



## PROCEDURAL GUIDELINE

### **Procedures for Receiving & Processing of Applications to Place Fill in Excess of 500 cubic metres within the Regulated Area under Ontario Regulation 160/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses)**

*Upon receipt of an application submitted under O. Reg. 160/06 for development activities associated with the placement of fill in excess of 500m<sup>3</sup>, Authority staff will ensure that the application is complete which includes the submission of all necessary supporting documentation. Supporting documentation will include:*

- A signed letter of consent from the owner accompanying the application should an agent be acting on behalf of the property owner;
- Four copies of a plan of survey prepared by a certified Ontario Land Surveyor showing the subject property and the specific location(s) on the subject property where development activities are being proposed. The certified plan shall show a minimum of the following:
  - Location of the subject property including property lines, north arrow and nearest roadways/intersections;
  - Existing topography;
  - Elevations and proposed elevations (pre and post fill elevations) within and adjacent to the area where development (fill) is being proposed;
  - The plan must show the subject property and each fill envelope being proposed;
  - A total fill quantity must be shown on the plans in cubic metres;
  - A specified limit on the depth of fill material is indicated;
  - Sediment and erosion control plan;
  - A Restoration Plan;
  - Drainage patterns pre and post development;
  - The Authority's Regulatory limit as prescribed by Ontario Regulations 160/06;
  - Natural features including floodplain, watercourses, wetlands, natural areas must be shown plus the required setback;
  - The top of bank or stable slope line, whichever is greater, plus the required setback;
  - Other known site features and structures such as access road, culverts, utilities, poles, pavement, curbs etc.

- Completion in full of form entitled “Schedule A” (Copy attached)
- A soil report prepared by a qualified environmental/geotechnical engineer and/or Professional Geoscientist shall be provided for each location where fill is being imported from. The soil report(s) shall consist of a minimum of the following:
  - Municipal address of the site of soil origin;
  - Confirmation that the placement of fill in accordance with the pertinent Ministry of the Environment guidelines.
- Upon receipt of the application and all supporting documents a cheque will be provided payable to Credit Valley Conservation or CVC in an amount equivalent to the determined fee.
- In addition to the above, CVC may require additional studies (i.e. Environmental Impact Study) be completed to our satisfaction.

### **General Conditions of a Permit to place Fill in excess of 500 cubic metres**

1. That all sediment and erosion controls will be in place prior to placement of fill. The sediment and erosion controls will be monitored and repaired as necessary and/or improved as per direction of Authority Staff.
2. That the fill operation will be completed/adhere to the approved plans submitted in support of the application.
3. That a post-development plan (as built) prepared by a certified Ontario Land Surveyor, confirming the total volume placed at completion of the works and final grades. This will be completed prior to the expiry of the permit and provided to the Authority.
4. That testing of the fill and/or surface water and/or groundwater occurs to ensure the material is in accordance with Ministry of the Environment guidelines.

Once the final as-built survey is received and quantities verified, if the final total quantity exceeds the permitted volume, a decision will be made as to whether this additional volume has had/or potentially will have any potential adverse impacts. If it is deemed that the additional volume has not/or will not have any adverse impacts the applicant/owner will provide a cheque for the required fee. If it is deemed that the additional volume has had or could have an adverse impact, a violation and or charges will be imposed and CVC will require the removal of the excess volume.

- It is the responsibility of the authorized agent/owner to provide written authorization/consent from the respective municipality in which the proposed fill site is located regarding their approval of the large fill site, prior to permit issuance.

It is noted that in addition to CVC and municipal approvals, the subject property may fall within the jurisdiction of the Niagara Escarpment Commission (NEC). The approval of the NEC is required prior to the issuance of the CVC permit or municipal approvals.

**Notes to the applicant:**

Where proposed fill site locations are regulated jointly by both CVC and a municipal fill By-Law, the proponent shall prepare comprehensive plans/reports for both agencies.

Only one active CVC permit per municipal address can exist at any one time.

CVC acknowledges the cumulative impact of filling. CVC will take into account previous filling activities on the site. The fee will be attributed to the total cumulative amount of filling on the site.

Written permission from the Authority consenting to a large fill operation will only be granted to a maximum of 1 year from the date of the Authority Board approval specified on the permit.

In accordance with the Conservation Authorities Act and Ontario Regulation 160/06, there will be no renewals or extensions.

A new application for development can be submitted prior to the expiry date specific on the permit. The new application will be subject to the current policies in place and the same fee structure will apply.

Following the issuance of a permit from the Authority, CVC staff will conduct routine site inspections of large fill sites in order to ensure compliance with permit conditions subsequent to this policy.

It will be the responsibility of the owner and/or authorized agent to ensure that a final inspection with Authority staff is coordinated. A final site inspection and clearance shall be completed prior to the expiration date on the permit. This will also be a condition on the permit.

The associated fees for large fill sites will be charged at the rates described below:

<u>Volume of Fill (m<sup>3</sup>)</u>	<u>Fee (\$)</u>
500 or less	\$250
> 500	\$500 plus 10 cents per m <sup>3</sup>

NOTE: Fees do not include the costs associated with any special studies and/or plans that may be required as a condition associated with the permit. All costs are the responsibility of the owner/applicant.



**Schedule "A"**  
**Placement of Fill Over 500 Cubic Metres**

**Location where fill is being placed:**

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Lot: \_\_\_\_\_ Concession/Range: \_\_\_\_\_ Municipality: \_\_\_\_\_

Watershed: \_\_\_\_\_

**Attached a legal survey and a map showing location, lengths, widths and depths of proposed fill area in metres.**

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

Total volume of fill to be placed in area shown  $T =$  \_\_\_\_\_ metres/cubed

Approximate number of tandem truckloads =  $T$  divided by 15 = \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_

Proposed use of lands where fill placed: \_\_\_\_\_

If not for agriculture; type and date of re-vegetation: \_\_\_\_\_

Name of trucking/hauling company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Approx. number of trucks hauling: \_\_\_\_\_

**Location of fill origin:**

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Lot: \_\_\_\_\_ Concession/Range: \_\_\_\_\_ Municipality: \_\_\_\_\_

Watershed: \_\_\_\_\_

***Attach a map showing location of fill being removed***

Comments: \_\_\_\_\_

**Please note: Any and all information provided in support of this application may be shared with local Municipalities, and/or Provincial/Federal Authorities for the purposes of review, in conjunction with any approvals required under their legislated/legal responsibilities for this project.**