

Permit Review Process

PRE-CONSULTATION

It is always best to contact Conservation Halton before submitting your application. Staff can review your proposal and determine what information is required for your application.

COMPLETE APPLICATION

After you submit your permit application, staff will confirm that it is complete or provide you with a list of missing or incomplete information. Staff aim to complete a review within 30 days for minor applications and 90 days for major applications (those that are complex and/or require technical review), but review times may be longer.

PERMIT FEES

Conservation Halton charges fees to process your application. These fees vary depending on the scale and scope of your project and the amount of review required.

PERMIT APPLICATION FORM

An application for permission must contain the following:

- A completed and signed application form and fee;
- Four (4) copies of a plan of the area showing the type and location of the development or and/or plan view and cross-section details of the proposed alteration;
- The proposed use of any buildings and structures;
- Elevations of existing and proposed buildings and grades;
- Such other technical studies or plans Conservation Halton may request.

These requirements are based on the nature and extent of the works proposed, which is why pre-consultation is so important.

Please visit the Conservation Halton website at conservationhalton.ca for more information about the permit process and fee schedule. You can also download a permit application form.

Decisions on Permits

Review times and re-submissions are directly affected by the completeness and quality of the original permit application. It is your responsibility to ensure pre-consultation has occurred and that technical submissions and re-submissions, if required, meet good practice and industry standards.

Once the technical review is complete and all technical and policy requirements have been met, the permit will be issued. If not, a recommendation will be made to the Conservation Halton Board of Directors for approval, approval with conditions or refusal of your permit.

To determine if your project requires a permit, please call Conservation Halton at **905.336.1158 ext. 2227** or email at envserv@hrca.on.ca



2596 Britannia Road West
Burlington, Ontario L7P 0G3

conservationhalton.ca



Conservation Halton Regulations

What you need to know



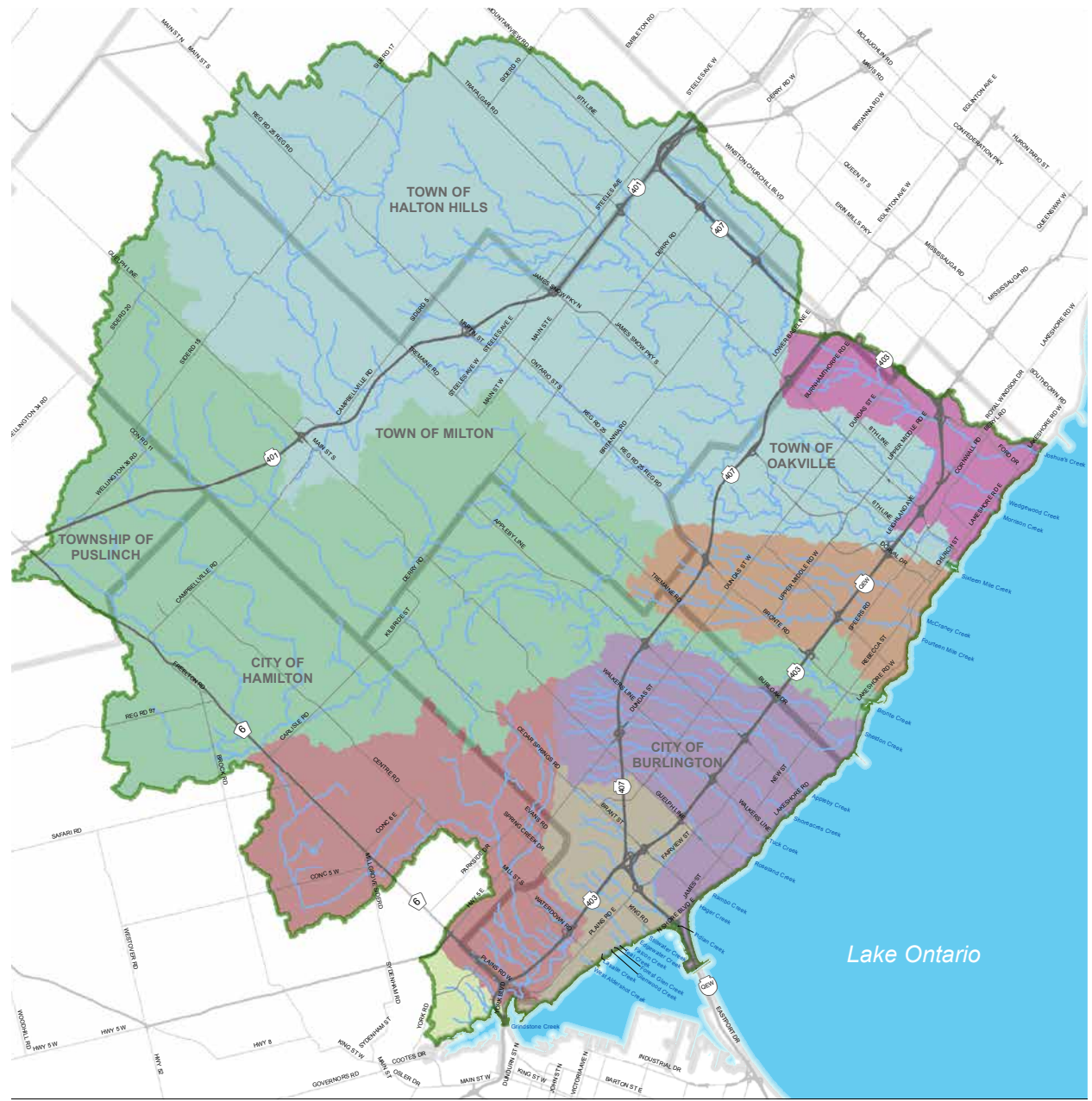
Conservation Halton Regulations

Conservation Authorities were formed under the *Conservation Authorities Act, 1946* to address natural resource issues such as deforestation, soil erosion, flooding, and degraded water quality. Conservation Halton administers Ontario Regulation 162/06, (Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation). This regulation applies to river or stream valleys, wetlands and adjacent lands, shorelines and other hazardous lands and is intended to protect people and property, as well as the natural environment, from natural hazards. Permission is required from Conservation Halton to:

- develop in or adjacent to a regulated area;
- alter a creek, stream or watercourse; or
- interfere with a wetland.

Development is defined in the *Conservation Authorities Act* to mean:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- any change to a building or structure that would change its use or potential use or increase its size or the number of dwelling units,
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.



Do I Need a Permit?

If you are planning to undertake activities within a regulated area, you may require a permit from Conservation Halton.

Legend

— Freeway	Watersheds	North Shore
— Expressway / Highway	Bronte Creek	Burlington Urban Creeks
— Arterial	Burlington Urban Creeks	Oakville East Urban Creeks
— Conservation Halton Creeks	Grindstone Creek	Oakville West Urban Creeks
▭ Municipal Boundaries	North Cootes Paradise	Sixteen Mile Creek



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