

Crown Land Work Permits (shore lands)

Work permit application information and
process

Ministry of Natural Resources

2025

Ontario 

Purpose

Provide an overview of the work permit application requirements and process for simple erosion control measures on shorelands

Serve as a reference for simple erosion control work permit applications

Provide contact information for questions and application submissions



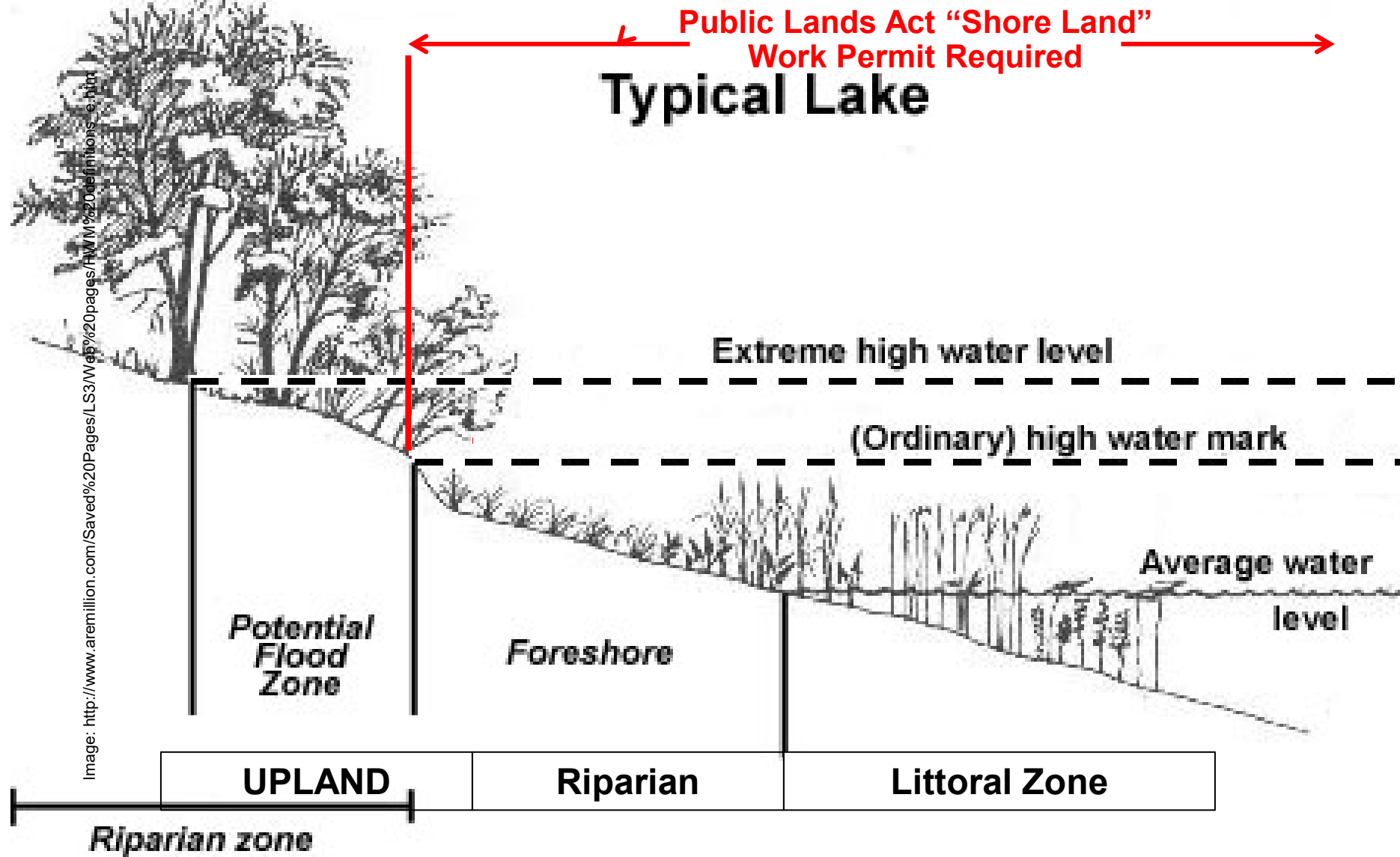
Permit Requirements under the *Public Lands Act* – O. Reg. 239/13

- Applies to Crown land and Crown or private shorelands
- **“Shore lands”** are defined as lands covered or seasonally inundated by the water of a lake, river, stream or pond.

