



### General Application Checklist

The following checklist will assist clients in the preparation of a complete application for submission to the Sault Ste. Marie Region Conservation Authority (SSMRCA) pursuant to the *Conservation Authorities Act*, Part VI and Ontario Regulation 41/24 subsection 7(1).

Pre-consultation is strongly encouraged for all applications to determine the information which needs to be submitted as part of an application to be considered to be complete. The level of detail required to be submitted depends upon the natural hazards which are associated with the site-specific conditions on the property as well as the scale and complexity of the proposal.

Additional information may be requested by the SSMRCA.

Please note that incomplete applications are not subject to the SSMRCA's review timelines and will delay the processing of an application.

Application Checklist	
<input type="checkbox"/>	An application for an O.Reg.41/24 / <i>Conservation Authorities Act</i> Permit form (complete with contact information) <b>signed and dated</b> by the registered property owner. If you are not the property owner a Landowner Authorization Form is required.
<input type="checkbox"/>	A <b>plan of the area</b> showing the type and location of the proposed development activity or a plan of the area showing <b>plan view</b> and <b>cross-section details</b> of an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland.
<input type="checkbox"/>	The <b>proposed use of any buildings and structures</b> following completion of the development activity <b>or a statement of the purpose</b> of an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse or to change or interfere with a wetland.
<input type="checkbox"/>	The <b>start and completion dates</b> of the development activity or other activity.
<input type="checkbox"/>	A <b>description of the methods to be used</b> in carrying out an activity to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse, or change or interfere with a wetland.
<input type="checkbox"/>	The <b>elevations of existing buildings</b> , if any, and <b>grades and the proposed elevations of any buildings and grades after the development activity</b> or other activity.
<input type="checkbox"/>	<b>Drainage details before and after</b> the development activity or other activity.
<input type="checkbox"/>	A <b>complete description of any type of fill</b> proposed to be placed or dumped.
<input type="checkbox"/>	Any <b>other technical information, studies or plans</b> that the Authority requests including information requested during pre-submission consultations between the authority and the applicant.
<input type="checkbox"/>	<b>Non-refundable application fee</b> (Cash, Cheque, Debit or Credit Card)
<input type="checkbox"/>	<b>Status of any municipal approvals</b> (Committee of Adjustments, Zoning, Sub-division Agreement, etc.) if applicable.





**LANDOWNER AUTHORIZATION FORM**

If this application is to be submitted by a solicitor or agent on behalf of the owner(s), this Landowner Authorization must be completed and signed by the owner(s). If the owner is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**NOTE TO THE 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, to submit the enclosed application to the Sault Ste. Marie Region Conservation Authority, and to appear on my behalf at any hearing(s) of the Board of Directors relevant to the application for the purposes of obtaining a permit under Ontario Regulation 41/24 for PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS, in accordance with the requirements of the *CONSERVATION AUTHORITIES ACT, PART VI*.

SIGNATURE

DATE

V2024.04.01





# APPLICATION FOR PERMIT

PURSUANT TO ONTARIO REGULATION 41/24 -  
PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS  
AND THE CONSERVATION AUTHORITIES ACT, PART VI

PROPERTY OWNER	
Name:	
Mailing Address:	
City:	Postal Code:
Phone #:	Cell #:
Email:	Fax #:

AGENT/CONTRACTOR	
Name:	
Company/Organization:	
Mailing Address:	
City:	Postal Code:
Phone #:	Cell #:
Email:	Fax #:

PROJECT LOCATION
Property Address:
Municipality:
Nearest Intersection:
Lot:
Assessment Roll Number:
*Note: The Roll Number can be found on your Property Assessment Notice or Real Estate Agent during a property transaction such as a sale.

V.2024.04.01



1100 Fifth Line East  
Sault Ste. Marie, ON  
P6A 6J8



705-946-8530



[nature@ssmrca.ca](mailto:nature@ssmrca.ca)



[www.ssmrca.ca](http://www.ssmrca.ca)

**PRE-CONSULTATION**

Have you participated in any form of “Pre-Consultation” with a Sault Ste. Marie Region Conservation staff member to determine site issues and technical requirements for a “complete” application?

