



PROJECT APPLICATION GUIDELINES

APPLICATION FORM – In-Water and Shoreline Works

Note:

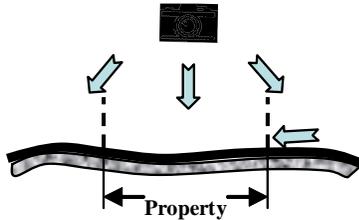
- All information requested on the application form must be provided. Incomplete applications will NOT be processed and will be returned as NOT COMPLETE.
- The property owner is responsible for ensuring that the application is complete and accurate even though the application is prepared by a contractor
- Submit completed applications to:
Realty Services
Trent-Severn Waterway
2155 Ashburnham Drive
P.O. Box 567
Peterborough, ON
K9J 6Z6
Fax: (705) 742-9644

- Fully complete name, address, telephone and email information of applicant.
- Fully complete name, address, telephone and email information of any contractor involved in construction.
- Fully complete location of worksite. **Ensure municipal address (911 address) and tax assessment roll numbers are included.**
- Describe project by checking all applicable boxes under "Project"
- Describe project by checking all applicable materials to be used.
- Check nature of project – new, repairs, removal, and/or addition. Note that more than one action may be checked.
- Include total estimated cost of project. Include design, construction and rehabilitation costs.
- Describe intended use – private, commercial or other. Please specify other. This may include communal docking, public area, etc.
- Complete signature of applicant or authorized agent. If the latter, include a letter wherein the owner of the property authorizes his/her agent.

All applications must be accompanied by:

- Fee: Cheques must be made payable to the **Receiver General for Canada**. Applications submitted with N.S.F. cheques will not be processed and will be subject to a \$20.00 service charge.
 - New Works or Repairs fronting a **Private Property** (Homes or cottages only).
\$50.00 + G.S.T. = **\$53.00**
 - New Works or Repairs for an **Existing Commercial Operation or a Community Association Facility** (Existing Marina, Resort, Common Docking Area)
\$100.00 + G.S.T. = **\$106.00**
 - A proposed **New Commercial Operation or New Community Association Facility** (New Marina, Resort, Common Docking Area)
\$250.00 + G.S.T. = **\$265.00**
- Copy of deed.
- Copy of property survey. If you do not have a property survey, a copy of your registered plan of subdivision or reference plan can be obtained from your local land registry office.
- Photographs. Photo requirements are as follows:
 - Photos must be taken in spring or summer.
 - Digital colour photos are preferred.
 - Photos must be of entire frontage of property taken perpendicular to shore and parallel to shore.
 - Include photos of adjacent property (see example below).

Example of Photos Required



5. Detailed plan of the proposed work. In addition to any information requirements specified in the submission requirements for a particular type of projects, the minimum requirements for the plan are as follows:

- Plans may be hand drawn and labelled;
 - Labels should be neat and legible;
 - Dimensions may be in imperial or metric units;
 - Show an accurately plotted north arrow;
 - All straight lines should be drawn using a straight edge;
 - Draw plans to scale wherever possible and indicate the scale on the plan;
 - Show all existing structures, structures to be removed and locations of new structures;
 - Show existing and proposed water depths at the ends of all structures and within areas proposed to be dredged or proposed swimming areas.
 - Show location of all upland vegetation (trees);
 - Provide a Key Plan showing location of property;
 - Show plan views, profiles and cross sections of existing and proposed structures;
 - Show property lines as dotted lines extending lines into the water;
 - All measurements are from property lines and perpendicular from upper controlled navigation level;
 - Elevations of all structures measured from upper controlled navigation level.
 - Show all existing and proposed grades, materials, rip-rap or bio-engineering, and geo-textile filter fabric.
- Copy of the property survey showing the location and dimension of all **existing** shoreline and/or in-water work.
 - Copy of the property survey showing the location of all **proposed** shoreline and/or in-water work.
 - Copy of written permission from neighbouring property owner(s), where the proposed works will front on neighbouring properties.
 - Copy of written permission from applicable municipal authorities, where the proposed works will front along municipal property including road allowances and right-of-ways
 - In the case of boathouses include documentation indicating that neighbouring property owners have been informed of the proposed work and their comments.

SAMPLE PLAN

