



“Inspiring a Healthy Environment”

Record of Consultation

The following record has been compiled by the Upper Thames River Conservation Authority (UTRCA) to provide applicants with the requirements for a complete application under the *Planning Act* or for a Section 28 permit application under the *Conservation Authorities Act* when planning approvals are required. This record of consultation is required to be reviewed with UTRCA staff prior to submission of any formal applications.

Internal Review Team

Date Prepared:

UTRCA Planner:

UTRCA Regulations Officer:

Applicant Information (signed landowner authorization form may be required)

Landowner:

Email:

Applicant:

Email:

Agent:

Email:

Lands Subject to Application

Address:

Municipality:

Lot:

Concession:

Property Size:

Regulated Features (mapped or based on text of regulation, in accordance with Ontario Regulation 41/24, made pursuant to Section 28 of the *Conservation Authorities Act*):

Flooding Hazard

Wetland(s)

Regulatory Elevation (dated):

Areas within 30 m of a wetland

Erosion Hazard

Waterbody

confined and/or unconfined system

Other:

Watercourse

Description of Proposed Works

Existing Land Use and/or Structures:

Existing Zoning:

Description of Proposed Works:

Attached Conceptual Plan: location of proposed works, location of known hazard features, dimensions, etc.

Prepared By:

Dated:

Required Applications

Applications Required Under the *Planning Act*:

Draft Plan of Subdivision/Condominium	Consent
Official Plan Amendment	Minor Variance
Zoning By-law Amendment	Site Plan
Holding Provision	Other:

Applicant has contacted municipal staff to confirm required application:

Municipal Contact:

Date:

Status of Planning Approvals:

Not Started	In Progress	Approved	Approved with conditions
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Planning Application File Number(s):

Permit Required Under Section 28 of the *Conservation Authorities Act*

Important Dates

Pre-Consultation Meeting:

Site Visit (if required):

The below documents are required to be completed and submitted alongside the application(s) for:

Supporting Technical Requirements

Technical Reports

Environmental Impact Study, Scoped
Environmental Impact Study, Comprehensive
Hydrogeological Assessment
Stormwater Management Report, Conceptual/Brief
Stormwater Management Report, Detailed Design
Geotechnical, Slope Stability Assessment
Meanderbelt Analysis
Fluvial Geomorphological Assessment
Feature-based Water Balance
Hydraulic and Hydrologic Flood Modeling (HEC-RAS) and Report
Staged Storage Balance Analysis
Channel Design Brief
Other:
Other:
Other:

Drawings*

Site/Concept Plan

- Clearly delineate the proposed development, identify extent of natural hazard feature(s) and setbacks from the development

Topographic Survey
Grading and Drainage Plan

- Pre- and post-development conditions

Landscape Plan
Erosion and Sediment Control
Elevation Drawings

- Above and below grade profiles
- Identify floodproofing elevation

Engineered Drawings/Civil Package

- Floodproofing, signed, sealed and dated by a qualified (professional) engineer

Other:
Other:
Other:
Other:
Other:

* UTRCA currently uses the 1928 Vertical Datum (CGVD 1928) as its elevation reference. All information submitted to UTRCA regarding flooding and elevation must be in this datum and marked as such.

Other Comments

[Empty rectangular box for comments]

Enclosures

UTRCA Regulation Limit mapping (please print on 8½” x 14” paper to ensure accurate scales)

UTRCA Site Specific Flood Hazard mapping (dated: _____)

Other:

Other:

Disclosure

The purpose of this record of consultation is to outline the requirements specific to the Conservation Authority as part of development application made under the *Planning Act* or *Conservation Authorities Act*. This record does not preclude the any person(s) from completing requirements of the municipality or other agencies. This record may lapse within one (1) calendar year, at the discretion of UTRCA staff.

Please ensure this form is provided to UTRCA upon submission of a planning and/or permit application. As this application is still in the pre-consultation stage, the UTRCA requirements are subject to change pending further consultation and revisions to the proposed development. If any omissions are noted to the items required for review, the submission will **not** be deemed complete, and will be returned to the applicant/consultant for revisions.

Planning Act: As a result of changes under Bill 185 (2024), pre-consultation cannot be required by municipalities but may be requested by applicants. Although not required, pre-consultation is seen as a critical step in the application process to ensure details of the proposed application have been adequately considered to inform decision making. Local municipalities may circulate requests for pre-consultation to the Conservation Authority for input. In such cases, the UTRCA has discretion to collect fees for these requests, as outlined in our [fee schedule](#).

Conservation Authorities Act: Section 6 of Ontario Regulation 41/24 allows the Conservation Authority and the applicant to engage in pre-submission consultation to confirm the requirements of a complete application. The UTRCA does not charge consultation fees for Section 28 permit applications, as outlined in our fee schedule.