



**LTVCA Permit Application Fee Schedule (2019)**  
**With Respect to Section 28 of the Conservation Authorities Act**  
**and Ontario Regulation 152/06**

<b>Project Type</b>		<b>Fee (no HST)</b>
Minor Works (ex: decks, above ground pools, etc.)		\$ 150.00
Within Flood Hazard (Requires staff to survey)	Habitable Structure (ex: new build, major renovation, additions, etc.)	\$ 500.00
	Non-habitable Structure (ex: new build, major renovation, additions, etc.)	\$ 250.00
Outside of Flood Hazard (Does not require staff to survey)	Habitable Structure (ex: new build, major renovation, additions, etc.) whose footprint is greater than or equal to 500 square feet	\$ 400.00
	Habitable Structure (ex: new build, major renovation, additions, etc.) whose footprint is less than 500 square feet	\$ 300.00
	Non-habitable Structure (ex: new build, major renovation, additions, etc.)	\$ 150.00
Fill Placement / Removal, Site Grading, Watercourse Alteration, or Shoreline Alteration (under 40 cubic metres of material or less than \$2,500 estimated cost of proposed works, and where no site visit is required)		\$ 500.00
Fill Placement / Removal, Site Grading, Watercourse Alteration, or Shoreline Alteration (over 40 cubic metres of material or greater than \$2,500 estimated cost of proposed works or where a site visit is required)		\$ 300.00
Multi-Lot Development (application to construct and/or place fill on multiple lots affected by Ontario Regulation 152/06) - fee is per lot affected by the regulation		\$ 350.00
Reconstruction as a result of a hardship (no greater than the pre-existing footprint)		\$ 75.00
Pipeline or utility directional drill under a watercourse		\$ 125.00
Minor revisions to a recently approved and valid application		\$ 75.00
Drainage Act - Drain Maintenance using the DART Protocol		\$ 100.00
Drainage Act - New Engineer's Reports - Minor Work (new tile outlets, tile reconstructions, etc.)		\$ 150.00
Drainage Act - New Engineer's Reports - Major Work (large enclosures, channel alterations, etc.)		\$ 500.00
Municipal Permit Applications (outside of the Drainage Act)		\$ 100.00
Major Construction / Alterations (for applications where more than one activity described above is being applied for)		\$ 600.00
Technical Evaluations (ex: elevation surveys, setback surveys, property evaluation for tax assessment) (Note: cost is deducted from the permit fee if an application is submitted)		\$ 200.00
Detailed hazard verification letter / written inquiry (Note: cost is deducted from the permit fee if an application is submitted)		\$ 200.00
Hearing Fee		\$ 400.00
Applications where work has proceeded without authorization		Double Fee

NOTE: Issuance of approval by the LTVCA does not exempt the landowner nor applicant from obtaining permission from any other government agency. Please review your proposed work as it may apply under the Fisheries Act (Fisheries and Oceans Canada), Public Lands Act (Ministry of Natural Resources and Forestry), Lakes and Rivers Improvement Act (Ministry of Natural Resources and Forestry), and the Navigable Waterways Act (Transport Canada). Any proposed work within a waterbody such as a lake, river, stream, or creek (including adjacent lands) falls under Fisheries and Oceans Canada and MNRF jurisdiction and a permit may be required from their office before any work begins.



## **LTVCA Application Review and Approval Process With Respect to Section 28 of the Conservation Authorities Act and Ontario Regulation 152/06**

An application review timeline begins when all necessary documents supporting the proposed project have been submitted to the Conservation Authority for review. This is known as a complete application. A complete application includes the following:

- A completed permit application form (signed and dated by the proponent and/or the acting agent);
- A clear diagram of the proposed work(s);
- A clear site plan and/or design drawings with all measurements/specifications of the proposed work noted on it;
- Any other required supporting documentation / technical studies; and,
- The applicable permit application fee.

If staff determine that the submitted application is not complete, the proponent will be contacted and the required information/fee will be requested in order for the application to be considered as being “complete” and to proceed with the application review process. If the required information/fee is not provided within three months of this request, the proponent will be contacted again to request the necessary information. If no information/fee or contact is received within six months of the initial submission, the proponent will be informed that the file is closed and that the fee (if paid) is non-refundable.

If the application complies with the LTVCA’s Policies and can meet the five tests (control of flooding, erosion, dynamic beaches, pollution, and the conservation of land) then staff can recommend to the General Manager or the Water Management Supervisor that the application be approved.

If it is recommended by staff that the application should not be approved as it does not comply with LTVCA policies, the applicant will be notified in written form. The applicant can then amend the application to meet the LTVCA’s policy requirements or, if the applicant wants to proceed with the application as submitted, the applicant can appeal to the LTVCA’s Executive Committee in a hearing (note: a hearing fee would apply). A time and date which is mutually agreeable to all parties will be arranged for a hearing in front of the Executive Committee. If the Authority’s Hearing Board denies the application then the applicant can appeal the decision to the Minister of Natural Resources and Forestry. The Minister of Natural Resources and Forestry has delegated their authority, duties, and powers to the Mining and Lands Tribunal under the Ministry of Natural Resources Act to hear the appeals. The Mining and Lands Tribunal may refuse the permission or grant the permission with or without conditions.

The LTVCA has the right to withdraw the permission at any point if, in the opinion of the Conservation Authority, the representations contained in the application as submitted by the proponent for permission are not carried out as specified, and/or site conditions have changed / altered since the time of the approval of the application. Non-compliance with a permit under the regulation is considered a Provincial Offense.

Permits are valid up to a maximum of 24 months from the time of approval (staff level approval) or a maximum of 60 months with approval from the Executive Committee for major infrastructure / development proposals which can not reasonable be concluded within 24 months or where approval from other regulatory agencies can not be obtained within 24 months.

Permits along the Lake Erie shoreline are restricted up to a maximum validity period of one year from the date of approval. If construction has not yet taken place in this timeframe and the current permit has not expired, the applicant can submit for a permit extension for a maximum total validity period of 24 months from the date of initial approval. This specific restriction is in place due to the potential for shoreline erosion or slope failure to occur and negatively impact a landowner’s proposed building envelope and/or shoreline work. If erosion or slope failure occurs within the timeframe of the permit and work has not begun, the permit will be suspended until staff has received confirmation that the erosion processes have not negatively affected the buildable envelope / shoreline work proposed on the permit.