Procedures**

Permits are issued by the Conservation Authority or delegated Staff, under the current *Rules of Procedure for Permit Application Review and Approval*. Applicants will be notified within 21 days of whether or not their application is considered complete. The Applicant may request an Administrative Review by the authority to resolve issues specified in Section 8(1) of O. Reg. 41/24 summarized as follows (see Policy DEVREG-04-2024 on LRCA website):

- 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;
- c) The applicant is of the view that a request by the authority for other information/studies/plans is not reasonable.

Within 90 days from the date of confirmation of a complete application, the Authority or delegated Staff will make a decision with respect to the application.

If Staff is recommending refusal of the application and the owner wishes to proceed with the proposal, the Authority will convene a Hearing to consider the application. If the owner objects to the proposed conditions of the approval they may request a Hearing. Applicants will be given notice of all Hearings prior to being held. All Hearings will be conducted according to the document entitled *Section 28.1 (5) Conservation Authorities Act Hearing Guidelines, Lakehead Region Conservation Authority*. The Authority may at any time cancel any permission given under the Regulation if in the opinion of the Authority the condition(s) on the permit are not complied with. Any false or misleading statement in this application may result in cancellation of any permission issued on the basis of this application.

Be advised that other municipal (e.g. building permit, etc.), provincial (e.g. MNR Work Permit, etc.) or federal (e.g. *Federal Fisheries Act*, etc.) approvals or permits may also be required.

Permits issued by the LRCA are issued to the current owner of the property and are not transferrable.

**SECTION 4 – Notice of Collection**

Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, the personal information contained in this form is collected under the authority of the *Conservation Authorities Act*. This information is used to assess applications, and where approved, issue a permit under O. Reg. 41/24 Prohibited Activities, Exemptions and Permits. Information on this form may be disclosed to Government and Municipal agencies for review, comment, or to members of the public through the Freedom of Information process or in the Hearing process. Questions related to the collection of information should be directed to the Chief Administrative Officer, LRCA, 130 Conservation Road, P.O. Box 10427, Thunder Bay, ON, P7B 6T8, 807-344-5857.

**SECTION 5 - Applicants Statement**

By signing this application, consent is given to the LRCA, its employees and other persons as required by the LRCA, to access the property, for the purpose of inspection, obtaining information, and/or monitoring any and all works, activities and/or construction pertaining to the property in addition to the works as approved under cover of any permit issued by the LRCA.

I acknowledge and agree that any false or misleading statement made on this application will render null and void any permission granted in the discretion of the Authority.

*I hereby declare that I have read the above statements and that the information I have provided is true and correct to the best of my knowledge and belief and that, all of the above information, plans and submissions to be true, valid and current. I further accept the aforementioned terms and conditions to be binding upon the registered owner(s) of the property and all assigned agents, contractors and/or constructors acting on my behalf. I have authority to bind the foregoing to these terms and conditions.*

<b>Signature of Owner:</b>	<b>Date:</b>
<b>Signature of Agent:</b>	<b>Date:</b>

Check all applicable Schedules to be submitted with this application:

- Schedule A – Letter of Authorization (to be completed if applying on behalf of the registered owner)
- Schedule B – Project Details – Construction, Addition and Demolition
- Schedule C – Project Details – Placement/Removal of Fill and Site Grading
- Schedule D – Project Details – Alteration to Shorelines and Watercourses
- Schedule E – Project Details – Infrastructure and Water Crossings
- Schedule F – Project Details – Other

