

**KEMPTVILLE DISTRICT MNR**  
**WORK PERMIT APPLICATION GUIDE**

**WORKING AROUND WATER?**

Are you planning to work around water? Planning to dredge, stabilize a shoreline, or build a dock or boathouse? You may need a Work Permit issued under the *Public Lands Act* (PLA).

**INFORMATION YOU WILL NEED TO SUBMIT:**

*The work permit procedure can take several months, so you should begin early. The review process WILL NOT be expedited for any other reason but public safety. Please be certain that the following checklist is complete before submitting your application. Incomplete packages will not be processed.*

- **Applications** – Submitted application forms must be the original copy - complete, accurate and legible.
- **Location map / Directions** – Water body name, lot, concession, geographic township, plan number, road names and directions to the site with identifying features (i.e. civic numbers or signs).
- **Survey Plan, Registered Plan or Accurate Sketch** - Show the size and approximate shape of the property, existing buildings, docks, property lines, water's edge. A legal survey of your property may be required depending on the proposed work and geographic location.
- **Work Plans** – All measurements should include proposed improvements and be in reference to a permanent object. For example, standard iron bars, a mature tree, corner of house, etc.
  - a. **Plan View** – A top-down sketch or drawing of the total area to be considered for improvements showing the existing shoreline length (m), existing and proposed conditions, and the distances to the annual average high water mark;
  - b. **Cross Sectional** - A side view drawing with dimensions showing existing and proposed conditions, current water level and the annual average high water mark;
  - c. **A description of the substrate** along area of improvements (e.g. silt, sand, bedrock, etc.);
  - d. **A description of any aquatic plants** in the proposed work area to be removed or covered.
- **Declaration of Ownership** – Please complete the Declaration of Ownership form within this application package. Proof of ownership to the water's edge may be required in the form of a recent legal survey.
- **Adjacent Landowner Comments and Notification** - The attached comment forms can be given or mailed to neighbours to advise them of your proposal. Attach the originals to the application form.
- **Photographs** – Photographs of the worksite and surrounding shoreline during ice-free conditions facilitate project review.

## WHERE DO I SUBMIT MY APPLICATION?

Please review page 1 to make sure you have included all the necessary information. *Incomplete application packages will not be processed or reviewed.*

### Submit completed application to:

Ontario Ministry of Natural Resources  
Postal Bag 2002, 10 Campus Drive  
Kemptville, Ontario K0G 1J0  
Phone: (613) 258-8385  
Fax: (613) 258-3920

## HOW IS MY APPLICATION PROCESSED?

- Your application is reviewed by MNR for *Public Lands Act* and *Lakes and Rivers Improvement Act* concerns, as well as requirements under the *Endangered Species Act*. It is screened to assess natural environment, land use, social, cultural, economic and Aboriginal considerations under the *Environmental Assessment Act*. A complete list of criteria is available upon request.
- If your proposal requires review/approval by other agencies, the MNR cannot issue a work permit until such information is received by this office.
- If the project is approved, a work permit is issued by MNR.

The work permit may include specific conditions, such as the time of year when your work can be done. Read your permit carefully. Be sure you can comply with all the conditions.

If you have questions about any step in the application process, contact your local MNR office immediately.

## WHAT ARE THE IN-WATER TIMING GUIDELINES?

These are times of the year when in-water work cannot take place so that the local fisheries resource is protected.

### General In-Water Timing Restriction Guidelines – Kemptville District (NO In-Water Work is Permitted)

Warm water fish communities	March 15 to June 30
Mixed fish communities	October 1 to June 30
Cold water fish communities	October 1 to May 31
Ottawa River and St Lawrence	March 15 to July 15

## **WILL MY PROJECT REQUIRE A WORK PERMIT?**

Undertaking works or taking possession of public lands without lawful authority may be considered an offence under the PLA. The following list is not exhaustive, as every site and project is unique. For any proposed works, it is recommended that you contact the Kemptville District MNR office at (613) 258-8385.

### **A work permit is required to:**

- fill shore lands such as creating a beach or constructing shoreline protection works;
- dredge shore lands (involving removal or displacement of material from any shore lands);
- create a boat slip, boating channel or swimming area;
- install a water line, heat loop or cable for commercial use;
- remove rocks/boulders from shore lands or the bottom of a lake or stream;
- construct a dock or boathouse where the total surface area of the supporting structure placed on the bed of the water body (e.g. pipes, cribs) exceeds 15 square metres;
- construct a building on public land;
- construct a road on public land, except where constructed under the authority of the *Crown Forest Sustainability Act*;
- construct a trail on public land, except where constructed under the authority of the *Crown Forest Sustainability Act* or for the purpose of mineral exploration;
- construct a water crossing (e.g. bridge, culvert and causeway) on public land, except where constructed under the authority of the *Crown Forest Sustainability Act*; and
- remove aquatic vegetation.

### **Some types of activities do not require a work permit, such as:**

- minor road maintenance on public land;
- cantilever docks where the footings are located off the shore lands;
- floating docks and floating boathouses;
- docks or boathouses where the total surface area of the supporting structure placed on the bed of the water body (e.g. pipes, cribs) is less than 15 square metres;
- removal of an old dock or boathouse;
- ice fishing huts; and
- installation of a water line, submarine cable or heat loop for private use.

