



Shoreline By-law Permit Application - DRAFT

A permit under the Shoreline By-law is required if a building or structure, or site alteration, is proposed within 45 metres of the 178 G.S.C Elevation adjacent to Georgian Bay. Please see Frequently Asked Questions page for more information on what works require a permit.

1. Completed **Application Form** and Owner's Authorization (if required)
2. **One (1) digital copy or One (1) hard copy** of site plan(s) and all other required plans, reports and specifications drawn to scale which must include:

Site Plan showing:

- Property Lines, Setbacks & Dimensions of lot
- Existing and proposed structures and the dimensions of each
- Setbacks to the property lines for existing and proposed structures
- Lot grading plan (if applicable)
- Fill material details (if applicable)
- Location of existing vegetation (i.e.: trees)

Please Note: one (1) site plan can be provided if both existing and proposed work/structures can be made legible. If not, please provide two (2) separate site plans (one for proposed work/structures and the other for existing work and/or structures).

3. **Photographs** of area of work and documentation of issue
4. Any additional information including reports or studies that support permit application. Once application is reviewed, Township staff will confirm if the above information is a complete application or if additional information is required in accordance with Section 13 of the Application Form.

PERMIT APPLICATION - DRAFT

The undersigned hereby applies to the Township of Tiny to consider this Shoreline By-law Permit Application pursuant to **By-law 25-XXX**.

1. LOCATION OF SUBJECT LANDS		
Municipal Address:		
Assessment Roll Number:		
Township Lot and Concession Number:		
Registered Plan and Lot/Block Number:		
Reference Plan and Part Numbers:		
2. APPLICANT INFORMATION:		
Name:		
Address:		
City/Town:	Postal Code:	
Telephone: ()	E-mail:	
3. OWNER INFORMATION: <input type="checkbox"/> Same as Applicant		
Name:		
Address:		
City/Town:	Postal Code:	
Telephone: ()	E-mail:	
4. PROPERTY DIMENSIONS:		
Lot Frontage:	Lot Depth:	Lot Area:
Area of Work (m ²):	Is there a legal survey for the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. HAS THE LAND EVER BEEN THE SUBJECT OF AN APPLICATION UNDER THE PLANNING ACT: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the below:		
<i>Check all applicable boxes and provide file number if applicable:</i>		
Plan of Subdivision	(File Number: _____)	Status: _____)
Zoning Amendment	(File Number: _____)	Status: _____)
Site Plan Control	(File Number: _____)	Status: _____)
Minor Variance	(File Number: _____)	Status: _____)
Consent/Severance	(File Number: _____)	Status: _____)
Other:		
Is the Land subject to a concurrent Planning Act Application? Y or N		
Is the Land subject to a concurrent Building Permit application? Y or N		

6. CLASS 1 PERMIT (See Appendix 2 to determine permit class)

Please provide a description of the proposed works (**please include a detailed description including any landscape changes, waterfront impacts, etc.**):

7. CLASS 1 (PLANNING/BUILDING CODE ACT) PERMIT
(See Appendix 2 to determine permit class)

Please provide a description of the proposed works (**please include a detailed description including any landscape changes, waterfront impacts, etc.**):

8. CLASS 2 PERMIT (See Appendix 2 to determine permit class)

Please provide a description of the proposed works (**please include a detailed description including any landscape changes, waterfront impacts, etc.**):

9. CLASS 3 PERMIT (See Appendix 2 to determine permit class)

Please provide a description of the proposed works (**please include a detailed description including any landscape changes, waterfront impacts, etc.**):

10. HAVE YOU HAD CONSULTATIONS WITH ANY DEPARTMENTS OR EXTERNAL AGENCIES?: Yes No If yes, please complete the below:

Check all applicable boxes and provide file number if applicable:

- Township of Tiny Staff
- Ministry of Natural Resources (MNR)
- Fisheries and Oceans Canada (DFO)
- Transport Canada
- Other

11. HAVE YOU COMPLETED A COASTAL ENGINEERING STUDY? Yes No

12. HAVE YOU CONSULTED WITH THE ABUTTING PROPERTY OWNERS (not mandatory but encouraged):

Yes No If yes, please complete the below:

