



Belwood Lake Cottage Lot Tenants and
Conestogo Lake Cottage Lot Tenants

Re: Application for Site Development Approval on Cottage Lots

Attached is an application with respect to your proposed project at your leased cottage lot. Pursuant to the provisions of your lease agreement, approval of the Grand River Conservation Authority (as the landowner) is required before erecting any building or structure or making an alteration to your cottage or the leased cottage lot. Please refer to the "Cottage Lot Site Development Policy" of May 28, 2009 for detailed information regarding development permitted on cottage lots.

Please read the application carefully and complete all pages thoroughly, ensuring that the application is signed and dated. **A \$2,000 deposit for the project is required.** Please note that if the project is in a regulated area, a planning permit may also be required. The standard planning permit fee for cottage lot applications is waived. For more information on planning permits please visit <https://www.grandriver.ca/en/Planning-Development/Permits.aspx>.

The **fully completed application** (and planning application if required) can be submitted by email to cottagepermits@grandriver.ca or mailed in hardcopy to the GRCA Administrative Office.

Incomplete applications will be returned to the applicant and will not be processed until complete. **Please allow four (4) weeks for the fully completed application to be processed.**

Payment of the deposit can be made by cheque or through online banking to your GRCA account. We cannot accept credit card or interac e-transfer.

If you have questions about your application or would like to arrange a cottage lot visit with GRCA staff, please contact Kaitlyn Rosebrugh, Property Superintendent at 519-621-2763 x2211 or at krosebrugh@grandriver.ca.

Please note that plans clearly explaining the proposed construction, including dimensions and a cross-sectional view must be attached to the application. GRCA staff can assist by providing a map of your lot. You can also go to the GRCA's website and create your own map; instructions are available at www.grandriver.ca under Cottage Lot Program (use the search tool). A sketch must also be provided showing how any buildings will appear on the lot (roof lines, etc.) and how any additions will tie into a present structure. If you are proposing to construct a new building or an addition to an existing building, please stake the proposed location on the ground to assist GRCA staff in their inspection of the cottage lot.

In addition to detailed plans showing the proposed construction, all applications and site plans must identify the location and dimensions of any infrastructure on the property. This includes all accessory buildings, hydro poles and lines, and the location of the septic system and the well on both the

applicant's cottage lot as well as the neighbouring cottage lots, if that information is known or available. Site plans should also identify all trees within and around the proposed construction that have a trunk diameter larger than six inches and height taller than five feet above ground.

As a result of the GRCA's concerns regarding clean water (both reservoir and wells), for septic systems a recent inspection for the location of the proposed development must be undertaken by a qualified person and any reports completed by consultants must be attached. Should this inspection fail, the application must include a plan to repair or replace the system. Wellhead protection measures must also be addressed.

If approval is received from the authority, the approved application must be presented to the local building inspector when applying for a building permit. **Once approved, this application will expire six (6) months after the date of approval.**



Application for Site Development Approval on Cottage Lots

This application is hereby made for approval to erect/alter/improve a structure as described herein and shown on accompanying plans and specifications, which structure is, or is to be, located as shown on the Plot Plan attached hereto. The accuracy of information which follows, and the accompanying plans and specifications with the representations therein contained, are the responsibility of the cottage lot Lessee and are hereby made as part of this application.

Applicant Information

Belwood Lake		Conestogo Lake		Cottage Lot #	
Applicant Name(s):					
Home Address:				Unit:	
City, Province:				Postal Code:	
Email:				Tel #:	
Name of Contractor:				Emergency #:	

Existing Cottage Information

Size of Cottage:	Width: _____ ft	Length: _____ ft	Total ft ² : _____			
Foundation:	Piers	Sonotube	Poured Concrete	Cement Block		
Roof Material:	Steel	Shakes	Asphalt	Other		
Walls:	Brick	Wood Siding	Vinyl/Aluminum	Other		

Project Information

Type of Project:	New Cottage		Addition		Renovation		Other	
	Boat House		Garage		Shed		Deck	

Project Description:

Dimensions:	Width: _____ ft	Length: _____ ft	Total ft ² to be added: _____			
Foundation:	Piers	Sonotube	Poured Concrete	Cement Block		
Roof Material:	Steel	Shakes	Asphalt	Other		
Walls:	Brick	Wood Siding	Vinyl/Aluminum	Other		

NOTE: For projects that may affect wells and septic systems, and for new cottages and cottage additions, the Sewage System and Water Supply section of this application must be completed (next page).



Sewage System and Water Supply

As per the Cottage Lot Program Lease of January 1, 2008, the Grand River Conservation Authority has not inspected and does not comment on, or accept or assume any responsibility or liability for, septic systems and/or wells located on the cottage lots. It is incumbent upon existing tenants and all new assignees to conduct such due diligence and obtain at his/her sole expense, any and all required certificates and/or approvals as are necessary and/or required from the local Health Department, Building Department, Ministry of the Environment and Climate Change (if applicable), and any other independent sources which may govern or regulate the installation and/or use of septic systems and/or wells, and to satisfy himself/herself as to the function, operation, capacity, integrity, compliance with current standards and potability (in case of water) of the tenant's septic system and/or well. Further, the Grand River Conservation Authority recommends that all tenants and their invitees take appropriate precautions and safeguards with regard to their use of water for human consumption from his/her well, and the Grand River Conservation Authority warns all tenants that the use of well water, even if tested regularly, is to be consumed at the tenant's own risk. Building approvals will only be granted to those applications where the existing sewage and water systems meet all applicable codes and standards. Cottage owners planning works affecting wells or septic systems, or an addition or a new cottage must complete the following information.

