



GRCA Complete Application Checklist

The complete application checklist is provided to streamline the review process and assist applicants in providing a complete permit or planning application. The checklist is intended to provide a summary of the site and the information needed for the Grand River Conservation Authority (GRCA) to evaluate an application and clarify expectations of the landowner/consultant team and GRCA. The level of detail required for the application will depend on the scope of proposed works, as well as the natural hazards present on site.

As part of the pre-submission process, GRCA staff will complete the checklist, noting all the required information to be included as part of a complete application and provide it to the applicant. The checklist should then be submitted by the applicant with all the required information upon submission of a formal application.

The checklist applies to the proposal as submitted. Changes to legislation, policies or regulations may result in modifications to submission requirements. For an application to be considered complete, all items identified as 'required' are to be submitted. Incomplete applications will not be reviewed.

Application Information

Type of Application	GRCA Permit <input type="checkbox"/>	Planning Act <input type="checkbox"/>	Environmental Assessment <input type="checkbox"/>	Other:
Municipal address:				
Previous/Current Municipal Application #			GRCA File #	
Landowner Name:				
Landowner Phone Number:			Email:	
Applicant Name (if different from landowner):				
Applicant Phone Number:			Email:	
Pre-consultation Date:				
Description of Work:				
Date Application Deemed Complete:				

Site Information

Subwatershed Study/Master Drainage Plan/Master Environmental Servicing Plan (if applicable):
GRCA Regulated features: <input type="checkbox"/> Watercourse <input type="checkbox"/> Floodplain <input type="checkbox"/> Slope Erosion Hazard <input type="checkbox"/> Valley Slope <input type="checkbox"/> Shoreline Flooding Hazard <input type="checkbox"/> Shoreline Erosion Hazard <input type="checkbox"/> Dynamic Beach <input type="checkbox"/> Wetland <input type="checkbox"/> Other Hazardous Lands
Floodplain Policy Area: <input type="checkbox"/> One Zone <input type="checkbox"/> Two Zone Floodway <input type="checkbox"/> Two Zone Flood Fringe <input type="checkbox"/> Special Policy Area
Surface Runoff Receiver: <input type="checkbox"/> Watercourse <input type="checkbox"/> Municipal Drain <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Wetland <input type="checkbox"/> Internally Drained <input type="checkbox"/> Other:
Wetland Description: <input type="checkbox"/> Evaluated <input type="checkbox"/> Unevaluated
Is the property subject to an active violation of Ontario Regulation 41/24? <input type="checkbox"/> Yes <input type="checkbox"/> No

Watercourse Name:

☐ Municipal Drain (include Drain Name/Number and Classification, if known):

Known Monitoring Requirements: ☐ Pre-Development ☐ During Construction

☐ Post-Development

Required	Submitted	Application Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Completed GRCA Permit Application Form and/or Letter of Authorization (if required)
<input type="checkbox"/>	<input type="checkbox"/>	Permit Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Legal Survey of the Property
<input type="checkbox"/>	<input type="checkbox"/>	<p>Topographic Survey</p> <p>An OLS or P. Eng. must complete the signed and stamped survey. The survey must note the benchmark and vertical datum utilized and must include several spot elevations.</p> <p>The following features must be on the survey:</p> <ul style="list-style-type: none"><input type="checkbox"/> Watercourse(s)<input type="checkbox"/> Floodplain<input type="checkbox"/> Staked top of bank<input type="checkbox"/> Physical toe of slope<input type="checkbox"/> Stable top of slope<input type="checkbox"/> Erosion access allowance<input type="checkbox"/> Toe erosion allowance<input type="checkbox"/> Meander belt<input type="checkbox"/> Verified wetland boundary<input type="checkbox"/> Associated allowances/regulated area<input type="checkbox"/> Development setbacks/buffers<input type="checkbox"/> Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	Location Map showing nearest intersection
<input type="checkbox"/>	<input type="checkbox"/>	Photographs of the site/regulated features (if applicable) during snow/ice-free conditions
<input type="checkbox"/>	<input type="checkbox"/>	<p>Letter or Report describing the context and nature of the proposal including:</p> <ul style="list-style-type: none">• start and completion dates of the proposed activity• a description of the methods to be used in carrying out the development activity• a complete description of any type of fill proposed to be placed and location and volume
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Agreement from any persons sharing rights-of-way, easements, etc.