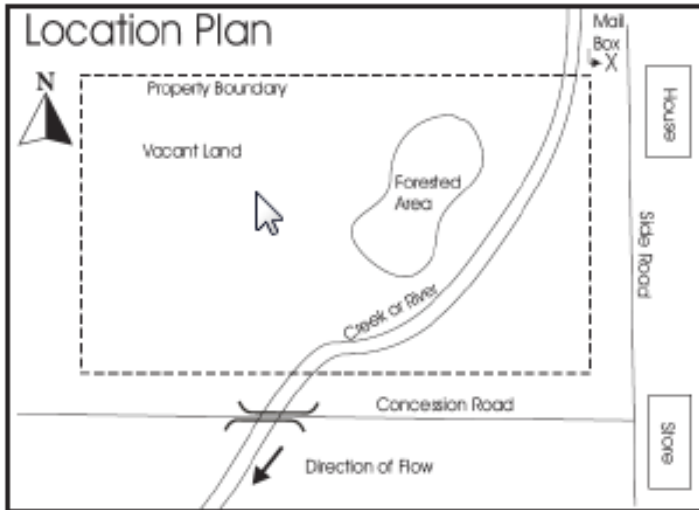
**Internal Use Only**

<b>Inspection Date:</b>		<b>Regulatory Flood Elevation:</b>	
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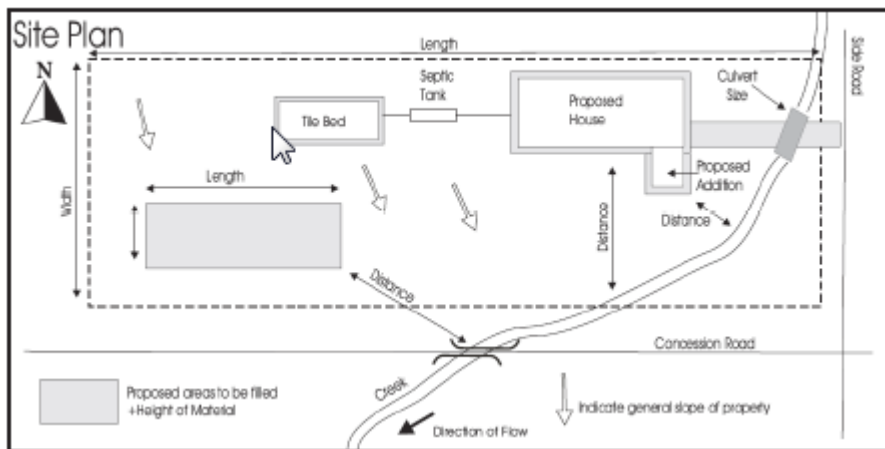
**Application Form Revision Date:** March 12, 2025

**Instructions**

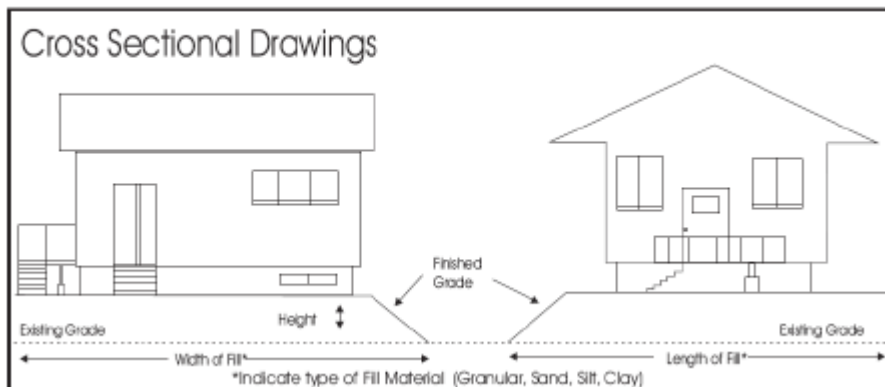
These drawings are not for design purposes. They are examples to illustrate the minimum level of detail required to enable the LRCA to process your application.



Drawings should include the location and dimensions of proposed works (i.e. buildings, quantity and areas of fill, landscaping features, culvert(s) and location of existing buildings or features.



Additionally, drawings should include relevant drainage details. This includes the direction of water drainage on the site, slopes, wetland areas, nearby watercourses or water bodies, culvert(s) present, etc.



Cross sections must show existing and final grade elevations, existing and finished floor elevations and lowest openings into buildings.

Elevations must be geodetic (as determined by an Ontario Land Surveyor).