



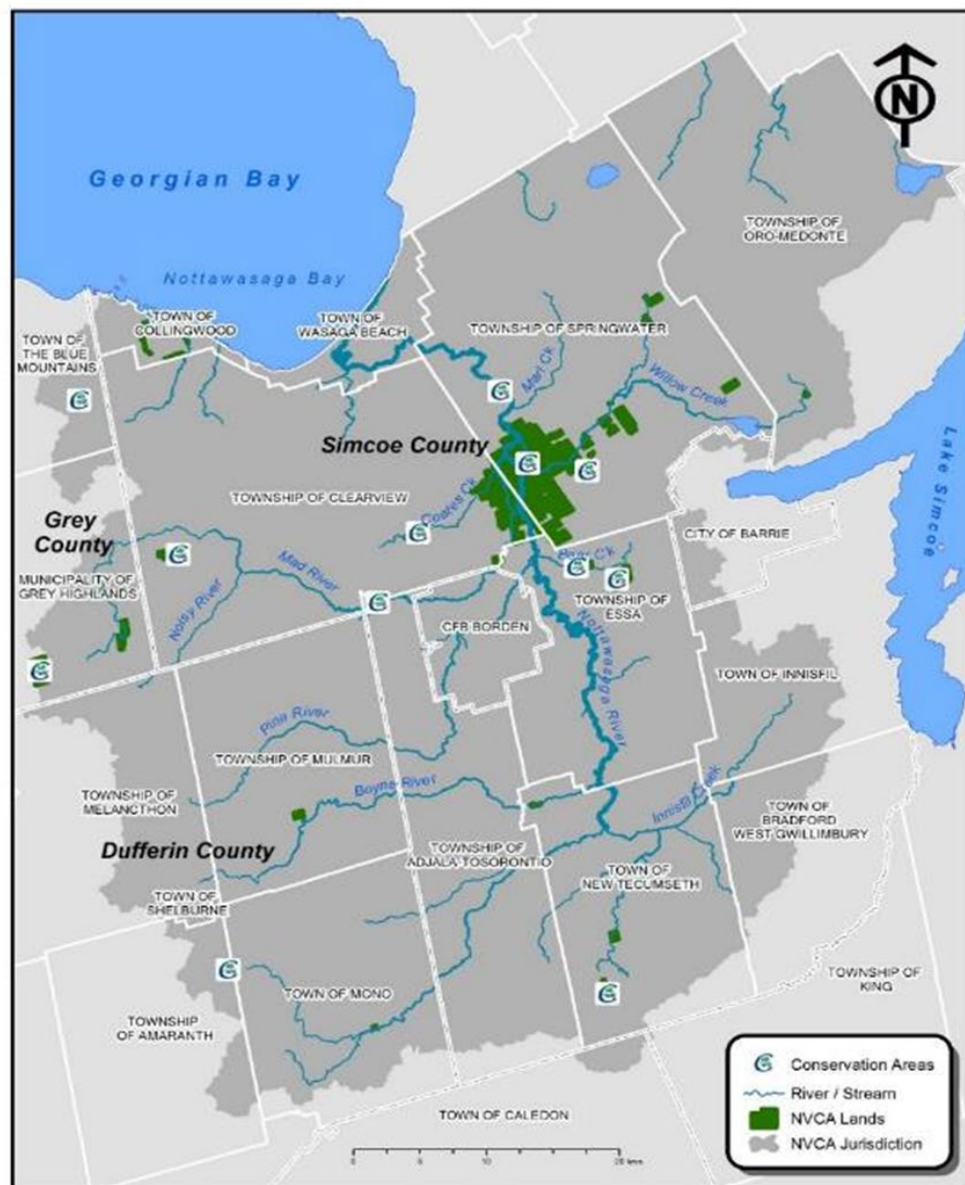
# NVCA Permit Process

Meagan Kieferle | Senior Regulations Officer | November 2023



# Our Municipal Members

- Township of Adjala-Tosorontio
- Township of Amaranth
- City of Barrie
- Town of the Blue Mountains
- Town of Bradford West Gwillimbury
- Township of Clearview
- Town of Collingwood
- Township of Essa
- Municipality of Grey Highlands
- Town of Innisfil
- Township of Melancthon
- Town of Mono
- Township of Mulmur
- Town of New Tecumseth
- Township of Oro-Medonte
- Town of Shelburne
- Township of Springwater
- Town of Wasaga Beach



# Regulations

## Overview

- All CAs are responsible for the administration of Provincial Regulations under Section 28 of the *Conservation Authorities Act*.
- Development within a regulated area requires permission from the CA.



