

CLIENT COPY

Checklist – Applying for Permits Under Ontario Regulation 177/06

Property Location: _____
 Proposed Development: _____
 Regulated Feature: _____

Culverts and Crossings

In reviewing development involving culverts and crossings over watercourse features, it is our role to ensure there are no negative impacts to the control of flooding or erosion at the project site, upstream or downstream of the site as a result of the proposed development.

Criteria	Required	Complete
Completed application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location of the proposed works and all relevant dimensions, including culvert diameter, culvert length, stream width, etc. (refer to typical design drawings)		
A detailed cross-section of the proposed work (refer to typical design drawings)		
A detailed written description of the proposed works, including proposed timing of work, duration of work, means of maintaining flow Sediment and erosion controls		
Engineered design drawings		

Building and Demolitions

In reviewing development involving the construction or demolition of structures, there is often also some degree of site grading. It is our role to ensure development is directed outside of any hazard area of the subject property as that there are no negative changes to the control of flooding or erosion as a result of the proposed development.

Criteria	Required	Complete
Completed application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location and extent of the proposed		

works, including the dimensions and location of the existing structure to be removed, the total area of disturbance, the approximate changes in elevation		
Floodplain mapping		
Survey with elevations (completed by Ontario Land Surveyor)		
Erosion hazard assessment		
Stable slope staking		
Sediment and erosion controls		
Details engineered grading and drainage plan		

Docks and Boathouses

A dock is a structure that allows you access from the shoreline to the water. When a dock project is reviewed, we are considering the area where the dock will be placed to ensure there will be no natural hazard created or an increase to an existing hazard.

Criteria	Required	Complete
Completed application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location of the proposed works and all relevant dimensions		
A detailed description of the proposed work, including timing of work, duration of work		
Sediment and erosion controls		
Proof of ownership of shore road allowance		

Fill, Dredging and Grading

Fill and grading projects can range from minor lot grading to major commercial or subdivision undertakings. In reviewing this type of development, it is our goal to ensure that there are no negative impacts to the control of flooding or erosion, the hydrologic function of wetland areas, or the stability of slopes.

Criteria	Required	Complete
Completed application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location and extent of the proposed works including dimensions		
A detailed plan indicating the		

approximate changes in elevation, changes in drainage and the approximate volume of fill to be removed and/or imported		
A cross-section drawing of the proposed works		
A description of the type of fill to be placed		
Engineered design drawings for grading and drainage		
Sediment and erosion controls		

Landscaping

Landscaping projects include, but are not limited to, patios, retaining walls and re-grading. In reviewing this type of development, it is our goal to ensure there are no negative impacts to the control of flooding or erosion, stability of slopes and to ensure proposed projects will be stable upon completion. We also want to ensure appropriate sediment and erosion control methods are applied during work to prevent the release of sediment from entering surrounding water features.

Criteria	Required	Complete
A complete application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location and extent of any proposed work, including dimensions and approximate changes in grade		
Cross-section drawing of proposed work		
Sediment and erosion controls		

Retaining Walls

Retaining walls can fall into two categories under our policy, those that are 1 meter in height or less and those over 1 meter in height. Any proposed retaining wall that is greater than 1 meter in height must be designed by an engineer or constructed using an engineered product. In this type of review, it is our intent to ensure work does not create new hazards or aggravate existing hazards. Those retaining walls that may be proposed at or near a shoreline would be reviewed under the shoreline protection works checklist and may have additional requirements.

Criteria	Required	Complete
A complete application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location and extent of any proposed work, including dimensions and		

approximate changes in grade		
Cross-section drawing of the proposed work, including wall dimensions, drainage behind wall, backfill, tie backs and final grade		
Product proposed for use and product specifications		
Detail engineered drawings and plans		
Sediment and erosion controls		

Shoreline Protection Works / Watercourse Alterations

Our office reviews shoreline protection works and watercourse alterations along watercourses, inland lakes and large inland lakes (Lake Nipissing). In this type of review, it is our goal to ensure that there are no negative impacts to the control of flood, erosion, dynamic beaches, pollution or the conservation of land.

Criteria	Required	Complete
A complete application form, filled out and signed by the property owner		
Payment of applicable fee		
A detailed site plan indicating the location and extent of any proposed work, including all relevant dimensions		
Cross-section drawing of the proposed work, including dimensions		
A detailed description of the proposed work, including the timing of work, duration of work, materials used		
De-watering plans		
Sediment and erosion controls		
Detailed engineered drawings and plans		

Additional Requirements

Aside from the above information, every property, situation and development proposal is unique. As such, there may be special circumstances and requirements which the above lists may not include. Based on a development proposal and the property and hazard in which it is proposed, some or all of the following criteria may also be required. Some hazard areas or situations which may require additional information include, but are not limited to, steep slopes, dynamic beaches, development in or near a floodplain. In these situations, further technical studies and/or plans may be requested in order to ensure that we have all of the information we require to properly review your proposal.

Criteria	Required	Complete
Municipal review (shore road allowance, zoning)		
Flood plain mapping		
Survey with elevations		
Floodproofing		
Erosion hazard assessment (slope, meander belt)		
Ecological Impact Study		
Stormwater management report		
Geotechnical assessment/report		
Coastal engineering report		
Natural channel design brief		
Other agency review (Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation and Parks, Department of Fisheries and Oceans)		

Regulatory Agency Contact Information:

- Department of Fisheries and Oceans
Self-assessment: <http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>
Call: 1-855-852-8320
Email: fisheriesprotection@dfo-mpo.gc.ca

- Ministry of Natural Resources and Forestry
North Bay District Office: 705-475-5550

- Ministry of the Environment, Conservation and Parks
Toll free: 1-800-565-4923