No Person Shall:

- a) Construct a building (on Crown land)
- b) Construct a trail, water crossing or road (on Crown land)
- c) Dredge shore lands
- d) Fill shore lands
- e) Remove invasive/native aquatic vegetation by mechanical means or by hand from shore lands
- f) Construct or place a structure or a combination of structures that is in physical contact with more than 15 square metres of shore lands. O. Reg. 239/13, s. 2 (1); O. Reg. 160/17, s. 2 (1).

Unless acting under the authority of the terms and conditions of a work permit or instrument granted under the act authorizing the activity.



Erosion Control Structures

The placement of an erosion control structure means filling shore lands by constructing a breakwall, revetment, groyne or doing other shoreline protection work.

You **need a work permit** to:

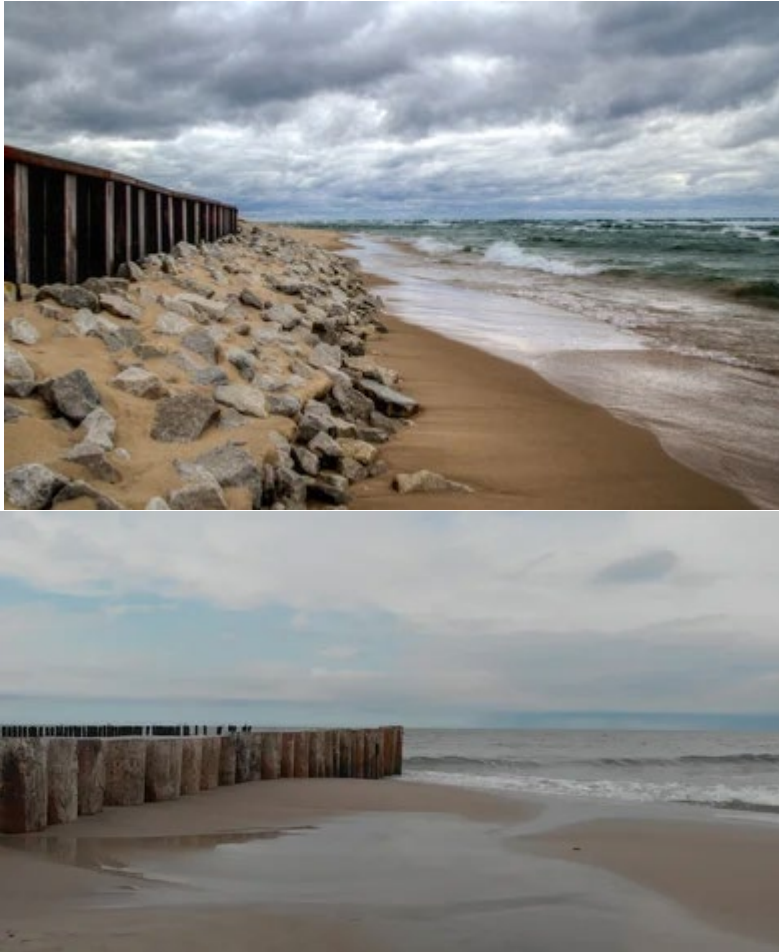
- build a new erosion control structure on shore lands
- change the dimensions of an existing erosion control structure on shore lands

You **do not need a work permit** to [maintain, repair, or replace an erosion control structure](#) if you meet the conditions in Public Lands Act *Ontario Regulation 239/13*.

However, you must let the ministry know before you start work by [registering your activity](#).

Erosion Control Structures (complex/engineered)

Breakwalls



Revetments (retaining wall)



Groyne



Erosion control structures (simple)

Riprap



Revegetation



How to apply for a work permit

A work permit application is reviewed and, if approved, issued free of charge by the ministry.

You can apply for a work permit online using the [Natural Resources Information Portal](#).

Contact the Bracebridge-Minden-Parry Sound District – crownlands.BMPS@ontario.ca for support during the process.

What to include with your application

You are responsible for all application requirements such as studies and associated costs.

Application forms are available through the [Natural Resources Information Portal](#) or from the local district office [work centre](#).

