



## Application for Permit Extension or Amendment

Under Section 28.1

Pursuant to Ontario Regulation 41/24

Please read, complete each section as required, date, and sign this application.

To be eligible for a permit extension, the applicant must submit written confirmation that the project is unchanged and the plans/documents detailing the works are identical to those approved by NVCA (as part of the original permit). Where minor modifications are proposed that are in keeping with the original permit, a cover letter detailing the modifications and new plans/documents must be submitted.

This application form must be submitted at least 60 days before the expiry of the original permit. In addition, property ownership, as per the original permit, must remain the same.

The maximum period of validity of a permit issued under sections 28.1 of *the Conservation Authorities Act*, including any extension, is 60 months. NVCA issues permits for 24 months at a time, with one final 12 month extension.

### PREVIOUS APPROVAL INFORMATION

Original NVCA Permit Number: \_\_\_\_\_

### APPLICATION INFORMATION

Applications for Amendments and Extensions with Amendment carries 50% of the original permit application fee. Please select the type of application:

Amendment       Extension with an Amendment       Extension

### APPLICANT DETAILS

Applicant is:       Owner       Authorized Agent of Owner

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

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

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

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

**APPLICANT DETAILS (continued)**

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

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

Preferred method of correspondence:     Email     Phone     Mail

If an applicant/agent is to act on behalf of the owner, the authorization form on page 7 must be completed.

**OWNER – Include owner contact information if not the same as Applicant (above).**

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

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

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

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

Country: \_\_\_\_\_

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

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

Preferred method of correspondence:     Email     Phone     Mail

**PROJECT INFORMATION**

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Municipal Address (911 Number): \_\_\_\_\_

Municipality/Township: \_\_\_\_\_ Watercourse: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Does your proposal comply with the current Municipal Zoning By-Law(s)?     Yes     No

Is the property under the jurisdiction of the Niagara Escarpment Commission?     Yes     No

Rationale for Requesting a Permit Extension/Amendment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SUBMISSION REQUIREMENTS**

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- A. Each application must be accompanied by the appropriate fee, as noted on the NVCA Fee Schedule available on our [website](#), as may be amended. Applications will not be processed until the fee is paid in full.
- B.  By checking this box and signing on the line below, I am providing written confirmation that the proposed works are unchanged and the plans/documents detailing the project are identical to those stamped approved by NVCA as part of the original NVCA permit.

\*Signature from the Owner is mandatory.

Owner's Name: \_\_\_\_\_ of \_\_\_\_\_ (Corporation, if any)

\*Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be eligible for an extension, the project must be unchanged and the plans/documents detailing the works are identical to those approved. If minor modifications are proposed to a project, a cover letter indicating the modifications that have been made is required, along with a pdf copy of the revised plans / documents.

NVCA permit extension / minor amendment application materials are received and processed digitally and must be received in pdf format (unlocked) via either a file sharing service emailed to the Planner directly. One hard copy will be accepted, if necessary, to accommodate those who are unable to submit digitally.

- C. If an agent is submitting an application on behalf of the property owner, the attached Landowner Authorization form must be completed. Please note the permit will be extended or revised in the name of the property owner. Permits are not transferable.

Unless otherwise requested, NVCA requires a digital copy of all submission items within a proper format (.pdf, .jpeg, .docx etc.) Screen shots, or photos of the documents from a cell phone will not be accepted. Items must be scanned into a proper format and legible. If a digital copy is not possible, one hard copy of the submission materials will be accepted.

## **SUBMITTING YOUR APPLICATION**

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### **By Email**

Email Address: [permits@nvca.on.ca](mailto:permits@nvca.on.ca)  
Large emails (with a total size of more than 10MB) cannot be accepted. If you are sending large files, email the documents individually or request an upload link.

Payment may be made by credit card by contacting the NVCA front desk at 705-424-1479.

### **By Mail or Courier**

Mailing Address:  
NVCA, 8195 8th Line, Utopia ON, L0M 1T0

Include all materials in package.

Cheque(s) should be made payable to Nottawasaga Valley Conservation Authority.

## **NOTICE OF COLLECTION**

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Pursuant to the *Municipal Freedom of Information & Protection of Privacy Act*, the personal information contained on this form is collected under the Authority of the Conservation Authorities Act, R.S.O. 1990, Chapter C.27, and Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits. This information is used to assess applications and, where approved, issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.

## **TERMS AND CONDITIONS**

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- Permits or approvals granted by NVCA are non-transferable.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.
- If the information provided on or with this application is determined to be untrue or incorrect, false, misleading or becomes untrue or incorrect, NVCA reserves the right to withdraw any permission granted.
- It is the responsibility of the applicant to ensure they have confirmed with their local municipality that the works applied for are consistent with the zoning by-law and no planning applications are required. Failure to do so may result in a new application being required and the applicant will be subject to the applicable review fee at the time of the new application.
- A file will be deemed dormant and closed if after a period of twelve (12) months, there has been no activity associated with the application. Once a file has been closed, an applicant wishing to proceed with their application will need to reapply for the proposed works and would be subject to the applicable review fee.
- Permits contain important conditions. Contractors must have a copy of the permit on the work site at all times.
- Application fees are non-refundable. Application fees are not subject to HST.

I / we the undersigned hereby certify to the best of my/our knowledge and belief that all of the above-noted, attached and/or supporting documentation information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the terms and conditions, and the declaration which is written above.

By signing this application, consent is given to NVCA, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**AUTHORIZATION FORM (Must be completed when owner is not the Primary Applicant.)**

I, \_\_\_\_\_  
(Name of Property Owner(s))

hereby give permission to

\_\_\_\_\_  
(Applicant or Authorized Agent)

to act as my authorized agent to apply for an application for development, for

\_\_\_\_\_  
(Location of Proposed Works)

This person(s)/company will be responsible for applying for the permit and submitting all required information requested from NVCA to complete the review and make a decision.

**TO BE COMPLETED BY PROPERTY OWNER:**

Name of Owner(s) (print): \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_