# Regulations

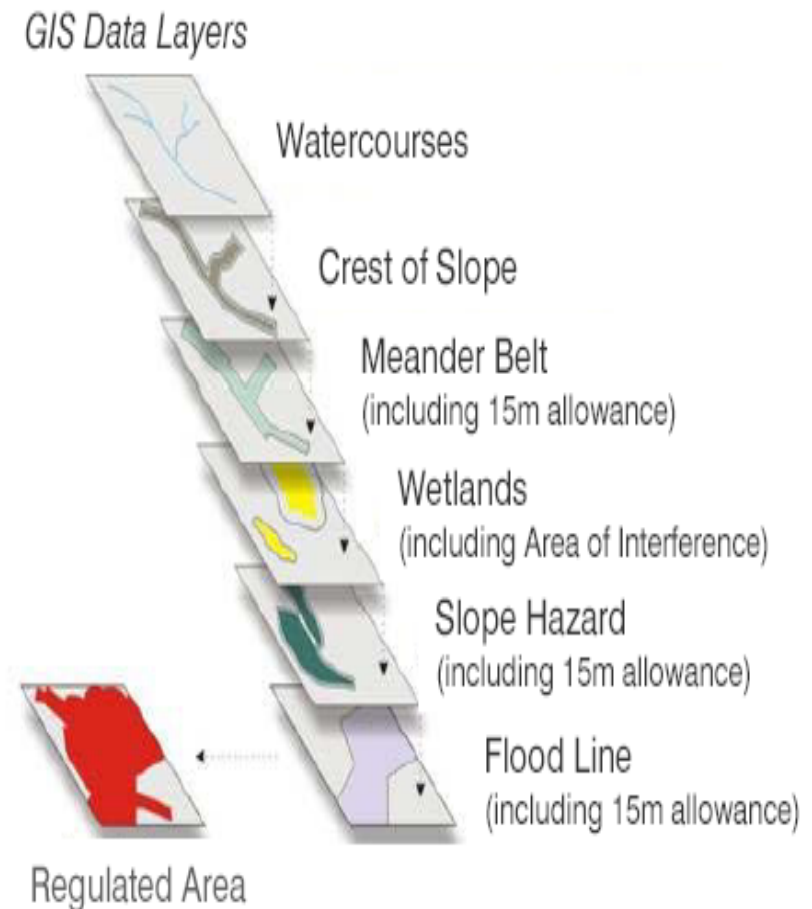
## Natural Heritage & Hazardous Areas

### Natural Heritage

- Conservation of Lands
- Wetlands
- Wetland Buffer/Interference

### Natural Hazards

- Watercourses
- Shorelines
- Steep Slopes
- River and stream valleys
- Hazardous Lands/Unstable Soils





# Regulations

## Why we regulate

- Prevent injuries and loss of life
- Reduce risk to property and infrastructure; minimize restoration costs
- Protect the natural benefits offered by wetlands, watercourses and shorelines



# Permit Requirements

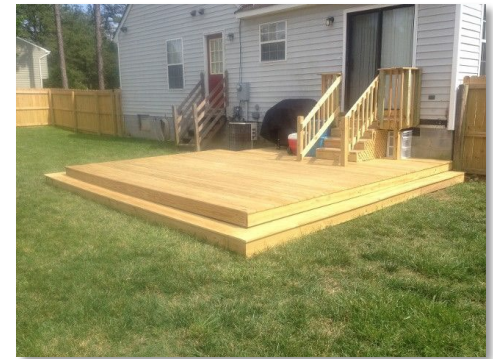
- Under typical circumstances, if a property owner intends to work within the Regulated Area, a permit will be required.
- As per the *Conservation Authorities Act*, anything which triggers the definition of “Development” would require a permit, examples include;
  - Construction of a dwelling or addition
  - Reconstruction of a dwelling
  - Construction of any other structure such as shorewall, inground pool or driveway
  - Placing or constructing a detached accessory structure such as a barn, shed or pool house
  - Changes to a building or structure that alters the use, increases the size or increases the occupancy such as, enclosing a carport to create a garage, or an “in-law” suite
  - Site Grading
  - Temporary or permanent, removal or importation of material such as fill, gravel, soils, even if the material originated on the site



# Permit Requirements

## When is a permit **NOT** required

- If your proposed works will not encroach into the regulated area – applicant would be deferred to the Municipality for further permit requirements.
- If NVCA staff have reviewed the regulations associated with the property and determine a permit is not required. Email clearance can be given at that time.
- The following activities do **NOT** require a permit or prior approvals;
  - Ground Level Decks (provided they are not enclosed or cover a walk out from below)
  - Seasonal Docks
  - Fences
  - Above Ground Swimming Pools or Hot Tubs
  - Landscaping Activities such as planting trees or garden beds
  - Limbing trees, cutting scrub or damaged vegetation
  - Removal of trees do not require a permit, provided the stump remains intact and the removal is not being completed within an area identified as a wetland feature.



# Where do I start?

## How to contact the NVCA

- There are several avenues you can explore when looking to consult with the NVCA before starting a project on your property;
  - Complete an Online Inquiry on our Website
  - Send an email to our general inbox [permits@nvca.on.ca](mailto:permits@nvca.on.ca)
  - Contact the NVCA Regulations Team by Phone through our main contact number and speak to our coordinator or one of our Regulations staff directly.
  - In person “walk-in” - Currently our “walk in” services are suspended until further notice, however Regulations staff are happy to set up a telephone appointment.
  - Review our planning and Regulation Guidelines on our website: [www.nvca.on.ca](http://www.nvca.on.ca)
  
- You can also initiate a Pre-Consultation Meeting with one of our Regulation Staff which can be done using Zoom, MS Teams or by Conference Call.





