



MATTAGAMI REGION CONSERVATION AUTHORITY

100 Lakeshore Road, Timmins, Ontario P4N 8R5
www.mattagamiregion.ca

TEL. 705-360-2660 FAX 705-360-2692
info@mattagamiregion.ca

This Permit Application Package provides a summary of information and required documentation for consideration of landowners applying to the Mattagami Region Conservation Authority (MRCA) for a permit under *Ontario Regulation 41/24*. PLEASE READ ALL SECTIONS.

GENERAL INFORMATION

Ontario Regulation 41/24

Pursuant to Section 28 of the *Conservation Authorities Act*, the Mattagami Region Conservation Authority is empowered to regulate development and activities in or adjacent to river or stream valleys, large inland lake shorelines, watercourses, hazardous lands, and wetlands within its area of jurisdiction.

The current regulation that affects the Mattagami Region watershed is *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*.

Ontario Regulation 41/24 prohibits development and watercourse alterations within an area of jurisdiction unless prior written permission is obtained from the Conservation Authority. MRCA administers an application permit process for required permissions under *Ontario Regulation 41/24*.

Pre-Submission Consultation

Prior to submitting an application for a permit under section 28.1 of the *Act*, the authority and the applicant may engage in pre-submission consultation for the purpose of confirming the requirements of a complete application to obtain a permit for the activity in question. A pre-submission consultation appointment is encouraged for all applications to determine the required documentation. The level of detail required depends on the natural hazards that are associated with the property, as well as the scale and complexity of the proposal. Additional information may be required depending on submission details.

Application/Permit

An MRCA application form must be completed and signed by the landowner and their authorized agent, as confirmed in writing, with the submission of all required supporting information and documentation. If an application is going to be submitted by a solicitor or agent on behalf of the owner(s), the MRCA Landowner Authorization form must be completed and signed by the owner(s).

Complete Applications

Only complete applications will be processed. It is strongly recommended that the applicant consult with MRCA staff to determine application requirements. Insufficient or inaccurate information may delay the processing of an application.

Permits

If an application is approved, a Permit with or without conditions will be issued to the applicant and/or authorized agent within 21 days.

CHECKLIST FOR COMPLETE APPLICATION REQUIREMENTS

The following checklist has been compiled by the Mattagami Region Conservation Authority (MRCA) to assist applicants in the preparation of a complete application for submission pursuant to Ontario Regulation 41/24.

A pre-consultation appointment is encouraged for all applications to determine the required documentation. The level of detail required depends on the natural hazards which are associated with the property, as well as the scale and complexity of the proposal. Additional information may be required depending upon submission details. The submission of a complete application does not guarantee that the MRCA will grant the landowner a permit for the proposed development and/or alteration. No development activity can begin prior to receipt of the actual permit.

Mandatory minimum requirements for all applications

- ✓ Completed Application Form signed by the landowner/agent;
- ✓ Non-refundable Administration Fee (See Fee Schedule);
- ✓ Detailed Site Plan to include:
 - Existing site conditions
 - Proposed works
 - Location and dimensions of all existing structures
 - Elevations of existing buildings (if any)
 - Grades and proposed elevations of buildings and grades after development
- ✓ Complete description of the type, volume and location of fill proposed to be placed or dumped or removed.

Other considerations (depending on location, scale and complexity of development)

- Copy of Legal Survey
- Topographic Survey of the property prepared by an Ontario Land Surveyor (OLS) or qualified professional engineer
- Location of natural features on or immediately adjacent to the property (e.g., watercourse, wetland)
- Written summary or report describing the proposed works and activities

- Plan for sediment and erosion control mitigation measures

*NOTE: Not all requirements may apply. Requirements will be based on the proposed project.

Development within a flood regulated area

- A grading plan – prepared by a qualified professional engineer, C.E.T., or other qualified professionals as approved by the MRCA – showing existing and proposed geodetic elevations of the property and of existing and proposed buildings
- Cross sections of proposed structures and proposed fill (including elevations)
- Drainage details before and after development
- Technical studies or plans as required to meet the regulatory provisions of Conservation Authorities Act S. 28 – examples include: floodproofing designs, balanced cut and fill calculations by a qualified professional, elevation surveys (NOTE: this is dependent on the proposed extent of intrusion into a regulated area and/or the hazard).