Required	Submitted	Design Details
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing existing conditions and proposed development/site alterations including: <ul style="list-style-type: none"> • Property boundaries • Existing and proposed structures and/or alterations to existing structures (including parking infrastructure and driveways, use(s) of buildings and structures and retaining walls) • Existing and proposed elevations for buildings/structures
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plans* showing existing and proposed grades
<input type="checkbox"/>	<input type="checkbox"/>	Site Servicing Plans*
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control Plans (including but not limited to topsoil stripping, dewatering plans and appropriate Notes and Details) <input type="checkbox"/> Signed and stamped by a P. Eng
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Plans/ Elevation Drawings/ Foundation Plans
<input type="checkbox"/>	<input type="checkbox"/>	Structural Drawings*
<input type="checkbox"/>	<input type="checkbox"/>	Construction Detail Drawings and Typical Cross-Sections
<input type="checkbox"/>	<input type="checkbox"/>	As Built Drawings or Letter of Compliance*

*Signed and stamped by a qualified P.Eng.

Required	Submitted	Site Visit
<input type="checkbox"/>	<input type="checkbox"/>	Top of Bank Staking To be conducted by applicant/agent and included on plans
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Boundary Staking To be conducted by applicant/agent and verified by GRCA staff
<input type="checkbox"/>	<input type="checkbox"/>	Field Reconnaissance/Other:

Required	Submitted	Water Resource Engineering
<input type="checkbox"/>	<input type="checkbox"/>	Functional Servicing Plan* (FSR)
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management (SWM) Report*
<input type="checkbox"/>	<input type="checkbox"/>	Digital Modelling Files and Digital Elevation Model (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Study/Hydraulic Analysis * Includes detailed floodplain mapping and modeling

*Signed and stamped by a qualified P.Eng.

Required	Submitted	Structural Engineering
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floodproofing Structural Engineering Report*

*Signed and stamped by a qualified P.Eng.

Required	Submitted	Geotechnical Engineering
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report* Includes slope stability and toe erosion assessments, GRCA Policy** conformance analysis
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Opinion* (including slope stability, toe erosion and maintenance/access)

*Signed and stamped by a qualified P.Eng.

**GRCA's Policies for the Administration of Ont. Regulation 41/24

Required	Submitted	Shoreline Engineering
<input type="checkbox"/>	<input type="checkbox"/>	Coastal Engineering Report** Includes shoreline hazard and shoreline protection works assessments
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Opinion** Includes shoreline protection works and maintenance/access

** Signed and stamped by a qualified Coastal P.Eng.

Required	Submitted	Hydrogeology
<input type="checkbox"/>	<input type="checkbox"/>	Hydrogeological Report*** <input type="checkbox"/> Includes seasonally high groundwater elevation <input type="checkbox"/> Includes infiltration rate with appropriate safety factor <input type="checkbox"/> Includes Wetland Impact Assessment discussion
<input type="checkbox"/>	<input type="checkbox"/>	Water Balance Report*** Includes overall site and feature-based water balance assessments

*** Signed and stamped by a qualified P.Eng. or P.Geo.

Required	Submitted	Fluvial Geomorphology
<input type="checkbox"/>	<input type="checkbox"/>	Geomorphological Assessment*** Includes watercourse/channel erosion and meander belt analyses
<input type="checkbox"/>	<input type="checkbox"/>	Watercourse Restoration Plan
<input type="checkbox"/>	<input type="checkbox"/>	Watercourse Crossing Design Brief*
<input type="checkbox"/>	<input type="checkbox"/>	Scour Assessment***

* Signed and stamped by a qualified P.Eng.

*** Signed and stamped by a qualified P.Eng. or P. Geo.

Required	Submitted	Wetland Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Wetland Restoration Plan

Required	Submitted	Other Studies as Determined by GRCA
<input type="checkbox"/>	<input type="checkbox"/>	Terms of Reference (specify type):
<input type="checkbox"/>	<input type="checkbox"/>	Other studies (specify type):

Additional Staff Comments

Complete Application Acknowledgement	
<p>Applicant/Agent: Please submit the required information along with this form as part of a complete application. Please note that if the application is deemed incomplete, you will be notified, and it will not be reviewed by GRCA staff. An agent acting on behalf of a client must provide a copy of the completed checklist to the applicant and landowner.</p>	
<p>I sign and certify that the attached submission includes all the required documentation as noted in the above complete application checklist.</p>	<p>Signature of Applicant/Agency</p>

* It is the applicant's responsibility to obtain any required approvals under federal and provincial legislation. Consultation with the local municipality is recommended before proceeding with a GRCA permit application.