

2.3 Complete Application

An application for a permit must be made by a person having an interest in the land (i.e. owner, purchaser with owner's knowledge and permission, or an authorized agent).

Upon submission of an application, it will be stamped received and assigned a file number which can be referred to for processing.

At the time a permit application is received, CLOCA staff will determine if the application is considered complete. To ensure the interests of CLOCA are met, and to appropriately assess the technical aspects of a proposal against the tests outlined in Regulation 42/06, the submission must include the compulsory information listed below. In addition, there are a number of potential technical information requirements that may be needed to assess the application as noted below. The scale, location, and complexity of a proposal and type of feature and or hazard existing typically dictates which information items listed below will apply to an application. The level of detail required for studies and reports can vary widely depending on the property and the proposal. In some situations, a single-page letter from a qualified expert will be sufficient, while in other cases a major study will be necessary. CLOCA has prepared a number of best management guidelines to assist in determining the level of scope required for technical reports.

Compulsory Application Requirements

- completed application form (applications for large fill sites also require all information under "Schedule A" of the application form)
- application fee
- a description of the works proposed
- appropriate plans/drawings including a key map and location of works

Potential Technical Requirements

- legal survey
- existing and proposed topographic and/or metric geodetic elevations
- flood line delineation study/hydraulics
- structural elevations and construction details
- architectural plans
- channel crossings assessment
- erosion and sediment control plans
- grading plans
- functional servicing plan
- geotechnical/slope stability study
- headwater drainage feature evaluation
- hydrogeological assessment
- landscaping/site rehabilitation plan
- environmental impact study
- watercourse erosion analysis stream corridor protection study
- stormwater management study/design drawings
- water balance analysis
- construction access and staging plans
- coastal engineering study
- soil quality report

- other reports/studies identified through staff consultation

Works that involve substantial site *development* should be prepared using the services of professionals. In all cases, it is necessary that the information provided with the application is clear as to the work proposed and is sufficient to allow CLOCA staff to complete a technical review.

When proposed *development* is also subject to Planning Act or other legislative approvals, the information and study requirements will be co-ordinated. with the applicable agency/municipality/ministry. If CLOCA staff are of the opinion that other approvals could result in revisions to description of proposed works/submitted plans/drawings, the application may be deemed incomplete.

Within 21 days of receipt of an application, CLOCA will determine if the application is deemed complete. The review of completeness of an application does not involve a review of any required technical reports. Rather it involves a review to ensure that the application form is complete and all required technical studies/plans have been submitted. The analysis to determine the appropriateness of the technical reports occurs after an application is deemed complete. If deemed complete, staff will notify the applicant and indicate the date deemed complete on the application form submitted and initiate the review. If the application is deemed to be incomplete, CLOCA will, within 21 days of receipt of an application, notify the applicant of the missing and needed information.

If after 21 days from the notification of an incomplete application, the application is not deemed to be complete, CLOCA will put the application on hold or close the file and return the application material to the applicant. An application will only be put on hold for a maximum time of 6 months.

If the applicant is not satisfied with the decision on whether the application is deemed complete, the applicant can request an administrative review by the Chief Administrative Officer (CAO) and then if still not satisfied by the Board of Directors.

2.4 Application Fee

In accordance with the *CA Act*, the Authority is responsible for setting and collecting fees. Fees for the processing of applications are set by the Board of Directors of CLOCA and must be paid in full at the time of submitting an application. Once an application has been deemed complete and staff has initiated a review, the submitted fees will not be refundable. "

The fee schedule is attached to the application form. The fee for a technical review is triggered when a technical report(s) is required in order to review the application and deem it complete. The technical review fee is based on the number of technical reports submitted by discipline (e.g. an EIS, SWM Report, and geotechnical assessment equals three reports). The technical review fee must be paid at the time of submission of technical reports. Examples of technical reports include: . .

- environmental impact study
- stormwater management study
- functional servicing plan
- flood line delineation study/hydraulics
- geotechnical/slope stability study
- hydrogeological assessment
- watercourse erosion analysis
- channel crossings assessment
- stream corridor protection study
- coastal engineering study

Individual technical letters and professional plans are not triggers for the full technical review fee on their own. Technical letters and plans are defined as information confirming that the proposed application conforms or is consistent with previous complete comprehensive reports. Examples of reports, technical letters and plans not subject to the technical review include:

- Planning rationale
- Environmental site assessment report
- Erosion and sediment control plans
- Grading plan
- SWM design brief
- Landscaping plan
- Structural elevations and construction detail

Applications that are subject to *Planning Act* approvals shall be subject to a consolidated fee where they would be subject to only the higher of the applicable application fee. An administration processing fee for permit application is still applicable.

CLOCA will undertake a review of the fee schedule annually to ensure that the cost recovery is appropriate. Prior to the establishment of an updated fee-schedule, the authority will identify all eligible costs and consult with neighboring CAs, municipal partners and other stakeholders. The fee review will also include a review of process improvements and performance measures to ensure efficiencies.

Permit applications for large fill proposals are also subject to a fee based on the volume of fill to be received. In order to establish the fee, CLOCA staff will confirm the application volumes through the review of pre and post elevation drawings prepared by an OLS and/or by undertaking a site visit to estimate the volume capacity. In accordance with the large fill policy, the permit holder will monitor the fill volume. If it is determined that fill volumes exceed the permitted amount, the applicant will be responsible for submitting the outstanding fee. Once the fill activity has reached half of the permitted volume there will be no refund of fees if the final volumes are less than originally permitted.

A Fees Implementation Guideline for both Regulation and Plan Review fees can be found on CLOCA's website that provides further detail on how applications fees will be administered.

