



GRCA USE ONLY
APPLICATION NUMBER

Schedule "A" - Application for Permit Pursuant to Ontario Regulation 41/24

(Prohibited Activities, Exemptions and Permits Regulation)

Please read, complete each section as required, attach fee payment and sign and date this application. Payment must be addressed to the Grand River Conservation Authority. Applications can be mailed to:

Grand River Conservation Authority Administration Office
400 Clyde Road, P.O. Box 729, Cambridge, Ontario N1R 5W6
Telephone: 519-621-2761 Fax: (519) 621-4945

Owner's Contact Information:	
Name:	E-mail:
Mailing Address:	City/Town:
Postal Code:	Business Telephone:
Residential Telephone:	Fax:

Agent/Consultant/Contractor's Contact Information	
Name:	E-mail:
Mailing Address:	City/Town:
Postal Code:	Business Telephone:
Residential Telephone:	Fax:

Location of Proposed Work:	
Municipal Address:	
City/Town/Village:	County/Region:
Lot and Concession:	Township:

Application Type (check which applies). Refer to Fee Schedule on Pages 3 and 4.

- ☐ Minor Development
- ☐ Minor Interference with Wetlands, Alteration to Shorelines and Watercourses
- ☐ Standard Development
- ☐ Standard Interference with Wetlands, Alteration to Shorelines and Watercourses
- ☐ Major Development
- ☐ Major Interference with Wetlands, Alterations to Shorelines and Watercourses

Description of Proposed Work:

Please Note: This application must include appropriate plan(s) showing the proposed work. Pre-consultation prior to submission is encouraged to confirm required information, plans, reports, and studies as applicable.

Current Land Use:
Proposed Change in Use (if any):

I declare that I have read and agree to the General Conditions of Permit on the reverse of this form and that all information provided is true.

Signature of Owner:	Date:
Signature of Agent:	Date:

GENERAL CONDITIONS OF PERMIT

1. This permit does not absolve the permittee of the responsibility of obtaining necessary permission from applicable federal and provincial agencies or local municipalities.
2. The permittee agrees by acceptance of the permit:
 - (a) to indemnify and save harmless, the Grand River Conservation Authority and its officers, employees, or agents, from and against all damage, injury, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the permittee or of any of his agents, employees or contractors relating to any of the particular terms or conditions of this permit.
 - (b) that this permit shall not release the permittee from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law.
 - (c) that all complaints arising from the proposed works authorized under this permit shall be reported immediately by the permittee to the Grand River Conservation Authority. The permittee shall indicate any action which has been taken, or is planned to be taken, with regard to each complaint.
 - (d) to provide certification of conformance to ensure compliance with the intent of the permit. This certification must be provided by an accredited professional and is to be submitted as may be specified in the permit.
3. Authorized representatives of the Grand River Conservation Authority will be granted entry at any time into lands and buildings which are the subject of this permit application in order to make such surveys, examinations, investigations, inspections or other arrangements which such representatives deem necessary.
4. The Grand River Conservation Authority may cancel this permit or may change any of the conditions at any time and without prior notice if it is determined that:
 - (a) the works are not in conformance to the intent of the permission granted;
 - (b) the information presented to obtain a permit is false;
 - (c) the works or method of construction have detrimental impacts on the environment.
5. This permit shall not be assigned (non-transferable).
6. Permits are valid for up to two years. No notice will be issued on expiration of the permit and it is the responsibility of the permittee to ensure a valid permit is in effect at the time work is occurring.
7. The Grand River Conservation Authority may make copies of Schedule A and materials submitted in conjunction with Schedule A, as required, for the purposes of assessing the proposal and, where approved, to form part of the permit issued.
8. The Grand River Conservation Authority may request that GIS data files be submitted as part of Schedule A, to be used for business purposes pursuant to Regulation 41/24.

NOTICE OF COLLECTION

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O 1990, C.M.56 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. This information is used to assess applications for and, where approved, issue the Permit. Information on this form may be disclosed to Government and Municipal Agencies for review and comment. The name of the applicant, location of the work and a description of the project may be published in GRCA documents including agendas, reports and meeting minutes which are posted on the GRCA website. Questions about the collection of personal information should be directed to the Freedom of Information Co-ordinator, Administration Division, Grand River Conservation Authority, 400 Clyde Road, P.O. Box 729, Cambridge, Ontario, N1R 5W6, (519) 621-2761.

GRCA Permit, Plan Review, Title Clearance, and Inquiry Fee Schedule 2023-2025

Please refer to the **Fee Notes** outlined below for more details.