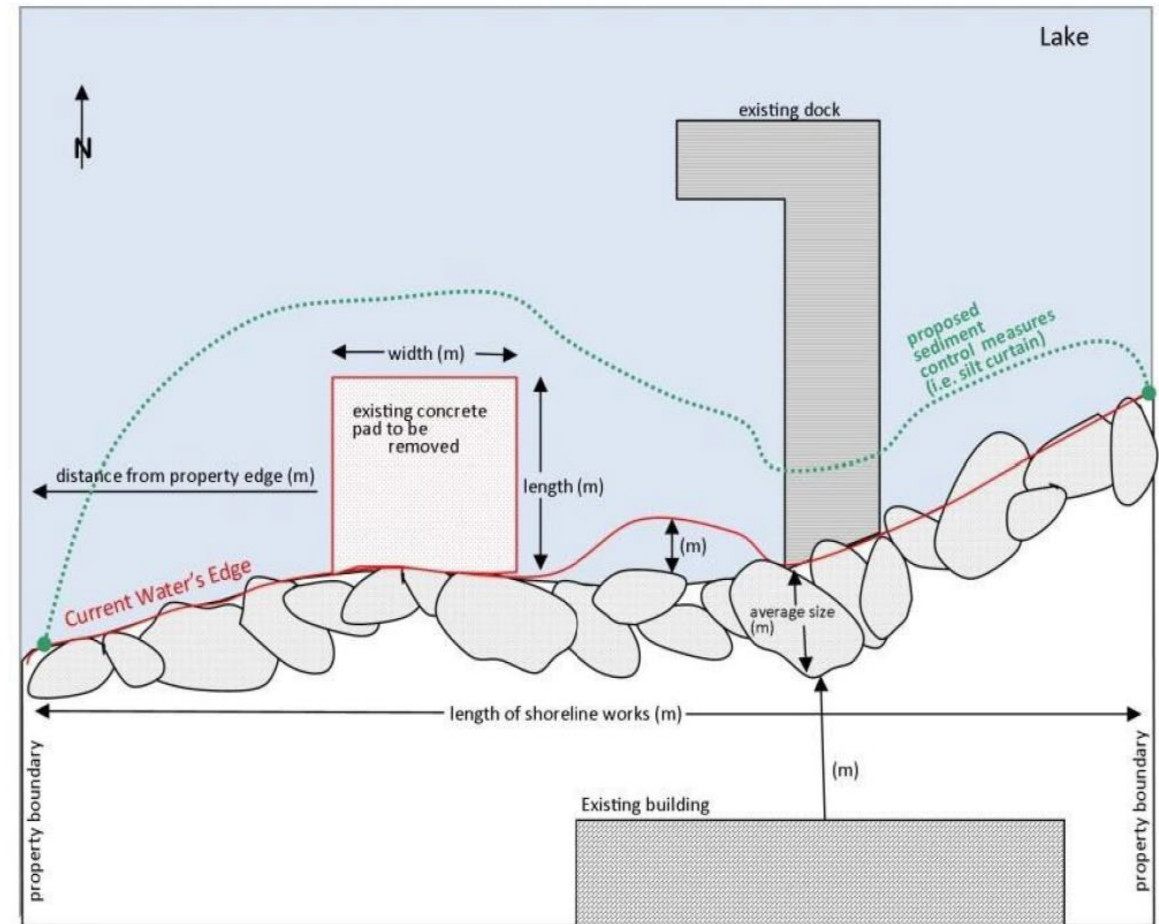
Note – information from Crown land work permits site [Crown land and shore land work permits | ontario.ca](#)

What to include with your work permit application

1. Site plans - a site plan is used to understand the work proposed relative to the site and conditions.

It should be a to-scale drawing showing the location and details of the proposed improvements relative to key features, including:

- a north arrow and the scale of the site plan
- boundaries of the proposed development
- a sketch of any proposed work and/or structures
- existing buildings, structures, infrastructure and improvements on the site
- an indication of all existing access to the site
- significant natural features (including current water's edge and high water mark)
- description of vegetation cover
- locations of water bodies
- the location and direction of where photos in the application were taken
- any other information relevant to the proposed work



