

For Office Use Only			
Reference Number	Payment Received	Date (y/m/d)	Initials
	\$		

**General Information and Instructions**

**General:**

Information requested in this form is collected under the authority of the *Ontario Water Resources Act*, R.S.O. 1990 (OWRA) and the *Environmental Bill of Rights*, C. 28, Statutes of Ontario, 1993, (EBR) and will be used to evaluate applications for a Permit to Take Water as required by Section 34 (OWRA).

**Instructions:**

- Applicants are responsible for ensuring that they complete the most recent application form.** When completing this form, please refer to the "Guide to Permit to Take Water Application Form" (referred to as the Guide). Application forms and supporting documentation are available from your local Regional or District Office of the Ministry of the Environment, and in the "Publications" section of the Ministry of the Environment website at <http://www.ene.gov.on.ca/envision/gp/index.htm>.
- Questions regarding completion and submission of this application should be directed to local Regional Office of the Ministry of the Environment. Contact information for these offices is available in the Guide or on the Ministry of the Environment website at <http://www.ene.gov.on.ca/envision/org/op.htm>
- This form must be completed with respect to all the requirements of the Guide for it to be considered an application for approval. **Incomplete applications will be returned to the applicant.**
- A complete application consists of:
  - a completed, signed application form
  - all required supporting information identified in this form and the Guide, and
  - a certified cheque or money order, in Canadian funds, made payable to the **Ontario Minister of Finance** for the application fee when required. Payment may also be made by Visa, MasterCard or American Express,

The Ministry may require additional information during the technical review of any application initially accepted as complete.

- The original application, along with supporting information and the application fee should be sent to:

**Ministry of the Environment,  
Attention: Permit to Take Water  
Director, Environmental Assessment and Approvals Branch,  
2 St. Clair Avenue West, Floor 12A  
Toronto, Ontario, M4V 1L5**

- Information contained in this application form is not considered confidential and will be made available to the public upon request. Information submitted as supporting information may be claimed as confidential but will be subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *EBR*. If you do not claim confidentiality at the time of submitting the information, the Ministry of the Environment may make the information available to the public without further notice to you. If you are identifying confidential material, please indicate why you believe the information is confidential.

**1. Permit Administration**

Please indicate if this is an application for a:

New Permit

Amendment to Permit (attach a photocopy of permit)

Renewal of Permit (attach a photocopy of permit)

**2. Classification**

Classification	Fee Required	No Fee Required
Category 1	\$750	Reason _____
Category 2	\$750	Reason _____
Category 3	\$3,000	Reason _____

### 3. Applicant Information

Applicant Name <i>(legal name of individual or organization as evidenced by legal documents such as a copy of Driver's Licence or Master Business Licence)</i>		Business Identification Number
Business Name <i>(the name under which the entity is operating or trading if different from the Applicant Name - also referred to as trade name)</i>		
Applicant Type:	North American Industry Classification System (NAICS) Code	
Corporation	Federal Government	
Individual	Municipal Government	
Partnership	Provincial Government	
Sole Proprietor	Other <i>(describe):</i> _____	

### 4. Applicant Physical Address

Civic Address - Street information <i>(street number/name/type/direction/unit/suite/emergency 911 location number and street)</i>				
Municipality/Unorganized Township	County/District	Province/State	Country	Postal Code
Telephone Number <i>(including area code)</i>	Fax Number <i>(including area code)</i>	E-mail Address		

### 5. Applicant Mailing Address

	Same as Applicant Physical Address?	Yes	No	<b>If no, complete below</b>
Civic Address - Street information <i>(street number/name/type/direction/unit/suite/emergency 911 location number and street/P.O.Box/Rural Route Number)</i>				
Municipality	Province/State	Country	Postal Code	

### 6. Project Technical Information Contact

	Same as Applicant?	Yes	No	<b>If no, complete below</b>
Name	Company			
Address Information:				
Same as Applicant Mailing Address?	Yes	No	<b>If no, please provide technical information contact mailing address below</b>	
Civic Address - Street information <i>(street number/name/type/direction/unit/suite/emergency 911 location number and street/P.O.Box/Rural Route Number)</i>				
Municipality	Province/State	Country	Postal Code	
Telephone Number <i>(including area code &amp; extension)</i>	Fax Number <i>(including area code)</i>	E-mail Address		

**7. Source Information** – Note: Source Information must be provided separately for each source. Please complete and submit multiple copies of this Source Information section (pages 3 and 4 of this form) if your application includes more than one source.