Development within a wetland and areas of interference

- A scoped or full Environmental Impact Study (EIS) prepared by a qualified professional, clearly indicating there will be no negative impact to the form or function of the wetland to the satisfaction of the MRCA
- A Hydrogeological Assessment (Water Balance) prepared by a qualified hydrogeologist

Development on or adjacent to steep slopes/erosion prone areas/large and inland lakes

- A slope stability study and erosion analysis prepared by a qualified professional with expertise in geotechnical engineering
- Structures built on or adjacent to steep slopes must be designed by a qualified engineer. Plans submitted must be stamped and certified by the engineer.
- Site Restoration Plan

CONTACT

For more information regarding the MRCA's Permit Application, please contact:

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MATTAGAMI REGION CONSERVATION AUTHORITY
Application Fee Schedule for Ontario Regulation 41/24

Category	Description	Fee
Property Inquiries and Clearances	For written responses to legal, real estate, financial institutions, inquiries on behalf of landowners or others	\$75.00
Small Works	<ul style="list-style-type: none"> • Accessory buildings and structures with a floor area of less than 20 m² • Additions with less than or equal to 20 m² • Fill activity less than 100 cubic metres • Toe protection less than 50 metres with vegetative shore land buffer 	\$100.00
Standard Works	<ul style="list-style-type: none"> • New buildings, reconstruction, foundation reconstruction, accessory buildings and structures with a total gross floor area of 20 to 100 m² • Fill activity of 100 to 500 cubic metres, or grading on a property less than 0.5 hectares in area • Infrastructure maintenance • Channel maintenance less than or equal to 200 metres in length or 0.5 hectares in area 	\$200.00
Large Works	<ul style="list-style-type: none"> • Buildings with a total gross floor area of 100 to 450 m² • Fill activity of 501 to 2000 cubic metres, or grading on property 0.5 to 1.0 hectares in size • Shoreline alterations between 50 and 500 metres in length • Infrastructure such as, but not limited to, bridges, culverts, utility crossings less than or equal to 25 metres in width/span • Channel maintenance greater than 200 metres in length or 0.5 hectares in area 	\$400.00
Major Works	<ul style="list-style-type: none"> • Multiple unit projects or buildings greater than 450 m² in area or more than 1 hectare per property • Fill activity greater than 2,000 cubic metres, or grading on a property greater than 1.0 hectares in area • Shoreline alterations greater than 500 metres in length • Infrastructure such as, but not limited to, bridges, culverts, utility crossings greater than 25 metres in width/span, and storm water management ponds • Channelization and alteration to a waterway 	\$1,000.00
Violations	Permit fees for Violations under <i>Ontario Regulation 41/24</i> (Work commencing prior to an approved permit being issued)	Double the normal application fee
Revisions	Applications which are amended or resubmitted after approval and including modifications to approved erosion and sediment plans	50% surcharge
Renewals	Permits valid for two calendar years from the date of application may be renewed.	\$50.00

Effective January 1, 2019

Notes:

1. The City of Timmins is exempt from the fee schedule for the review and comment on any planning matters including Zoning By-Law Amendments, Consents, Minor Variances, Plans of Subdivision and Site Plan Control Agreements. In addition, although the Municipality is required to obtain permits under Ontario Regulation 41/24 for any construction or infilling, no fees are charged.
2. Fees are charged per application. No portion of any fee will be refunded to the applicant.
3. All fees for the review of an application and supporting reports must be received prior to the release of written comments to an approval agency.
4. Charges are per application.



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Application for Permission Under Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits

Landowner Authorization

Subject Property

Municipal Street Address: _____

Lot: _____ Con.: _____ Township: _____

Tax Roll No.: _____

If an application is to be submitted by a solicitor or agent on behalf of the owner(s), this Landowner Authorization form must be completed and signed by the owner(s).

NOTE TO OWNER(S)

If the application is to be prepared by a solicitor or agent, authorization should not be given until the application and its attachments have been examined and approved by you, the owner(s).