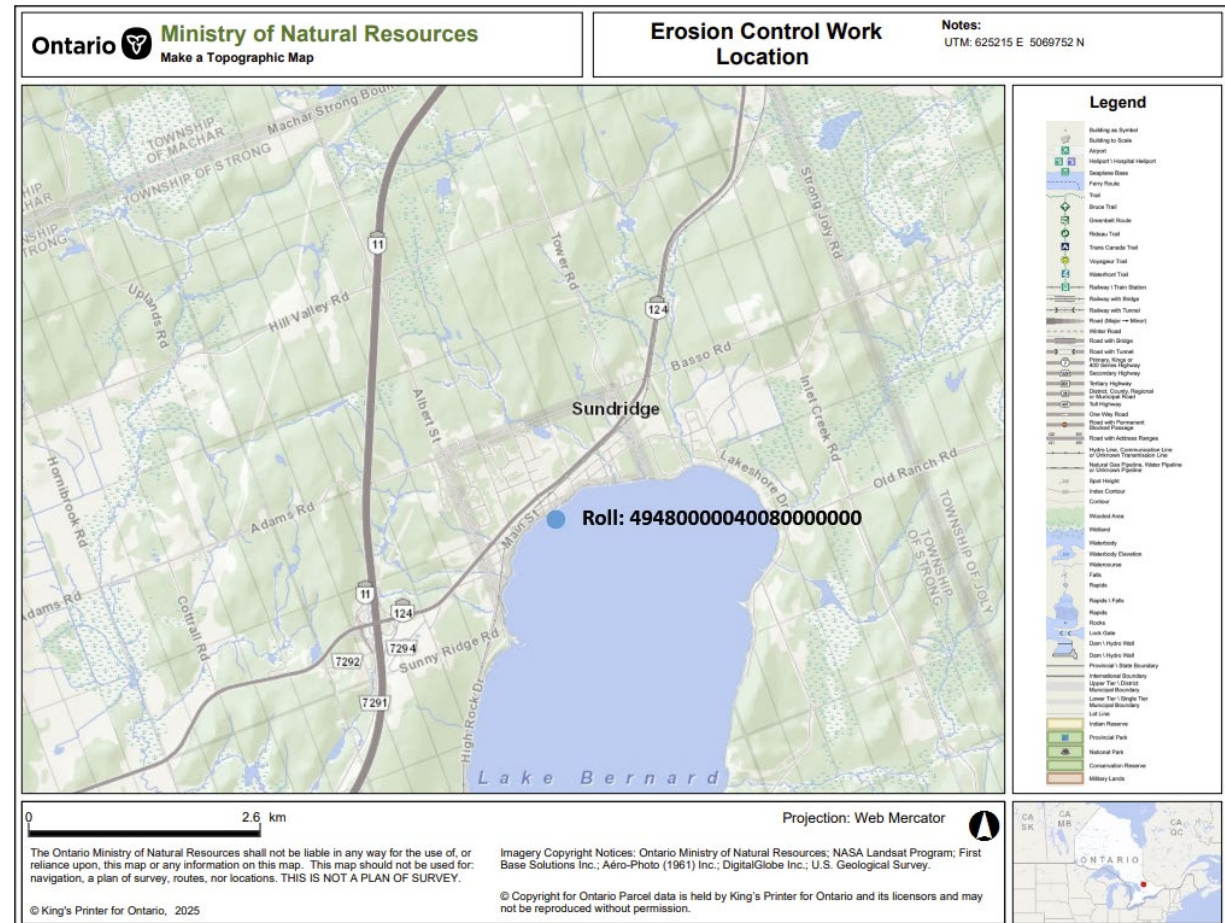
What to include with your work permit application cont.

2. Key maps - are used to locate the general area of the application (scale between 1:100 000 and 1:50 000).

Applications must include a key [map](#) that is to-scale and depicts key features, such as:

- township lot fabric
- ownership details of the relevant property
- existing right of ways and access information
- coordinates of the property (Latitude/Longitude or UTM)
- locations of water bodies

• [Make A Topographic Map](https://www.lioapplications.lrc.gov.on.ca/MakeATopographicMap/index.html?viewer=MakeATopographicMap.MATM) online with the MNR mapping tool (<https://www.lioapplications.lrc.gov.on.ca/MakeATopographicMap/index.html?viewer=MakeATopographicMap.MATM>) or search “make a topographic map” on your preferred search engine