Number of Water Taking Sources Included in this Application (do not include domestic uses that do not require a permit)					
Total Number of Wells	Total Number of Lake Intakes	Total Number of Ponds	Total Number of Watercourse Intakes		
Source Location Information (if multiple sources are included in application, provide information for each source)					
Civic Address - Street information (street number/name/type/direction/unit/suite/emergency 911 location number and street)					
Lot	Concession	Part	Reference Plan		
Municipality/Unorganised Township		County/District	Original Geographic Township		
Geographic (GPS) Coordinates (to be provided in Datum NAD83)					
Method of Collection	Accuracy Estimate	UTM Zone	Easting	Northing	
Is the Applicant the owner of the site where water taking will occur?					
Yes					
No <b>if no, attach the owner's name, address and a signed letter granting consent for the applicant to access the water taking location</b>					
Is the site where water taking will occur located in an area of development control as defined by the <i>Niagara Escarpment Planning &amp; Development Act</i> ?					
Yes      No					
Is the site where water taking will occur located on the Oak Ridges Moraine Conservation Area as defined by the Oak Ridges Moraine Conservation Plan (a regulation made under the <i>Oak Ridges Moraine Conservation Act</i> )?					
Yes      No					
Are you aware of any complaints or impacts resulting from water takings at the site?					
Yes <b>if yes, please describe:</b> _____					
No					
Will water from the site be packaged in a container (bottled water, tanks)?					
Yes <b>if yes, what size of containers?</b> greater than 20 litres      20 litres or less					
No					
Are wells located within 500 m of the site where water taking will occur?					
Yes					
No <b>if no, what is the distance to the nearest well?</b> _____					
Is municipal water available to all dwellings within 500m of the site where water taking will occur?					
Yes      No      Unknown					
Estimated start date of water taking	Water taking to extend for a period of: _____ days      weeks      months      years      indefinite				
Is activity subject to the <i>Environmental Assessment Act</i> ?					
Yes <b>if yes, please attach approval or Notice of Completion</b>					
No					
If yes, did the project receive any Part II Orders / Bump-Up requests?					
Yes <b>if yes, what was the date of the Minister's Decision?</b> _____ Decision pending					
No					
List any public consultation/notification that has occurred related to the proposed water taking (i.e., public hearings, notification of First Nations, etc.)					

**Watercourse** - please complete this table if applying to take water from a watercourse (i.e., stream, municipal ditch, open drain, etc.)

Watercourse Name	Tributary to
Does flow in the watercourse stop at any time during the year?	
Yes <b>if yes, during which months?</b> _____ For what period of time? _____	
No	
Do you move/relocate the water intake (pump)?	
Yes <b>if yes, please provide primary and secondary locations on attached map</b>	
No	

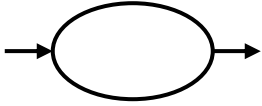

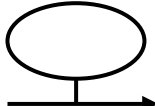
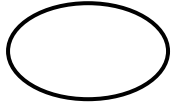
**Well - please complete this table if applying to take water from a well (includes sumps for mines and quarries)**