1. Please describe your existing sewage system.

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2. Have you had your existing sewage system professionally inspected recently? *(please attach results of inspection)*

Yes		No		Date:	
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Comments:

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3. Please describe your water supply system (i.e. private well, communal system, etc.).

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4. Have you had your water system professionally inspected recently?

Yes		No		Date:	
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5. Have you had your water tested recently?

Yes		No		Date:	
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6. Please describe planned improvements to your sewage and/or water systems and include details with your buildings application.

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NOTE: A certificate of compliance must be submitted to the GRCA for any sewage or water supply work undertaken, prior to the release of the security deposit.



Site Plan

A site plan sketch (below) with the following details is required (please also attach a marked-up map showing all of the following details):

- a) Distance of all structures (existing and proposed) **from the Top of Dam line;**
- b) Distance of all structures, (existing and proposed) **from the cottage road;**
- c) Distance of all structures (existing and proposed) **from each side yard** (measurement);
- d) **Dimensions of all structures** (existing and proposed) **and distance between structures;**
- e) Location of existing and/or proposed **septic system and tile bed** (dimensioned)(see guidelines attached);
- f) Location of **well** and neighbours' wells on both sides (if known or available);
- g) Any **water lines or grassed waterways** (i.e. swales);
- h) Any **trees** within and around the proposed construction that have a trunk diameter larger than six inches and height taller than five feet above ground; and,
- i) Location of primary **hydro and all utility poles** supplying hydro to the cottage lot.

NOTE: Applicants are responsible for ensuring that all requirements of Hydro One (clearances, set-backs, etc.) with respect to this application are met.

ROAD

TOP OF DAM LINE



ACKNOWLEDGEMENTS, WARRANTIES, DECLARATIONS AND APPROVALS

I, _____ (print name) the undersigned, am the tenant/authorized agent named in the within application, and I certify the truth of all the statements or representations contained therein.

I acknowledge that the issuance of approval of this application shall not be deemed a waiver of any of the provisions of any by-laws or legislative requirements or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with this application.

I acknowledge that in the event that approval of this application is granted by Grand River Conservation Authority, any changes from plans, specifications or building locations proposed in the within application is prohibited and such could result in the approval being revoked.

I further acknowledge that in the event the approval is revoked for any cause or irregularity or non-conformity with the by-laws, legislative requirements, or the requirements of the Grand River Conservation Authority, there shall be no right of claim whatsoever against the Grand River Conservation Authority or any official thereof and any such claim is hereby expressly waived. Notwithstanding the foregoing, no waiver of claim herein shall apply in respect of any claim against the Grand River Conservation Authority in connection with any breach or non-performance by the Grand River Conservation Authority under the Mediation Agreement of October 22, 2007 and/or the Cottage Lot Program Lease of January 1, 2008.

I warrant that I have consulted with Hydro One with respect to this application and that all requirements of Hydro One concerning the construction described herein will be met as represented by the contents of this application.

I agree to indemnify and save harmless the Grand River Conservation Authority, its officers, directors, members and employees from any and all liability as a result of its approval of this application or for any non-performance or non-compliance with the requirements agreed to in this application. Notwithstanding the foregoing, no covenant herein to indemnify or save harmless the Grand River Conservation Authority shall apply in respect of any requirements of this application that are in breach of or contrary to the Mediation Agreement of October 22, 2007 and/or the Cottage Lot Program Lease of January 1, 2008.

Date: _____ Signature: _____



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

For GRCA Office Use Only

Date Received:		Received By:	
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The application regarding cottage lot # _____ at Belwood Lake Conestogo Lake has been reviewed and approved subject to the following conditions:

And I recommend that the Building Inspector consider issuing a Building Permit on this basis.

DATED at Cambridge, Ontario, this _____ day of _____, 20_____.

GRAND RIVER CONSERVATION AUTHORITY, per:

The Authority has inspected the construction which is the subject matter of the within application when the forms for the foundation or piers are in place, and hereby approves the continuation of this construction project.

DATED at Cambridge, Ontario, this _____ day of _____, 20_____.

GRAND RIVER CONSERVATION AUTHORITY, per:

FREEDOM OF INFORMATION AND RIGHT TO INDIVIDUAL PRIVACY ACT

The personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, C. 27, as amended, and is used to assess applications for approval to build on, alter or improve a cottage lot. Where approval is given, the information contained in this form will be disclosed to the appropriate Municipality or any other Governmental Agency and the respective Cottage Lot Association. Questions concerning this collection of personal information should be directed to the Property Administrator, Grand River Conservation Authority, 400 Clyde Road, P.O. Box 729, Cambridge, Ontario, N1R 5W6, Telephone: (519) 621-2761.