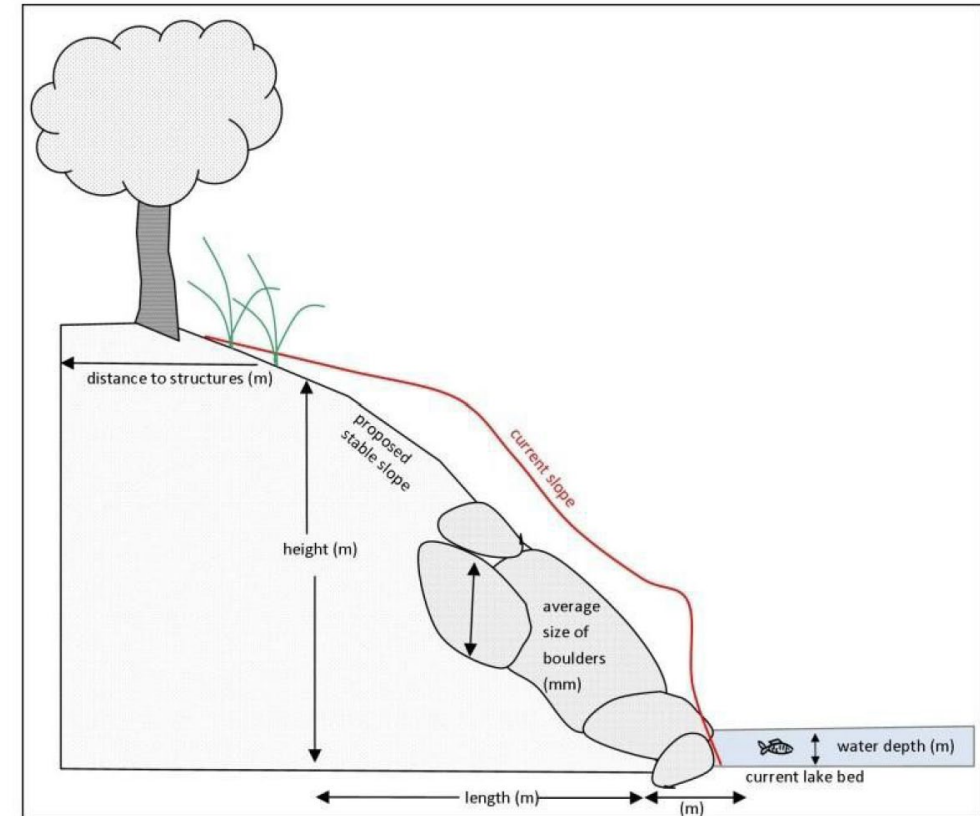


What to include with your work permit application cont.

3. Profile or cross section view of planned work

The profile or cross section view of planned work should include:

- length and depth of work
- average size of material used
- water depth
- distance to structures on the upland property
- current and proposed slope of work area
- nearby features (trees, vegetation)



What to include with your work permit application cont.

4. Photos

If providing photos, indicate the location and direction of the photos relative to locations identified on the site plan.

Photos should:

- be clear and unobstructed
- be taken with good light
- be taken in snow-free conditions
- provide a wide-angle view of the site

5. Project description/ cover letter

The description of the project may include:

- purpose and rationale for the project
- details of the project such as location, duration, and recurrence (will it happen in stages or will it be done again in the future)
- alternatives considered to the proposed work
- mitigation measures integral to the design and scope of the project
- relationship of the proposed work to other projects (such as dock construction, dredging, upland grading etc.)

What to include with your work permit application cont.

6. Additional supporting information

Depending on the location and nature of the application, additional information may be required, such as:

- written confirmation that neighbouring property owners are aware of the proposed work
- comments from neighbouring property owners
- proof of consent to represent the landowner if the person applying for the work permit is not the landowner (e.g. a contractor or project manager)
- proof of land ownership or occupational authority, which may include:
 - plans, surveys, **deeds, Property Identification Number (PIN) document**, tax information, or information regarding occupational authority such as a land use permit or lease number

Corporate profile report

Applicants who are a corporation must submit a current [Corporate Profile Report](#).

How to apply

- Submit the completed application online using the [Natural Resources Information Portal](#). If you need support for the application process, contact your ministry [work centre - Bracebridge-Minden-Parry Sound District](#) (crownlands.bmps@ontario.ca).
- Submit the application well in advance of your planned project start date (Part 1 and Part 3 for shorelands).
- Attach all required information outlined in the form instructions, as a review will not be initiated until you have submitted a complete application.