Well Name / Identifier	Water Well Record Number	If not available, provide name of property owner at time of well construction		
Has the well been deepened?				
Yes <b>if yes, what was the date of deepening?</b> _____				
No				
Type of Well:	Drilled	Bored	Dug	Driven or Jetted (sandpoints/wellpoints)
If 'Driven or Jetted', provide the following:				
Total number of sandpoints/wellpoints: _____				
Number of interconnected sandpoint/wellpoint systems: _____				
Can you measure the depth to water in this well?				
Yes <b>if yes, what is the depth to static water level?</b> _____ Date Measured: _____				
No				
Has a pumping test been done?				
Yes <b>if yes, please attach report</b>				
No				

**Lake - please complete this table if applying to take water from a lake**

Lake Name
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**Pond/Reservoir - please complete this table if applying to take water from a pond/reservoir**

Pond Name / Identifier				
Was the pond constructed (man made)?				
Yes <b>if yes, please provide date of construction</b> _____				
No				
Pond Size				
Average Length	Average Width	Average Depth of Water	Maximum Depth of Water	Approximate Volume of Pond
Pond Type				
Select the diagram that most accurately resembles your pond:				
 online	 by-pass	 connected	 dugout	
Source of pond water (select all that apply)				
Seepage / springs / groundwater				
Surface water runoff (including tile drains, does not include watercourse or open channel)				
Pumped water (if water is pumped into a pond, complete section information for source from which water is pumped - i.e., well, lake or watercourse)				
Flowing water (watercourse, open drains, ditches, etc.)				
If "flowing water",				
1. Does water flow into the pond (inflow)?		Yes	No	
If yes, is there a structure to regulate the inflow?		Yes	No	If yes, describe: _____
2. Does water flow out of the pond (outflow)?		Yes	No	
If yes, is there a control structure to regulate the outflow?		Yes	No	If yes, describe: _____



## 10. Attachments

The following must be attached for all applications (Category 1, 2 and 3) to be complete:

### Map Requirements

On a 1:10 000 OBM (Ontario Base Map) (1:50 000 only acceptable in locations where 1:10 000 is not obtainable), mark and label:

- all existing and proposed water taking locations with sources corresponding with source name
- all of the following features within 500m of each source: existing wells (indicate use of existing well, springs, watercourses, wetlands, water bodies, property lines, locations and name of property owners, nearest road intersection, dwellings).

Describe **in detail** how, where and when all water is obtained, stored, transferred, used and returned to the environment (if applicable). Details must include the source of all water takings (and corresponding source name if applicable), purpose of the water taking, period of water taking, and maximum quantity requested (see Guide for further instruction).

Note: If your application is subject to posting on the Environmental Bill of Rights (EBR) Registry, this description will be used to create the Proposal Notice. The ministry may change the wording as required, to meet the EBR posting requirements.

Describe how water taking needs (rates, amounts and time periods) were determined. Provide all relevant information and calculations to demonstrate the water takings requested are warranted. Calculation worksheets are available. Refer to Appendix E of the Guide.

Attach completed water conservation Schedule 1.

The following must be attached for all Category 2 applications:

Completed Schedule 2 and/or Schedule 3 signed by a Qualified Person.

The following must be attached for all Category 3 applications:

Study \_\_\_\_\_

## 11. Statement/Signature of Applicant

**I, the undersigned, hereby declare that to the best of my knowledge:**

- The information contained herein and the information submitted in support of this application is complete and accurate in every way and I am aware of the penalties against providing false information.
- The Project Technical Information Contact identified in Section 6 if this form is authorized to act on my behalf for the purpose of obtaining this approval.

Print Name

Signature

Date (yyyy/mm/dd)

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**12. Payment Information**

Application Category			Amount Enclosed	
Category 1 (\$750)	Category 2 (\$750)	Category 3 (\$3000)	\$	no fee required
Method of Payment				
Certified Cheque	Money Order	VISA	MasterCard	American Express
Credit Card Information (if paying by VISA, MasterCard or American Express)*				
Name on Card (please print)		Credit Card Number		Expiry Date (yy/mm)
Cardholder Signature			Date (y/m/d)	

\*NOTE: credit card accepted for payments UNDER \$10,000.00 only.