



Instructions for Making Application to Perform Work in the Waters and along the Shorelines of the Rideau Canal

Parks Canada Agency, Rideau Canal Office administers the Federal Crown's jurisdiction over the beds of the rivers and lakes which comprise the Rideau Canal and is responsible for granting approval to dredge, fill, or perform other works in the waters or bed of the Canal.

All in-water and shoreline works or structures on, in, over, under, or adjoining bodies of water under the jurisdiction of Parks Canada must receive written authorization prior to the commencement of any work. Applicants may also be required to obtain written permission of the adjoining landowner should your proposal have the potential to interfere with that owner's riparian rights. Other agencies may also be consulted should the proposal affect their mandate.

STEPS TO FOLLOW

A. ***Fill out Section I of this application form. In particular, please include your assessment roll number and signature at the bottom of Section I. If the proponent is unable to sign the Application/Permit, then a signed letter from the property owner will be required, authorizing an agent (eg: contractor) to act and sign on his or her behalf.***

Section II is the approval section. The conditions that apply to your project, if approved, will be listed here, on the back of the application form and/or in a covering letter. ***The approval or denial of your project in Section II of this form represents the decision of Parks Canada-Rideau Canal.***

B. ***Include clear directions to help us locate your property*** for site inspections. You may use the blank "Property Location" area in Section I of the application form to illustrate how to reach your property, including civic address.

C. Include the following supporting documents with your application:

- ☐ ***A copy of your deed and formal plan of survey*** (photocopy is OK). This information is used to confirm ownership and other details such as acreage, water frontage and structures. The information is handled on a confidential basis.
- ☐ ***A site plan showing distances from side lot lines***, including existing structures and natural features. Please show all other existing shoreline works or structures and their dimensions and approximate location.
- ☐ ***A sketch of your proposed work or structure***, including side and overhead profile view and measurements (e.g. length, width, height, distances from side lot lines, etc.).
- ☐ Please include ***a concise description of your project***. Site photos are ***optional*** but can be useful for review purposes.

D. Submit this application form to: Rideau Canal Office
34 Beckwith St. S.
Smiths Falls, ON
K7A 2A8

Attach a cheque payable to the "Receiver General for Canada" for the application fee* (taxes included)

Application Fees: Private/Residential **\$52.50**, Existing Commercial Operation **\$105.00**, New Commercial Operation **\$262.50**

For further information please call (613) 283-7199 and ask to speak with someone about "shoreline work application".

IMPORTANT NOTES

- ***Applicants are hereby*** advised that a Parks Canada employee may enter upon your property in order to assess the proposal.
- ***The permit is not transferable.***
- ***Works or structures*** requiring approval include, but are not necessarily limited to, the construction, replacement, expansion or repair of all in water facilities including ***all types*** of docks, boathouses, boatports, boat slips, launching ramps, boatlifts, retaining walls, erosion protection, rafts, beaches, dredging and filling activities and aquatic vegetation removal.
- ***No in-water work is permitted during the fish spawning moratorium period March 15 - June 30 inclusive***, in any year, unless specifically indicated in the conditions of approval. Similar restrictions may also apply at other times of the year.
- ***Work must not proceed until written authorization/permission is received from Parks Canada-Rideau Canal Office.***
- ***Approved structures must be located a minimum distance of 4.57 metres (15 ft.) away from your side lot lines.***
- ***Applications and supporting documents should be submitted at least 4-6 weeks in advance*** of the proposed commencement date for your proposal.
- ***Applications requiring an Environmental Assessment (eg: dredge)*** or having filled land will require a longer review period.

* Fees subject to change

APPLICATION/PERMIT

For authorization to perform work in/on/over/under the bed of the Rideau Canal pursuant to the Historic Canals Regulations.

