



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

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

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

|                                   |                |
|-----------------------------------|----------------|
| <b>Location of Proposed Work:</b> |                |
| 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: |

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

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

| <b>Permit Fee Schedule</b>  |   |
|---|---|
| <b>Note: Applicants</b> are encouraged to apply online on the <b>GRCA Permits Application Page</b> .  |   |
| <b>Minor</b> - 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   |
| <b>Standard</b> - 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   |
| <b>Major</b> - 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<br>\$6,710<br><br>All other applications<br>\$10,230 |
| <b>Large Fill</b> - over 1,000m <sup>3</sup>  | \$10,230 plus \$0.50/m <sup>3</sup>   |
| <b>Works initiated prior to GRCA approval</b>   | 2 times the fee for the category  |
| <b>Rural Water Quality Programs or GRCA projects</b>  | \$90  |
| <b>Permit Extension</b>   | \$90  |
| <b>Plans amended to an approved permit</b>  | \$90  |

| <b>Inquiry Schedule</b>  |                |
|--|----------------|
| <b>Title Clearance, Real Estate, and other Inquiry Fee (per request)</b> | \$255/property |

| <b>Plan Review Fee Schedule</b>  |                 |
|--|-----------------|
| <b>Subdivision and Vacant Land Condominium</b>                                 |                 |
| • 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 <sup>th</sup> ) and subsequent submission for review (same report) | \$575           |

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