# Application Process

- If Regulations staff have determined a permit is required, a complete application will need to be submitted for review;



## Application for Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permit

Pursuant to Ontario Regulation 172/06

NVCA will consider your application based on the information you provide below. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return the application along with appropriate review fee.

### Before you apply!

Visit [www.nvca.on.ca](http://www.nvca.on.ca) and complete the property inquiry form for free initial information and consultation on your proposal.

### **APPLICANT – Primary contact for application (Clearly print/type all information.)**

Applicant is:     Owner     Authorized Agent of Owner

Applicant Name (First/Last): \_\_\_\_\_

Corporation/Partnership: \_\_\_\_\_

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

Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred method of correspondence:     Email     Phone     Fax     Mail

**If an applicant/agent is to act on behalf of the owner, the authorization form on page 6 must be completed.**



# Application Process

- In order to for an application to be determined complete we will require all the information noted on the third page of the application, failure to provide this information can result in delays in the approval process.

**Your application must be accompanied by the following basic information for it to be processed for review:**

- Payment** of the applicable application review fee (contact NVCA at 705-424-1479 or visit [www.nvca.on.ca](http://www.nvca.on.ca) for the permit fee schedule)
- Location Map** showing the nearest intersection
- Site Plan Drawing** - Show existing and proposed works; property boundaries; street name(s); north arrow; and features of the site such as buildings and structures, tree lines, streams, wetlands, wet areas, springs, ditches, culverts, and elevation contours (existing and proposed grades). Include measurements and dimensions with consistent units (meters or feet). Show how much vegetation or tree cover is to be removed and where fill is to be located.
- Digital photo(s)** of the proposed work location (taken with a phone or camera)
- Zoning Certificate/Approval** from local municipality
- Niagara Escarpment Commission (NEC)** Notice of Decision (if applicable)
- Authorization Form** (if applicant/agent is not the owner; see page 6)

Unless otherwise requested, NVCA requires a digital copy of all project drawings. If a digital copy is not possible, one hard copy of the project drawings will be accepted.

**Note: Additional information may be required through the process of reviewing this application (see page 5).**

- Applicants will be informed within 21 businesses days what additional information is required (if any)



# Permit Timelines

How long will the process take?

**Initial Policy Review**

**21 Days**

**Technical Review**

## Minor Works Applications

- Utilities
- Pools
- Septic
- Minor Additions (not within the hazard lands i.e flood, erosion and shoreline)
- Detached Accessory Structures (under 500 sq.ft. and/or not within the hazard lands)

**30 Days**

## Major Works Applications

- New Dwelling or Reconstruction
- Shorewalls/Shoreline Alteration
- Minor Additions (within the hazard lands)
- Watercourse Alteration/Drainage Act
- Detached Accessory Structures (over 500 sq.ft. and/or within the hazard lands)

**90 Days**





# Can the Timelines become delayed?

- Simple answer is **“YES”**
- Timeline delays are sometimes not avoidable, the most common reasons Regulation staff see timeline delays are;
  - Incomplete application submitted for “review”
  - Delays from applicants completing payments or providing zoning approvals
  - Volume of permits in the “queue” at the time of application
  - Applicant did **NOT** consult with the NVCA prior to submitting their application and their proposal does not comply with Policy. In these circumstances the applicant is provided comments to address in order to comply with policy. Once the revised information is received **THEN** the technical review can commence and timelines start.



# Common Policy Restrictions

## Wetlands

- In general, development and site alteration shall NOT be permitted in wetlands, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological function.
- In order to determine this, NVCA technical staff may request an Environmental impact Study (EIS) to address interference within a wetland. A site visit from Natural heritage staff may be required to delineate the wetland feature during appropriate in-season window.
- The submission of an EIS does NOT guarantee approval of the works



# Common Policy Restrictions

## Flood Hazard

- Whenever possible, development should always be directed in the area of least risk, outside of the hazard lands.
- If a dwelling is located within the flood hazard a basement will **NOT** be supported.
- Walk outs are considered a basement and are not permitted within the flood hazard.
- A crawl space may be permitted provided it is unfinished and under 5'11".





# Common Policy Restrictions

## Minor Addition Policy

- When looking to construct an addition within the hazard lands (flood, erosion or shoreline hazards) the minor addition policy will apply.
- This policy restricts the size and therefore the occupancy of the hazard lands.
- The Minor Addition Policy allows for one of the following **NOT** both;
  - A lateral addition onto the ground floor to a maximum of 50% of the original habitable ground floor area (maximum of 30% for properties within the shoreline erosion hazard)
  - An additional second story the same size as the original habitable ground floor area.



A full definition of the policy can be found within our Planning and Regulation Guidelines on our website – page 89.

<https://www.nvca.on.ca/Shared%20Documents/Planning%20and%20Regulations%20Guidelines.pdf>



# Questions?

Meagan Kieferle  
705-424-1479 ext. 238  
[mkieferle@nvca.on.ca](mailto:mkieferle@nvca.on.ca)

[www.nvca.on.ca](http://www.nvca.on.ca) | @NottawasagaCA