



COMPLETE APPLICATION CHECKLIST CVC Requirements for Planning and Permit Applications

CVC File #

Municipality:

Property Location:

Lot:

Concession/Range:

Applicant Name:

CVC Contact:

Start of Pre-Consultation Date:

End of Pre-Consultation Date:

**NOTE: FOR AN APPLICATION TO BE CONSIDERED COMPLETE,
ALL ITEMS IDENTIFIED AS 'REQUIRED' ARE TO BE SUBMITTED.**

Date Application Deemed Complete:

| Required | Submitted | Application Criteria |
|-----------------|-----------|--|
| | | Complete Permit Application Form and/or Letter of Authorization (if required) |
| | | Permit Fee |
| | | Plan Review Fee |
| | | Legal Survey of the Property |
| | | Location Map showing nearest intersection |
| | | Letter or Report describing the context and nature of the proposal |
| | | Statement of Agreement from any persons sharing right-of-ways, easements etc. |
| | | Status of Municipal Approvals (Minor Variance, Consent, Site Plan, Rezoning, OPA, Subdivision) |
| Required | | Site Visit |
| | | Top of Bank staking |
| | | Natural Heritage Features or Areas staking |
| | | Field Reconnaissance/Other: |

| Required | Submitted | Technical Requirements [all technical reports must be consistent with CVC's Respective Technical Guidelines] (2 copies) |
|-----------------------------------|-----------|---|
| Water Resource Engineering | | |
| | | Functional Servicing Plan (FSR) |
| | | Stormwater Management (SWM) Report |
| | | Water Quality Assessment (including stormwater and public/private sewage systems) |
| | | Flood Study/Hydraulic Analysis (including detailed floodplain mapping and modeling) |
| Structural Engineering | | |
| | | Technical Memo (Flood proofing) |

| Required | Submitted | Technical Requirements [all technical reports must be consistent with CVC's Respective Technical Guidelines] (2 copies) |
|---------------------------------|-----------|---|
| Geotechnical Engineering | | |
| | | Geotechnical Report (including slope stability and toe erosion assessments) |
| | | Geotechnical Report (to determine seasonally high groundwater for LID) |
| | | Letter of Opinion (including slope stability, toe erosion and maintenance/access) |
| Shoreline Engineering | | |
| | | Coastal Engineering Report (including shoreline hazard and shoreline protection works assessments) |
| | | Letter of Opinion (including shoreline protection works and maintenance/access) |
| Hydrogeology | | |
| | | Hydrogeological Report |
| | | Water Balance Report (including overall site and feature-based water balance assessments) |
| Fluvial Geomorphology | | |
| | | Geomorphological Assessment (including watercourse/channel erosion and meander belt analyses) |
| | | Natural Channel Design Brief |
| | | Watercourse Crossing Design Brief (including bridges and culverts) |
| | | Scour Assessment |
| Ecology | | |
| | | Environmental Impact Study (EIS) |
| | | Fisheries and Fish Habitat Assessment |
| | | Department of Fisheries and Oceans (DFO) self-assessment |
| | | Headwaters Drainage Feature Assessment |
| | | Wetland Evaluation by MNRF |
| | | Species at Risk Screening by MECP |
| | | Tree Preservation Plan |
| | | Arborist Report |
| Detailed Design | | |
| | | 3 sets of folded drawings showing existing conditions and proposed development/site alterations, including: <ul style="list-style-type: none"> • Property boundaries • Existing and proposed grades • Existing and proposed structures and/or alterations to existing structures (including parking infrastructure and driveways, use(s) of buildings and structures, fences and retaining walls) • Limits of Natural hazards (including shoreline hazards and flood/erosion hazards) • Limits of Natural heritage features and areas • Proposed buffers or setbacks from limits of natural hazards and natural heritage features and areas as required by CVC. |
| | | Grading Plans |
| | | Site Servicing Plans |
| | | Landscape Plans, Restoration Plans and/or Edge Management Plans |
| | | Erosion and Sediment Control Plans (including topsoil stripping and dewatering plans) |
| | | Architectural Plans/Elevation Drawings/Foundation Plans |
| | | Construction Detail Drawings and Typical Cross-sections |
| Other Requirements | | |
| | | As-built Drawings or Letter of Compliance |
| | | Letter of Access from Emergency Services Department |