Name:

Address:

Signature of abutting property owner

Name:

Address:

Signature of abutting property owner

FOR OFFICE USE ONLY

Permit Application #:

Date Received:

Date Permit Issued:

Receipt #:

Class 1

Class 2

Class 3

13. Additional Requirements For Complete Permit Application:

- Wave uprush/Coastal Engineering Study
- Coastal Geomorphology Study

- Flooding, Erosion, Slope Stability Report
- Geotechnical/Soils Stability Report
- Renderings and/or elevation drawings
- Confirmation of permit issued by MNR and/or DFO
- Drawings/specifications of proposed works stamped by a professional engineer
- Property Survey with 178 metre G.S.C. elevation and setbacks

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Check here to agree, if the Agent is not the owner:

I have been authorized by the registered owner(s) of the subject lands to submit this application on their behalf. Furthermore, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I authorize and consent to the use by disclosure to any person or public body of any information collected under the Planning Act for the purpose of processing this application.

Check here to agree

I declare that all of the statements made and the information provided in this application, as well as any supporting documents are true. I make this declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath or solemn affirmation. I understand that it is an offence to declare a false statutory declaration under section 134 of the Criminal Code of Canada.

Check here to agree

I declare that all documents, drawings, site plans, reports, information and material provided in this application will become the property of the Township of Tiny and can be used for any reason deemed necessary by the Township of Tiny.

Check here to agree

If upon review of your application, Town Staff requires additional review fees, the Applicant and/or Owner agrees to pay any additional review fees to the Town.

Check here to agree

If, after six months after the issuance of this permit, the proposed work in respect to which it was issued, has not in the opinion of Township of Tiny staff, been seriously commenced, the Township of Tiny has the ability to revoke the permit. Also, in the opinion of Township of Tiny staff, this permit can be revoked if the proposed work has been substantially suspended or discontinued for a period of more than one year.

I declare that I have read and understand the above.

Print Name

Signature

Date

Appendix 1
Owner's Authorization for
Applicant or Agent to Apply for a
Permit on behalf of the Owner



TOWNSHIP OF/CANTON DE
Tiny

Township of Tiny
Planning Department
130 Balm Beach Road,
TINY, ON L0L 2J0
Tel: 705-526-2372

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

_____ Owner's Name	_____ Address
_____ Owner's Signature	_____ Phone No. / E-Mail

(If owner is a CORPORATION)

_____ Owner's Name	_____ Address
_____ Name of Authorizing Officer	_____ Phone No. / E-Mail
_____ Signature of Authorizing Officer (I have authority to bind the Corporation)	

Appendix 2

1) SHORELINE BY-LAW PERMIT “CLASS” EXAMPLE GUIDE - Draft

SHORELINE BY-LAW PERMIT “CLASS” EXAMPLE GUIDE - Draft				
GUIDELINE ONLY: Application Class is at the discretion of Directors of Planning and Public Works. Class of permit will be assessed on a case-by-case basis depending on scope and nature of proposal and potential impact on flood/erosion/dynamic beach hazards on subject and adjacent lands, and on safe passage along shoreline, where appropriate.				
Shoreline By-law Permit Not Required	Class 1 Permit	Class 1 (Planning/Building Code Act) Permit	Class 2 Permit	Class 3 Permit
Shoreline construction and/or shoreline alteration outside of the Shoreline Development Area (45 metres + from the 178 metre G.S.C. elevation of Georgian Bay)	Annual relocation of sand using machinery due to seasonal wind-driven sand movement that may impact approved structures or access.	Any shoreline development that is currently regulated and reviewed for compliance with Zoning By-law 22-075 (new, one-for-one replacement and/or expansions of dwellings, sheds, gazebos/ pergolas, decks, hot tubs, pools etc.) ¹ where: <ol style="list-style-type: none"> 1) The development meets required minimum setbacks of Zoning By-law 22-075, or 2) The development has received 	Repair or replace existing in-water erosion control feature on a one-for-one basis (materials, footprint, volume, location). May require MNRF/DFO approval	Expansion or significant alteration to the materials ² of existing in-water erosion control feature. May require MNRF/DFO approval

¹ Class 1 permit is recognition that the shoreline development is being reviewed through mirrored Planning Act application and/or Building Permit (Ontario Building Code Act) application process.

