

Complete Application Requirements

When a permit application is submitted, ERCA staff will determine if the application is considered complete.

To ensure the interests of ERCA are met by the application, and to appropriately assess the technical aspects of a proposal against the tests outlined in Ontario Regulation 158/06, the submission must include the Mandatory Application Requirements listed below. In addition, there are a number of Potential Technical Requirements that may be required to assess the application. The scale, location, and complexity of a proposal and type of feature and or hazard existing typically dictates which additional information will be required in support of an application. The level of detail required for studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. ERCA can assist in determining the level of scope required for technical reports.

Mandatory Application Requirements

- completed application form signed and dated by applicant or authorized agent (including Landowner Authorization Form if applicable)
- application fee
- Two copies of appropriate plans and drawings including a key map and location of proposed development
- a description of the proposed use of the buildings and structures following completion of the development
- the start and completion dates of the development
- the elevations of existing buildings, if any, and grades and the proposed elevations of buildings and grades after the development
- drainage details before and after the development
- a complete description of the type of fill proposed to be placed or dumped

Potential Technical Requirements

- architectural plans
- channel crossings assessment
- coastal/shoreline engineering study
- construction access and staging plans
- environmental impact assessment/study
- erosion and sediment control plan

- existing and proposed topographic and/or metric geodetic elevations
- flood line delineation study/hydraulics
- functional servicing plan/study
- geotechnical/slope stability study
- grading plans
- hydrogeological assessment
- landscaping/site rehabilitation plan
- legal survey
- other reports/studies identified through ERCA staff consultation
- soil quality report
- stormwater management study/design drawings
- structural elevations and construction details
- water balance analysis
- watercourse erosion analysis stream corridor protection study

ERCA may develop checklists and supporting guidelines to provide additional direction on technical study requirements. These should be consulted during the preparation of all permit applications.

Works that involve substantial site development should be prepared using the services of qualified professionals. In all cases, it is necessary that the information provided with the application is clear as to the work proposed and is of sufficient quality to allow ERCA staff to complete a technical review.

Within 21 days of receipt of an application, ERCA will determine if the application is deemed complete. The review of completeness of an application does not involve a review of any required technical reports. It only involves a review to ensure that the submitted application form is complete and all required technical studies and plans have been submitted. The analysis to determine the appropriateness of the technical studies and plans occurs after an application is deemed complete. If deemed complete, ERCA staff will notify the applicant and indicate the date the application was deemed complete on the application form submitted and initiate the technical review. If the application is deemed incomplete, ERCA will, within 21 days of receipt of an application, notify the applicant of the missing and needed information.

If after 21 days following the notification of an incomplete application, the application is not deemed to be complete, ERCA will put the application on hold or close the file and return the application material to the applicant.

If the applicant is not satisfied with the decision on whether the application is deemed complete, the applicant can request an administrative review by the Chief Administrative Officer (CAO) and then if still not satisfied by the Board of Directors.