

## Why Does ERCA Regulate?

ERCA ensures that lives and properties are safe from the risks posed by flooding, erosion and other natural hazards. This is done by administering a provincial regulation made under Section 28 of the Conservation Authorities Act; the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (Ontario Regulation 158/06).

Regulations and Plan Reviews are among the most essential services provided by ERCA and all Conservation Authorities. In the Essex Region, ERCA protects more than 20 inland watersheds, 165 kilometres of shoreline and nearly 5,000 homes built in low lying areas.

Under the provincial regulation, ERCA reviews and approves development proposals subject to Conservation Authority policies addressing provincial standards for preservation of natural features and protection from potential hazards like floodplains, bluffs, wetlands, rivers, lakes and drains in order to:

- Prevent injuries and loss of life
- Minimize property damage and restoration costs
- Protect adjacent and downstream properties from harm caused by upstream development
- Reduce the costs of emergency operations and evacuations
- Minimize the hazards and expenses associated with development in floodplains and areas that are susceptible to flooding and/or erosion
- Protect the critical natural benefits of wetlands, watercourses and shorelines

## Testimonials

*"It has been the most remarkable experience working with you and your staff. I was impressed by the great dedication, awareness and resourcefulness in practical matters. I look forward to continuing to work with ERCA staff."*

City of Windsor Developer

*"Thank you for clarifying the details of our permit. All of your questions were answered with slides and verbal explanations. Thanks again for your expertise on this matter."*

Kingsville Landowner

*"Our recent dealings with ERCA were handled with professional skill, thanks to the staff who gave us precise and succinct advice with successful results. We thank you."*

Town of Lakeshore Landowner

*"I can't thank you enough. You are the reason my clients are going to be in their home over Christmas."*

City of Windsor Lawyer



Essex Region  
Conservation  
Authority

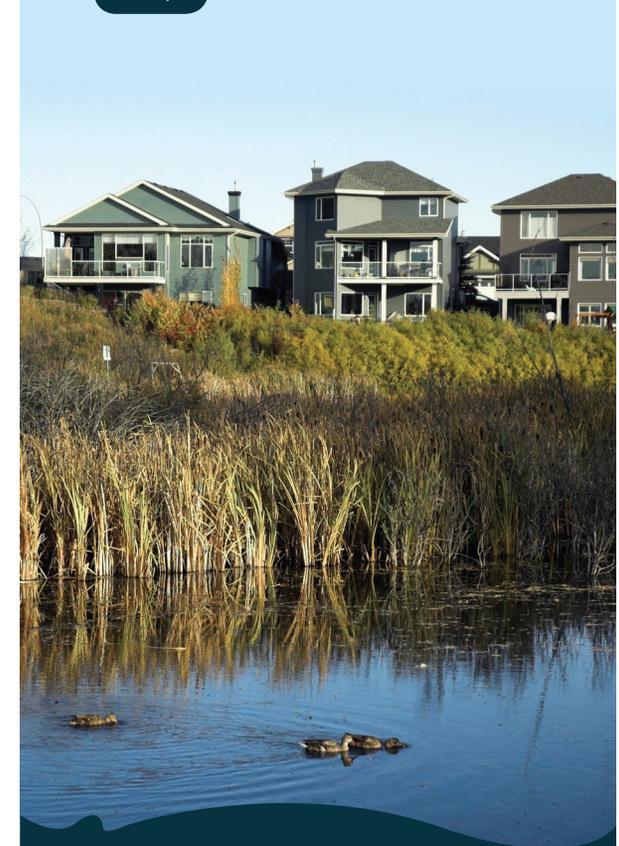
360 Fairview Avenue West, Suite 311, Essex, ON, Canada, N8M 1Y6  
P 519-776-5209 | F 519-776-8688  
[www.erca.org](http://www.erca.org) | [www.ourgreenlegacy.org](http://www.ourgreenlegacy.org)



Conservation  
ONTARIO  
Natural Champions



Essex Region  
Conservation  
Authority



## Regulations and Development Services

## What You Need to Know

[www.erca.org](http://www.erca.org)

## How Do I Know if I Need an ERCA Permit?

If you live within one kilometre of the shoreline or of any major water way, you are likely within a regulated area. You can check by using the interactive map found at <http://erca.org/gis>. Turn on the map layer to see the areas regulated in the watershed, shown as a yellow line in the image. These regulated areas have been determined using the best available science.

If any part of your property falls within the regulated area, you may require a permit from ERCA for any construction project. Not sure if your property is in the regulated area? Give us a call.

### When should I contact ERCA?

If you are planning to do any work near a lake, river, drain, wetland or stream, you may require an ERCA permit. You must obtain a permit before any work is done to ensure your project is protected from flooding and erosion and complies with provincial legislation.

### What work requires approval?

The following projects typically require approvals when undertaken in a regulated area:

- Construction, reconstruction or placement of any kind of building or structure
- Altering the use or potential use of a structure
- Increasing the size or number of dwelling units
- Site grading
- Dumping or removal (temporary or permanent) of material
- Changing, diverting or interfering with an existing channel of a river, creek, stream or watercourse
- Any alterations to the shoreline or bank such as breakwall installation, repairs, installation of a dock or deck
- Changing or interfering with a wetland or other natural feature

## How Do I Apply: The Permit Process

### Step 1 – Pre-consultation:

#### Call and discuss your plans with us:

If you are considering a project that may require a permit, we strongly encourage you to first contact our office. This consultation will help to determine if you need a permit and the information required, such as plans and studies, that may be needed for us to assess your permit application.

### Step 2 – Complete Your Application:

When you are ready to apply, you will need to submit a completed application for permit and the appropriate review fee. These are both available on our website at [erca.org/permits](http://erca.org/permits). Include all drawings, studies and information required, signed and dated, as we cannot begin to process your submission until the application is complete.

### Step 3 – The Review Process:

Once ERCA receives your completed application, staff review the plans, complete a site inspection and/or survey if required, and take the steps needed to make an informed decision. This typically takes 15 days.

If staff are unable to issue a permit in compliance with our approved policies and procedures, a recommendation will be made to the Board of Directors for approval, approval with conditions, or decline of your permit application.

To discuss your plans or make an appointment, call 519-776-5209 ext 346. To ensure the appropriate staff member is available to speak with you and minimize your wait time, we request that customers make an appointment before visiting our office.

## Frequently Asked Questions

### Why might I need an ERCA survey?

Some permit applications may require an elevation survey. This differs from a property survey, and establishes a benchmark for the minimum required provincial flood proofing elevation. ERCA can provide an elevation survey at a nominal fee.

### How long does it take to get a permit?

Every project is unique, so the time to review each application varies. Minor applications can usually be reviewed and permits issued within 15 business days of receiving a completed application package. If your application is complex, the process may take longer. We strive to meet or better the provincial standards for Conservation Authority permit reviews.

Remember, review times are directly affected by the completeness and quality of your application. It is your responsibility to ensure that pre-consultation has occurred and that the technical submissions meet good practice and industry standards.

### How long is a permit valid?

In general, permits are valid for one year.

### What if I am not the property owner?

If you are applying for a permit on behalf of the property owner, complete the Landowner Authorization Form (included in the application package and on our website) and submit it with the completed application form.

### Are other permits required?

Approval from ERCA does not replace building permits or any other permits required by municipalities, federal or provincial agencies. Please be sure to speak with your municipal building department to ensure you have received all approvals required.

### What if I proceed without a permit?

Failure to obtain a permit is a violation of the Conservation Authorities Act. More information is available on our website.