² ‘Significance’ of alteration assessed on a case-by-case basis at the discretion of the Directors of Planning and Development and Public Works

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Shoreline By-law Permit Not Required	Class 1 Permit	Class 1 (Planning/Building Code Act) Permit	Class 2 Permit	Class 3 Permit
		Planning Act approval through a Minor Variance or Zoning By-law Amendment for a reduced setback that has been supported through the submission of a coastal engineering study and has satisfied any Township-imposed conditions of approval		
Relocation of sand without machinery due to seasonal wind-driven sand movement	At-grade walkways one (1) metre or less in width	Buildings and/or structures that have been issued zoning compliance approval through a building permit application	Repair or replace existing retaining wall on a one-for-one basis (materials, footprint, volume, location)	Installation of new in-water erosion control feature

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Shoreline By-law Permit Not Required	Class 1 Permit	Class 1 (Planning/Building Code Act) Permit	Class 2 Permit	Class 3 Permit
Landscaping and garden maintenance without machinery	Excavating root system of three (3) or less trees where tree(s) are smaller than 20 cm in diameter at breast height (DBH) – measured at 1.4 metres above the ground	Grading of property in conjunction with a Township-issued building permit where Township Lot and Grading Plan requirements have been satisfied and Lot Grading Plan has been approved by Township	Repair or replace existing fence on a one-for-one basis (materials, footprint, height, location)	Expansion or significant alteration to the materials ³ of existing retaining wall
Removal of trees / shrubs where there is no excavation of the root system	Excavating root system of shrubbery less than four (4) square metres in area	Buildings, structures, features, site alteration and/or grading required as a Township-imposed condition of approval of a <i>Planning Act</i> application Or as required by a Township /applicant executed Development Agreement	Repair or replace existing standalone stairs/steps (i.e. concrete/wood/stone) on a one-for-one basis (materials, footprint, volume, location)	Installation of new retaining wall
Temporary snow fencing	Removal and excavation of root system of a tree(s) identified in		Grading of property with machinery where a Lot Grading Plan has not	Installation of new standalone stairs/steps (i.e. concrete/wood/stone)

³ ‘Significance’ of alteration assessed on a case-by-case basis and at the discretion of the Directors of Planning and Development and Public Works

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Shoreline By-law Permit Not Required	Class 1 Permit	Class 1 (Planning/Building Code Act) Permit	Class 2 Permit	Class 3 Permit
	writing by a certified arborist, or equivalent, as having defects sufficient to significantly increase the likelihood that all or part of the tree will fall resulting in a risk of personal injury or property damage.		been submitted or approved as part of a building permit (or other) application <i>(depending on scale and scope of grading, may be a Class 3 Permit)</i>	
Installation/maintenance of sewage systems	Landscaping (other than sand relocation, tree or shrub root system removal) that requires heavy machinery (including removal of invasive species) <i>(depending on scale and scope, may be a Class 2 Permit)</i>			Re-grading of property that has potential to impact the location of the 178 metre G.S.C. elevation contour

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Shoreline By-law Permit Not Required	Class 1 Permit	Class 1 (Planning/Building Code Act) Permit	Class 2 Permit	Class 3 Permit
Alterations to a building or structure as a result of an order issued under the Ontario Building Code Act by the Township Chief Building Official			Excavating root system of three (3) or more trees or excavating roots of any tree larger than 20 cm in diameter at breast height (DBH) – measured at 1.4 metres above the ground)	
Temporary event tents			Excavating root system of shrubbery over 4 square metres in area with machinery	
Construction and/or site alteration directly related and required to implement a Township-issued building permit where permit was issued prior to date of enactment of Shoreline By-law			At-grade walkways over 1 metre in width and within 15 metres of the 178 G.S.C. elevation	

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