**NOTE:** Please note that while some projects may not require a work permit, they may require permission for occupational authority (e.g. land use permit, lease) from the MNR because they are located on Crown land and exceed the provisions of the Free Use Policy.

## **OTHER AGENCIES YOU MAY NEED TO CONTACT**

### **CONSERVATION AUTHORITIES**

When any structure or fill is placed within the regulated area of a Conservation Authority, approval must be obtained from your local authority under the *Conservation Authorities Act*. If you are unsure as to which conservation authority applies to your location, consult the following website and click on the link “Find Your Conservation Authority.”)

Conservation Ontario web-site: [www.conservation-ontario.on.ca](http://www.conservation-ontario.on.ca)

#### **Cataraqui Region Conservation Authority**

Box 160, Glenburnie, Ontario  
K0H 1S0  
Tel: (613) 546-4228 or (1-877-956-2722)  
[crca@cataraquiregion.on.ca](mailto:crca@cataraquiregion.on.ca)

#### **Mississippi Valley Conservation**

4175 Hwy #511, R.R. #2 Lanark, Ontario  
K0G 1K0  
Tel: (613) 259-2421  
[info@mvc.on.ca](mailto:info@mvc.on.ca)

#### **Rideau Valley Conservation Authority**

PO Box 599, 3889 Rideau Valley Drive  
Manotick, Ontario K4M 1A5  
Tel: (613) 692-3571 or (1-800-267-3504)  
[postmaster@rvca.ca](mailto:postmaster@rvca.ca)

#### **Raisin Region Conservation Authority**

Box 429, 18045 County Road #2  
Cornwall, Ontario K6H 5T2  
Tel: (613) 938-3611  
[info@rrca.on.ca](mailto:info@rrca.on.ca)

#### **South Nation Conservation**

38 Victoria Street, P.O. Box 29  
Finch, Ontario K0C 1K0  
Tel: (613) 984-2948 or (1-877-984-2948)  
[info@nation.on.ca](mailto:info@nation.on.ca)

### **FEDERAL MINISTRY OF TRANSPORT – CANADIAN COAST GUARD (CCG)**

When a structure that could interfere with navigation is placed in the water, exemption and/or approval under the *Navigable Waters Protection Act* must be obtained.

Canadian Coast Guard  
401 King Street West  
Prescott Ontario K0E 1T0  
Tel: (613) 993-0999  
[info@dfo-mpo.gc.ca](mailto:info@dfo-mpo.gc.ca)

### **FISHERIES AND OCEANS CANADA (DFO)**

For questions related to the *Federal Fisheries Act*:

The Department of Fisheries and Oceans Canada  
401 King Street West  
Prescott Ontario K0E 1T0  
Tel: (613) 925-2865  
[info@dfo-mpo.gc.ca](mailto:info@dfo-mpo.gc.ca)

## **PARKS CANADA – Rideau Systems**

*Public Lands Act* work permit approvals do not apply to federal waterbodies such as the Rideau Canal waterways. For further information on approval requirements for these waterbodies, please contact:

Parks Canada - Rideau Canal National Historic Site  
34 Beckwith Street South  
Smith Falls, Ontario K7A 2A8  
(613) 283-5170 or (1-888-773-8888)  
[RideauCanal-info@pc.gc.ca](mailto:RideauCanal-info@pc.gc.ca)

## **YOUR LOCAL MUNICIPALITY**

Please contact your local municipal office to ensure that your proposal complies with all by-law and planning requirements.

### **Do I need to contact anyone else about my project?**

Depending on the nature of your proposal, it may be requested that you contact other agencies to ensure compliance with applicable legislation. Examples of other agencies include: Ministry of the Environment (MOE), or Ministry of Citizenship, Culture and Recreation (MCzCR).

**DECLARATION OF OWNERSHIP**

Please complete applicable sections:

1. I / We hereby certify that I / we own the dry land abutting the proposed shore lands work as shown in the attached application for a Work Permit and, to the best of my / our knowledge, there are no agreements, covenants, reservations or other documents prohibiting or affecting the proposed works.

2. I / We hereby appoint \_\_\_\_\_ as our agent for the purpose of applying to the Ministry of Natural Resources for a Work Permit and authorize him / her / them to sign any application(s) on my / our behalf.

Any correspondence / permit issued should be forwarded to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Unless specified otherwise, all correspondence will be forwarded to the landowner.)

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

**NOTE:** If land is held as Tenants-in-Common, all registered landowners must sign.

**ADJACENT LANDOWNER NOTIFICATION AND COMMENTS**

(Please indicate name of property owner on submitted map)

**SUBJECT:** Application to Place Private Improvements (Non-Commercial) on Crown Shore Lands

Applicant, \_\_\_\_\_, has informed me / us of his / her proposal to construct a \_\_\_\_\_  
\_\_\_\_\_

on lands at:

Township Lot # \_\_\_\_\_

Concession # \_\_\_\_\_

Plan # \_\_\_\_\_ Part or Lot # \_\_\_\_\_ of Registered Plan # \_\_\_\_\_

in the Township of \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Lot: \_\_\_\_\_

Concession: \_\_\_\_\_

Township: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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in the Township of \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Lot: \_\_\_\_\_  
Concession: \_\_\_\_\_  
Township: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature