

If your municipal building department has referred you the NPCA as part of the building permit process, please read this important information

Site Plan Checklist

- Legal description of the property (lot and concession number) and/or the municipal address, including municipality and former township (if applicable).
- Accurate property boundaries with dimensions and the setback distance of the proposed structure from the creek bank, top of ravine bank, or the applicable natural feature. The plan should be to scale and include a north arrow.
- Your contact information, including name, address and telephone number.
- Any additional information which you feel would assist the NPCA in reviewing your application. This may be a previous permit, land severance information (if the lot was recently severed), or a municipal staff report if the property was the subject of a Planning Act application.

Contact the NPCA:

Niagara Peninsula Conservation Authority
250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Phone: 905-788-3135
Fax: 905-788-1121

Office Hours: Monday through Friday
8 a.m. to 4:30 p.m.

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Why does the NPCA need to review your building permit application?

The Conservation Authority works in partnership with municipalities to further the conservation of natural resources. NPCA regulations are intended to ensure that new development (i.e. new homes, additions, swimming pools, accessory buildings, etc.) are not negatively affected by flood and erosion problems associated with certain watercourses, ravines and wetlands. Building departments seek the advice of the NPCA when there is a watercourse on your property or, if your lot backs onto a ravine, steep slope, wetland or the lakeshore.

To arrange for a review of your proposal, please forward a copy of your completed site plan to the NPCA. See the checklist at left to ensure all required information is included.

In addition to the review of your municipal building permit, a separate NPCA development permit is sometimes required for works within a regulated area. The following sections explain the additional process that may be required, as well as an explanation of why the NPCA is involved in the review of your building permit.

Ontario Regulation 155/06: Regulation of Development, Interference with Wetlands and Alterations to Shoreline and Watercourses - How Does it Affect You?

If you have a watercourse on your property, or if your lot backs onto a ravine, wetland, or the lakeshore, you are probably affected. Construction and development in these areas are regulated by the NPCA not only to conserve the natural environment, but to also control changes to watercourses, floodplains, wetlands, and steep slopes, in order to prevent flooding and erosion hazards. A copy of the complete regulation is available from the NPCA office. If a development permit is required by the NPCA under the above noted Regulation, it will be "in addition to" your municipal building permit. There is a separate fee schedule which applies to work permits required by the NPCA. The fee varies with the type of work proposed. Please contact NPCA staff for more information.

How do you know if your property is affected by the Regulation?

Types of land that are affected include:

- Ravines, valleys and other steep slopes.
- Wetlands, including swamps, marshes, bogs, fens and ponds.
- Any river, creek, stream or floodplain.
- Lake Erie and Lake Ontario Shoreline.

What does it mean if your property is located in a regulated area?

If you are proposing work on your property within any of the above noted regulated areas, you may require a permit from the Conservation Authority (in addition to your municipal building permit). Listed below are some of the activities that may require a work permit from the NPCA:

- Placing, removing or grading fill of any kind from any source, including the disposal of unwanted material.
- Constructing any building or structure, including additions or replacements of existing buildings, installing swimming pools, bridges, docks, retaining walls, ponds, etc.
- Altering a waterway ("alter" is defined as: to straighten, shorten, change, divert or interfere; "waterway" is defined as: any river, lake, creek, stream, watercourse or wetland under the jurisdiction of the NPCA.

If you are unsure whether the regulation applies to your property, please contact the Conservation Authority to view maps and discuss your specific situation.