

**Planning & Development  
Administrative Procedural Manual**



**Appendix E**

**Application Checklist for Ontario Regulation 177/06 Permits**



# 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
Please refer to the Culvert Installation Checklist for specific submission requirements		

## 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: <ul style="list-style-type: none"> <li>- Property boundaries</li> <li>- location and dimensions of existing development</li> <li>- location and dimensions of proposed development and site alterations</li> <li>- total area of disturbance</li> <li>- site grading plan (existing and proposed grades)</li> <li>- drainage plan (existing and proposed drainage)</li> </ul>		

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Floodplain mapping		
Survey with elevations (completed by Ontario Land Surveyor)		
Erosion hazard assessment		
Stable slope staking		
Sediment and erosion controls		
Floodproofing designs		
Engineered designs (may be required dependent on the scope of the proposal)		

## 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.

<b>Criteria</b>	<b>Required</b>	<b>Complete</b>
Completed application form, filled out and signed by the property owner		
Payment of applicable fee _____.		
A detailed site plan indicating: <ul style="list-style-type: none"> <li>- location of the development</li> <li>- dimensions of development</li> <li>- cross-section diagram</li> <li>- property lines</li> <li>- setback from property lines</li> </ul>		
A detailed description of work: <ul style="list-style-type: none"> <li>- timing of work</li> <li>- duration of work</li> </ul>		
Sediment and erosion controls		
Proof of ownership of shore road allowance		

## Fill, Dredging and Grading

Fill, dredging 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.

<b>Criteria</b>	<b>Required</b>	<b>Complete</b>
Completed application form, filled out and signed by the property owner		
Payment of applicable fee _____.		
A detailed site plan indicating: <ul style="list-style-type: none"> <li>- location and extent of the proposed works</li> </ul>		

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<ul style="list-style-type: none"> <li>- dimensions of fill, dredge or grading area</li> <li>- approximate volume of fill or dredged materials</li> </ul>		
A detailed plan indicating the changes to grades on the property		
A detailed drainage plan indicating: <ul style="list-style-type: none"> <li>- existing drainage</li> <li>- proposed drainage</li> </ul>		
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 (may be required dependent on the scope of the proposal)		
Sediment and erosion controls		
De-watering plan (if required based on proposal)		

## 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.

<b>Criteria</b>	<b>Required</b>	<b>Complete</b>
A complete application form, filled out and signed by the property owner		
Payment of applicable fee _____.		
A detailed site plan indicating: <ul style="list-style-type: none"> <li>- location and extent of any proposed work</li> <li>- dimensions of development</li> <li>- any changes in grade</li> </ul>		
Cross-section drawing of proposed work		
Sediment and erosion controls		
De-watering plan (if required based on proposal)		

## 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.

<b>Criteria</b>	<b>Required</b>	<b>Complete</b>
A complete application form, filled out and signed by the property owner		
Payment of applicable fee _____.		
A detailed site plan indicating: <ul style="list-style-type: none"> <li>- location and extent of development</li> <li>- dimensions of wall</li> <li>- proposed changes in grade</li> </ul>		
Cross-section drawing of the proposed work including <ul style="list-style-type: none"> <li>- wall dimensions</li> <li>- drainage behind wall</li> <li>- backfill</li> <li>- tie backs</li> <li>- final grade</li> </ul>		
Product proposed for use and product specifications		
Detail engineered drawings and plans (may be required based on dimensions of wall)		
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.

<b>Criteria</b>	<b>Required</b>	<b>Complete</b>
A complete application form, filled out and signed by the property owner		
Payment of applicable fee _____.		
A detailed site plan indicating: <ul style="list-style-type: none"> <li>- location and extent of any proposed work</li> <li>- dimensions (length, width, height) of proposed works</li> </ul>		
Cross-section drawing of the proposed work, including dimensions		

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A detailed description of the proposed work including: <ul style="list-style-type: none"> <li>- timing of work</li> <li>- duration of work</li> <li>- materials used</li> </ul>		
De-watering plans		
Sediment and erosion controls		
Detailed engineered drawings and plans (may be required based on location and scope of the proposed work)		

## Additional Requirements

Aside from the above information, every property 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, the property and hazard in which it is proposed, some or all of the following criteria may also be required. Some hazard areas may require additional information including, but 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.

<b>Criteria</b>	<b>Required</b>	<b>Complete</b>
NBMCA site visit		
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)		

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## 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](mailto: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