PLEASE PRINT

FOR OFFICE USE ONLY		
FILE NUMBER		
DATE		REC'D BY :
AMOUNT	DATE	REC'D BY :

SECTION I (To be completed by Property Owner/Agent)

NAME OF PROPERTY OWNER					AGENT IF APPLICABLE		
MAILING ADDRESS OF PROPERTY OWNER			CITY		PROVINCE/STATE		POSTAL/ZIP CODE
HOME TELEPHONE		BUSINESS TELEPHONE		EXT.	WORKSITE TELEPHONE (if applicable)		CELLULAR TELEPHONE
CONTRACTOR'S NAME		CONTRACTOR'S NAME			TELEPHONE		CELLULAR TELEPHONE
LOCATION OF WORK SITE							
ASSESSMENT ROLL NUMBER (must be included) -----				ORIGINAL TOWNSHIP OR MUNICIPALITY (WARD)		CURRENT TOWNSHIP	
LOT	CONC.	PLAN NO.	SUBD. LOT #	PART NO.	WORK SITE CIVIC ADDRESS		WATER BODY
WORK SITE LOCATION: Please provide written directions, draw a map in the space below, or attach a map that will enable staff to locate your work site.							
SHORT PROJECT DESCRIPTION: (please attach sketch) Project A: Eg. replace top 4 timbers on existing 6' x 6' crib dock.				SHORT PROJECT DESCRIPTION: (please attach sketch) Project B: Eg.install new 20' x 5' floating dock.			
PROJECT LIST (Please circle one or more.)							AQUATIC VEGETATION REMOVAL (ONLY ☐)
FLOATING DOCK		CANTILEVERED DOCK		POST DOCK	CRIB DOCK	PILE DOCK	RETAINING WALL/EROSION PROTECTION
INLAND BOAT SLIP		BOAT HOUSE		BOATPORT	BOATLIFT	RAFT	LAUNCH RAMP
DREDGING		OTHER: (E.G. MARINE RAILWAY, BEACH)					
MATERIALS TO BE USED (Please circle one or more.)					INTENDED USE (Please circle.)		
VEGETATION		ROCK OR STONE	SAND	CONCRETE	STEEL	FILTER CLOTH	PRIVATE
ENCLOSED FLOTATION		TREATED TIMBER		UNTREATED TIMBER		OTHER:_____	COMMERCIAL
STATUS OF PROJECT (Please circle.)					CONSTRUCTION SCHEDULE		
NEW		REPAIR	REPLACEMENT	REMOVAL	ADDITION	EXPANSION	FROM _____ TO _____ (D/M/Y) (D/M/Y)
PROPERTY OWNER'S SIGNATURE _____ DATE _____							

SECTION II (To be completed by Parks Canada staff)

AUTHORIZATION/PERMISSION IS GRANTED SUBJECT TO THE FOLLOWING CONDITIONS

- a) This approval expires on _____. Any work to be performed after the expiry date must have the approval of Parks Canada - Rideau Canal Office and may require the submission of a new application with the applicable fee.
- b) The conditions listed here in numbered form must be adhered to. An explanation of each condition is printed on the back of this application form or attached copy: _____
- c) Commencement of the work constitutes acceptance of the conditions contained herein. The Rideau Canal must be notified if you have not completed your project within the allotted time in order for a time extension to be considered.
- d) Additional conditions: ☐ See accompanying letter ☐ See below

■ ____ APPROVED ■ ____ APPROVED IN AMENDED FORM ■ ____ DENIED ■ ____ ACCOMPANYING LETTER SENT	
APPROVED BY PARKS CANADA - RIDEAU CANAL Signature Date CEEA OTHER	
YOUR CONTACT IS: PHONE (613)	SITE INSPECTION PRE DATE: _____ BY _____ POST DATE: _____ BY _____

TERMS AND CONDITIONS

(REFER TO SECTION 11(b) OVERLEAF/ATTACHED TO SEE WHICH CONDITIONS FROM THE LIST BELOW APPLY TO YOUR PERMIT)