Permit Fee Schedule	
Note: Applicants are encouraged to apply online on the GRCA Permits Application Page .	
Minor - Low risk of impact on natural hazards or natural feature. No technical reports required	
• Fee for Development Applications	\$465
• Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	\$465
Standard - Moderate risk and/or potential impact on natural hazards or natural features. Detailed report and/or plans, site visit required	
• Fee for Development Applications	\$675
• Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	\$1,185
Major - Requires one or more reports (Environmental Impact Study, Hydraulic Analysis, Stormwater Management, Geotechnical, etc.)	
• Fee for Development Applications	\$10,230
• Fee for Alterations or Interference with Wetlands, Shorelines and Watercourses Applications	Culvert/Bridge replacement \$6,710 All other applications \$10,230
Large Fill - over 1,000m ³	\$10,230 plus \$0.50/m ³
Works initiated prior to GRCA approval	2 times the fee for the category
Rural Water Quality Programs or GRCA projects	\$90
Permit Extension	\$90
Plans amended to an approved permit	\$90

Inquiry Schedule	
Title Clearance, Real Estate, and other Inquiry Fee (per request)	\$255/property

Plan Review Fee Schedule	
Subdivision and Vacant Land Condominium	
• Base fee	\$2,505
• Per net hectare	\$1,305/hectare
• Applicant driven modification	\$1,670
• Final clearance for registration of each stage: technical review required	\$6,708
• Final clearance Processing Fee: no reports or review required	\$255
• Fourth (4 th) and subsequent submission for review (same report)	\$575

Plan Review Fee Schedule	
Official Plan and/or Zoning Bylaw Amendment	
• Major	\$2,500
• Minor	\$465
Consent	
• Major	\$1,185
• Minor	\$465
Minor Variances	
• Major	\$675
• Minor	\$300
Site Plan Approval Applications	
• Major	\$3,515
• Minor	\$465
Complex Applications	\$10,230
Below Water Table Aggregate Applications	
• No features of interest within 30 metres of licence limit	\$10,230
• Features of interest within 30 metres of licence limit	\$42,850
Above Water Table Aggregate Applications	
• No features of interest within 30 metres of licence limit	\$465
• Features of interest within 30 metres of licence limit	\$10,230

2025 Fee Notes

1. All fees are made payable and submitted directly to Grand River Conservation Authority.
2. Applicants are encouraged to consult with staff prior to submission of all applications to determine the extent and nature of the information required to accompany the application, and to determine the appropriate fee.
3. Applicants are encouraged to submit Permit applications through **the GRCA's online Permit Application System** after pre-submission consultation where appropriate.
4. Permit applications that fall into one or more categories will be charged one fee, at the highest rate.
5. Plan review applications that fall into one or more categories will be charged one fee, at the highest rate.
6. The Conservation Authority may provide a refund or require the applicant submit additional funds for a permit or plan review fee if it is found that an incorrect fee has been submitted.
7. Minor Categories – Low risk of impact on natural hazards. Plans required. No technical reports or site visits required.
8. Standard Permit Category – Moderate hazard risk and/or potential impact on natural hazards. Detailed plans required. Scoped technical reports and/or site visits required.
9. Major Permit Category– High hazard risk and/or potential impact to natural hazards. Detailed plans required. One or more technical report required (Environmental Impact Study, Hydraulic Analysis, Storm Water Management, Geotechnical, etc.). Development permit applications for: golf courses, trailer parks, campgrounds, lifestyle communities will be considered as a major permit.
10. Major Plan Review Category– High or Moderate hazard risk and/or potential impact on natural hazards. Detailed plans required. One or more technical reports (may be scoped) are required, and a site visit may be required.
11. Complex Plan Review Category - Planning Act (e.g. OPA/ZC) and/or Site plan applications for: golf courses, trailer parks, campgrounds, lifestyle communities.
12. Large Fill - The fee is applicable to material placed within the Conservation Authority's regulated areas. Grading associated with Planning Act approvals is not considered a large fill application.
13. Major permit applications that have previously paid application or clearance plan review fees to the GRCA will be charged fees under the Minor or Standard category.
14. Permit fees are non-refundable, except where review indicates that no permit is necessary.
15. Permit Extension – Permits are valid for up to 24 months unless otherwise specified on the permit. An application for an extension is \$90 and must be requested at least 60 calendar days before the expiry of the permit. Extensions will not be granted after the expiry date and will require a new application, full review, and the Schedule of Fees in effect at the time of submission will apply. The maximum period of validity of a permit, including extensions, is 60 months.
16. The subdivision or vacant land condominium base fee including per net hectare fee will be capped at \$30,000.
17. The net hectare fee will be based on the initial submission and will exclude lands outside of the development limit (e.g. natural hazard, natural heritage areas and buffers). Stormwater management facilities and other open space or park uses are to be included in the net hectare fee calculation.
18. At the submission of a subdivision or vacant land condominium application, 70% of the base fee and per net hectare is required. Prior to issuance of conditions of draft plan approval, the remaining 30% of the fee is required.
19. A Processing Fee will apply for a clearance letter for a subdivision or condominium application where no technical review/reports (e.g. no Erosion and Sediment Control plan, SWM brief, etc.) are required.
20. For Aggregate Applications, features of interest include all natural hazards including wetlands and watercourses.
21. Responses to Title Clearances, Real Estate and other Inquiries includes: Correspondence and mapping related to natural hazards and areas regulated under Ontario Regulation 41/24
22. Permit applications will be closed if information/studies/plans required by the GRCA have not been received from the applicant/agent within 1 year of the date requested. No refunds will be issued