



Catfish Creek Conservation Authority

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CHECKLIST FOR COMPLETE APPLICATION REQUIREMENTS FOR PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS

Conservation Authorities Act- Ontario Regulation 41/24

The following checklist has been compiled by the Catfish Creek Conservation Authority (CCCA) staff to assist applicants in the preparation of a complete application for submission pursuant to Ontario Regulation 41/24.

Pre-consultation is encouraged for all applications to determine the information required for an application to be considered complete. The level of detail required depends upon the natural hazards which are associated with the property as well as the scale and complexity of the proposal. Additional information may be required depending upon submission details. **The submission of a complete application does not guarantee that CCCA will grant the landowner a permit for the proposed development and/or alteration.**

ALL DEVELOPMENT APPLICATIONS:

- Completed Application Form signed by the landowner/agent;
- If applicable, completed Landowner Authorization Form signed by the landowner;
- Non-refundable Administration Fee (See Fee Schedule);
- Detailed Site Plan - showing existing site conditions and proposed works including location and dimensions of all existing structures; and elevations of existing buildings, if any, and grades and the proposed elevations of buildings and grades after development;
- Drainage details before and after development;
- Complete description of the type, volume and location of fill proposed to be placed or dumped.

DEVELOPMENT WITHIN A FLOOD REGULATED AREA:

- Topographic survey confirming the grade elevation of the site pre and post development;
- Cross Sections of proposed structures and proposed fill (include elevations);
- Construction Drawings and details incorporating accepted flood-proofing measures to withstand flood depths and velocities at the site, stamped and certified by a qualified professional engineer;
- Incremental cut/fill balance prepared by a qualified professional engineer.
- Meander belt Allowance Assessment Report prepared by a qualified Fluvial Geomorphologist or Water Resource Engineer

DEVELOPMENT ON OR ADJACENT TO STEEP SLOPES/EROSION PRONE AREAS:

- A slope stability study and erosion analysis prepared by a qualified professional with expertise in geotechnical engineering. This analysis must be carried out in accordance with the Provincial Technical Guidelines and will determine the stable top-of-bank, and the minimum development setback to address the potential erosion hazards.
- Structures built on or adjacent to steep slopes must be designed by a qualified engineer. Plans submitted must be stamped and certified by the engineer.
- Site Restoration Plan.

DEVELOPMENT ON/ADJACENT TO THE LAKE ERIE SHORELINE:

- A Coastal Engineering Assessment prepared by a qualified professional with expertise in coastal engineering. The Coastal Assessment must be carried out in accordance with CCCA's Shoreline Management Plan and the Provincial Technical Guidelines.
- Confirmation of the affected Bluff Erosion Hazard Limit based on an annual recession rate.

DEVELOPMENT WITHIN/ADJACENT TO A WETLAND:

- A scoped or full Environmental Impact Study (EIS) clearly indicating that there will be no negative impact to the form or function of the wetland to the satisfaction of CCCA.
- A Hydrogeological Assessment (Water Balance) prepared by a qualified hydrogeologist.

ALTERATION TO A WATERCOURSE:

- Letter/Report describing the proposed works/activities;
- Survey of existing cross-sections and profiles of the watercourse that is to be altered;
- Detailed grading plan illustrating how the proposed works will blend in with the adjacent undisturbed areas. Bankfull width must be clearly illustrated. Drawings should delineate the limit of work/disturbance area;
- Section and profile of proposed habitat features (ie. pools, riffles)
- Details regarding staging, phasing, sediment and erosion control measures, site dewatering, equipment, materials, access to and from the work area, site supervision, timing restrictions, etc..
- A hydraulic analysis by a qualified professional engineer. The analysis must address flood conveyance and storage, verifying that there will be no increase in flood levels to adjacent properties, no increase on-site flood risks and that stage storage-discharge relationships of the floodplain will be maintained;
- A fluvial geomorphological assessment prepared by a qualified professional with expertise in fluvial geomorphology to ensure that the design of a stable channel based on natural channel design principles.
- Monitoring Plan identifying what and how monitoring will be undertaken during construction and post construction;
- Site Restoration Plan.