1. The area of work must not exceed the area and extent for which this permission is granted.
2. **No work is permitted in the waters of the Rideau Canal during the period March 15 to June 30 inclusive, in any year.**
3. The applicant agrees that Rideau Canal staff and representatives of the other review agencies may enter onto and cross his/her property for the purpose of inspecting the site before, during and/or after construction to ensure compliance with the conditions herein noted, as well as the Historic Canals (and other) Regulations. This permission to enter onto and cross the applicant's property will terminate when it has been determined that all conditions and pertinent regulations have been complied with.
4. Only materials sufficient to maintain continuity of construction shall be stockpiled or stored near the work area. Construction work yards shall be kept away from sensitive areas, be as small as possible and be restored to their original condition after construction is completed.
5. Motorized vehicles and equipment will not be refuelled or cleaned within 15 metres of any watercourse.
6. No tracked or wheeled equipment will be permitted in the water.
7. Untreated timber or lumber will only be used in water. **Creosote** treated timbers **must not be used in or adjoining the water.**
8. Any debris resulting from the work is to be removed from the water and turbidity is to be kept to a practical minimum. The site is to be left in a neat and tidy condition upon completion of the work.
9. Disturbance of natural vegetation (including trees and shrubs) along the shoreline must be limited to what is required for allowing reasonable completion of your approved project with minimal environmental impact.
10. **No dredging or excavation of the Canal bed is to be carried out in conjunction with this permit.**
11. Wood facing on the dock(s)/crib(s) is **not** to extend more than 0.6 metres (2 ft.) below the high water mark and must not reach the Canal bed. A gap of 2.54 cm (1") or more is to be left between each board to allow the area under the dock(s) or in the crib(s) to be used as shelter by small fish and other organisms.
12. **All structures will be constructed or placed at least 4.57 metres (15 feet) from the side property line and must remain 4.57 metres clear of the extension of the property boundaries into the waterbody.**
13. The crib frames are not to be sealed by steel sheeting, wood planking, etc. This will allow small fish to access and use the cribbing for cover.
14. The Rideau Canal must be advised 2 working days in advance of the commencement of any work so that the site may be inspected during construction.
15. The natural vegetation along the shoreline must not be disturbed or destroyed.
16. A staked silt fence or berm of suitable material backed on the upland side with geo-textile filter fabric is to be constructed on the applicant's private property to prevent the dredged material from leaching back into the water. All dredged material must be placed behind or within the bermed area.
17. For erosion protection purposes, **geo-textile filter fabric must be placed** under and behind the shoreline stabilization.
18. **Only clean imported rock**, free of silts and organic debris, may be used. Material must NOT BE excavated from the bed of the waterbody.
19. The shoreline stabilization is to follow the existing shoreline contour as much as possible and must not extend beyond the present shoreline at any point, unless specifically authorized.
20. The shoreline must be cut back to allow for the construction above the upper controlled water elevation. No encroachment onto the bed of the waterbody shall take place unless specifically mentioned in one of the attached conditions.
21. The existing retaining wall shall be totally removed and the new shoreline stabilization shall be constructed in the same location or upland of the existing structure. No intrusion or encroachment onto the bed of the waterbody shall take place unless specifically authorized.
22. A properly anchored turbidity curtain shall be erected in the waterbody isolating the construction area to minimize sedimentation.
23. The proponent must prevent dredged material, silt or sediment from entering any waterbody from the disposal site.
24. All dredged/excavated material and aquatic vegetation must be placed on the proponents adjoining private property 15 metres from any watercourse or trucked to a suitable upland disposal site. No fill is to be placed within the flood plain unless written permission to do so has been obtained from the local Conservation Authority. Dredgeate must not be placed on the bed of the waterbody/Canal.
25. The placement of dredged material on the ice surface will not be permitted at any time.
26. When the work is complete, a shoreline survey is to be undertaken by you at your expense to determine the extent of encroachment onto the bed of the waterbody/Canal, if any. If an encroachment exists, you may be required to enter into an agreement with Parks Canada-Rideau Canal to regularize your use of federal Crown land.
27. Approval to perform work is not a building permit under Municipal law and does not constitute authority to occupy land.
28. Side yard and set back limits set out in the zoning by-laws for the local Municipality must be adhered to.
29. It is the applicant's responsibility to ensure that they have obtained any additional approvals that may be required for this project from Federal, Provincial, Municipal agencies or governments.
30. The Crown will not be responsible for the maintenance or repair of the work approved herein or any other work before, during or after the period of construction.
31. Parks Canada-Rideau Canal assumes neither responsibility nor liability for damage or impairment to property, structures or facilities of the applicant, or those of adjacent property owners, caused by, or resultant from the applicants' work activities or from fluctuating water levels, ice, erosion, slope failure damage or any other occurrences.
32. Please note that failure to comply with these conditions may be considered a violation of the Historic Canals Regulations and/or the *Canada Fisheries Act*.
33. This permit is not transferable to subsequent property owners.