I/We _____

hereby authorize _____

to provide, as my agent, any required authorizations or consents, to submit the enclosed application to the Mattagami Region Conservation Authority, to appear on my behalf at any hearing(s) of the application, and to provide any information or material required by the Board relevant to the application for purposes of obtaining permission to develop, interfere with a wetland or alter a shoreline or watercourse in accordance with the requirements of Ontario Regulation 41/24.

Signature of Owner(s): _____ Date: _____



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Application for Permission Under Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits

Application Number _____

Landowner Name: _____ Telephone (home): _____

Address: _____ Telephone (other): _____

City: _____ Postal Code: _____ Email: _____

Project Location

Municipal Street Address: _____

Lot: _____ Concession: _____ Township: _____ Plan No.: _____

Tax Roll No.: _____ Are you the owner of the this property? Yes No

Description of Project

Construction

Placement of Fill

Alteration to a Watercourse, Shoreline or Wetland

General description of project:

All applications must be accompanied by a detailed site plan, providing information on the following:

1. Location map of property in relation to surrounding buildings, roads, lands, bodies of water, etc.
2. Site plan indicating the proposed location(s) of development work(s). Include dimensions, total area and existing structures, proposed draining of site and distances to lot lines and any water courses.
3. Cross section(s) of the proposed development(s) work(s) showing existing and final grade. For fill show depth, quantity and type.
4. If applicable, complete engineering drawings of proposed development(s)/works(s).
5. If altering a watercourse, shoreline or wetland, a permit under the Ministry of Natural Resources and Forestry's *Lakes and Rivers Improvement Act* must be attached.

Dates of Commencement and Completion of Project: _____ to _____

If other approvals are required for this project please indicate:

Fisheries Act
MNRF Work Permit
MECP

Building Permit
Zoning
Other _____

Consent

Minor Variance

OPA

Agent/Consultant Information

Agent's Name: _____ Telephone: _____ Email: _____

Mailing Address: _____ City: _____ Postal Code: _____

Signature of Owner: _____

Signature of Agent: _____

Date: _____

Date: _____

Additional Information

The following information may be required to support your application. Having this information readily available may expedite the permit review process.

- A legal survey.
- A topographic survey tied into a geodetic benchmark showing existing and proposed grades, drainage details and finished floor elevations for buildings.
- A complete description of the amount, type and quality of fill proposed to be placed and/or dumped, complete with a certificate of analysis for the imported fill.
- A written description or drawings showing the amount and size of materials to be used (e.g., culverts, rip-rap or rock check dams).
- Conceptual, architectural or design drawings of the proposed building(s) showing the size of the structure and elevations for windows and doors.
- A description of the proposed use of the buildings.
- For a watercourse alteration, a statement about the purpose of the alteration.
- A description of the construction sequence/timing and the methods to be used in carrying out the works and how the site is to be accessed by heavy equipment. (This is particularly important for watercourse alterations.)
- Plans or a description of how sediment and erosion will be controlled during construction and for the period after construction until vegetation is successfully established.
- Plans or a description of how the site is to be re-vegetated/stabilized after construction (e.g., sod, seeding, hydro-seeding, tree and shrub plantings, rip-rap).
- A copy of any supporting studies or reports undertaken for the proposed work. These studies shall be carried out by a qualified professional, with recognized expertise in the appropriate environmental disciplines, and shall be prepared using established procedures and recognized methodologies. This may include a flood study, environmental impact study, hydrogeological report, geotechnical study, slope stability analysis, fisheries impact assessment, etc.

The location and extent (perimeter) of all proposed works should be clearly staked, flagged and/or marked on-site. This ensures MRCA staff can identify the proposed work location on your property when conducting a site visit.

Note: Approval of this application does not exempt you from any other approvals issued through the City of Timmins or other provincial or federal government agencies (Porcupine Health Unit, Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation and Parks, etc.)

A written response and/or final decision of this Authority will be announced within 21 days of the receipt of all necessary information regarding this application. Any false or misleading statement made on this application will render null and void any permission so granted.

FOR OFFICE USE ONLY

Application Fee: _____ Date Received: _____ Received by: _____

Date of Authority Meeting: _____

Decision Rendered: Approved Refused Approved with Conditions

Conditions of Approval:

Date of Approval: _____ Resolution No.: _____ Existing Zoning: _____

Flood Plain Map Sheet: _____ Regulatory Flood Elevation: _____

Sample Site Map