- Yes (please indicate method)**  by phone  office meeting  by email  on-site
- No**

**\* Note: pre-consultation may be in the form of a phone conversation, an in office meeting, email message, and/or site visit.**

**FURTHER CONSIDERATIONS**

**Have any Planning Act or Municipal approvals been filed for a severance, rezoning, minor variance, etc?**

- Yes** if yes, what approvals are or have been filed? \_\_\_\_\_
- No**

**Are there any other required approvals?**

- Yes (please select all that apply)**  MNRF  DFO  Transport Canada
- No**
- Unsure**

**PROJECT DETAILS**

**Description of Proposed Works:**

**Purpose of Proposed Works:**

**Date when work is to be carried out**

Proposed Start Date:	(YYYY/MM/DD)	Anticipated Completion Date:	(YYYY/MM/DD)
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**Amount & type of fill (m3) to be added/removed/moved:**

Note: Fill is defined as earth, sand, gravel, topsoil, building materials, rubble, rubbish, garbage or any other material whether similar to or different from any of the aforementioned materials, whether originating on the site or elsewhere, used or capable of being used to raise, lower, or in any way affect or alter the contours of the ground.

**Application is hereby made to (check all applicable boxes):**

- |   |   |
|---|---|
| <input type="checkbox"/> Erect, Place, Construct New Building/Structure | <input type="checkbox"/> Alteration to Shoreline or Watercourse |
| <input type="checkbox"/> Alter, Add to, Reconstruct, Renovate Building  | <input type="checkbox"/> Interference with Wetland              |
| <input type="checkbox"/> Clearing, Grading, Filling/Excavation of Fill  | <input type="checkbox"/> Large Scale Filling                    |

## Standard Terms & Conditions

1. I understand that in all cases, it is the property owner's responsibility to secure any other necessary approvals. All applications submitted to the Conservation Authority may be released to other federal, provincial, and municipal agencies for authorization of works affecting their by-laws, statues, or regulations.
2. I hereby grant authorized representatives of the Sault Ste. Marie Region Conservation Authority permission at any time to enter onto the lands which are described herein in order to make any surveys, examinations, investigations, or inspections which are required for the purpose of ensuring that the work(s) authorized by this permit are being carried out according to the terms and conditions of this permit.
3. I hereby indemnify and save harmless the Sault Ste. Marie Region Conservation Authority and its officers, employees, or agents, from and against all damage, loss, costs, claims, demands, actions, and proceedings, arising out of or resulting from my and/or my agents actions or omissions of the particulars, terms, or conditions of this permit.
4. I understand that this permit does not release me and/or my agents from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law.
5. I agree that should the work(s) be carried out contrary to the terms and conditions of this permit, that the Sault Ste. Marie Region Conservation Authority may enter onto the property and cause the terms to be satisfied, at my expense.
6. I understand that non-compliance with the approved permit and conditions is a provincial offence punishable by a fine of up to \$50,000 or a term of imprisonment.
7. I agree to maintain all existing drainage patterns, and not to obstruct any and all drainage from other adjacent lands.

## DECLARATION

I, \_\_\_\_\_ declare that the above information is correct to the best of my knowledge, and I agree to abide by the provisions of the *Conservation Authorities Act* and Ontario Regulation 41/24. By signing this application, I agree to allow the Sault Ste. Marie Region Conservation Authority (SSMRCA) staff to enter onto the subject property as part of the review process. I also acknowledge and agree to abide by the conditions of any permit issued pursuant to this application. Further, any permit issued pursuant to this application may be cancelled if it is issued on the basis of false, inaccurate or misleading information. The personal information on this form is collected under the authority of the *Conservation Authorities Act*, R.S.O. 1990, c 27, as amended. The personal information will be used for the purposes of administering Parts VI and VII of the *Conservation Authorities Act* and Ontario Regulation 41/24. Specifically, the information will be used to:

- Evaluate the development proposal,
- Liaise with other regulatory agencies having jurisdiction,
- Make a decision on the application or report to the SSMRCA Board of Directors for a decision,

I understand that this information is part of the public record and is available to the general public.

DATE:  SIGNATURE:

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**OFFICE USE ONLY**

Permit No.#		Permit Category	Minor Category	Major Category
Application Rec'd: (Date)		Application Considered Complete: (Date)		
Revision Request Rec'd: (Date)		Revision Approved: (Date)		
Fee: \$	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card -			
Fee Rec'd: (Date)		Received by: (Signature)		
Effective: _____ Expires: _____				
Renewal: _____				