Ontario		Ministry of Natural Resources and Forestry		Application for Work Permit Part 1	
1. Applicant Information					
Applicant (e. g., landowner, licensee, permittee, etc.) (Cannot be a subcontractor)					
Last Name		First Name		Middle Initial	
Business Telephone Number		ext.		Residence Telephone Number	
Mailing Address					
Unit Number	Street Number	Street Name		PO Box	
City/Town		Province		Postal Code	
2. Site Contractor or Person in Charge					
Last Name		First Name		Middle Initial	
Business Telephone Number		ext.		Residence Telephone Number	
		Radio Contact Available			
		<input type="checkbox"/> Yes		<input type="checkbox"/> No	

Ontario		Ministry of Natural Resources and Forestry		Application to Do Work on Shorelands Part 3	
Instructions					
1. Complete applicable sections.					
2. Include proof of ownership (e.g. copy of deed and, if available, a copy of survey plan) or indicate property lines.					
3. Include sketches/drawings/survey plans as indicated on the reverse of this form.					
Note: Application will not be processed unless the sketches have been completed and attached to the application.					
4. Applications may be required to include evidence that notice of the work has been provided to at least the two immediately adjacent neighbours and that they have been provided reasonable opportunity to comment on the proposed work.					
5. Include municipality's comments of the project, where applicable, (i.e. for dredging or constructing improvements).					
1. Filling					
a. Purpose					
b. Dimensions of Area to be Filled		Length		Width	
				Depth of Water	
c. Type of Material to be Used					
<input type="checkbox"/> Sand <input type="checkbox"/> Earth <input type="checkbox"/> Gravel <input type="checkbox"/> Armour Stone <input type="checkbox"/> Rock Rubble <input type="checkbox"/> Other (specify) _____					
d. Manner of Preventing Erosion or Silting					

Work Permit Application – walk through (step by step)

Application for Work Permit – Part 1

1. Personal Information

Last Name of Applicant Jane		First Name of Applicant Doe	Middle Initial
Business Telephone Number 555-555-5555		Residence Telephone Number	
Unit Number	Street Number 6151	Street Name Anystreet	PO Box
City/Town Toronto		Province Ontario	Postal Code M4V 1L9

2. Site Contractor or Person in Charge

Last Name Contractor		First Name Joe	Middle Initial
Business Telephone Number 555-555-5551		Residence Telephone Number	
Unit Number 1	Street Number 10	Street Name Young Street	PO Box
City/Town Sundridge		Province Ontario	Postal Code P0A 0A7

3. Type of Work Proposed Indicate and complete the appropriate additional part(s)

☐ Building Construction ☒ Work on Shore lands ☐ Work within a waterbody ☐ Roads, Trails, Water Crossing

4. Location Information Indicate and complete the appropriate additional part(s)

Township, Municipality, Lot and Concession, Location, Subdivision or Mining Claim or U.T.M. No.

Strong Township, Lot 23, Con 10. 00 James Steet, Sundridge ON

Other Location Information (e.g., waterbody)

Lake Bernard

Number or Workers on Site

1

5. Private Land

Private Lands of – Applicant



Yes



No

Other (please specify)

6. Effective Dates (s)

Start Date (yyyy/mm/dd)

2026/01/20

Finish Date (yyyy/mm/dd)

2026/01/25

7. Equipment Information

Equipment to be used (specify)

Tracked skid-steer and 5 ton mini excavator.

Signature of Applicant

Jane Doe

Position

Landowner

Date (yyyy/mm/dd)

2025/09/05

Signature of Contractor (if any)

Joe Contractor

Position

Contractor

Date (yyyy/mm/dd)

2025/09/05

Personal Information on this form is collected under the authority of Section 13 of the *Public Lands Act*, R.S.O. 1990 and Ontario Regulation 453/96 as amended and Ontario Regulation 975 as amended, and the information will be used for the purposes of the Act and Regulations. Questions about this information should be directed to the local MNRF office. MNRF office addresses and phone numbers are listed on the reverse of this form.

I/We hereby agree to rely solely upon the terms and conditions of the written work permit issued pursuant to this application. Any changes, amendments to the written work permit must be approved in writing by MNRF.

I certify the information given in this application is true.

Application for Work Permit – Part 3

To be completed for filling

Purpose

shoreline stabilization/ erosion control (see cover letter)

Total area to be filled

Length

Width

Depth of water

120 sq ft

30'

4'

5' at high water mark

Type of material to be used

☐ Sand ☐ Earth ☐ Gravel ☐ Armour Stone ☒ Rock Rubble ☐ Other (specify) Enter Text Here

Manner of preventing erosion

riprap installed at same slope as natural shoreline height of 2 ' approximately 3' below high water - see drawings

To be completed for dredging

Purpose

Total area to be dredged

Length

Width

Depth of water

Type of material to be removed

☐ Sand ☐ Marsh ☐ Silt ☐ Gravel ☐ Clay ☐ Rock ☐ Other (specify) Enter Text Here

Proposed method of siltation/erosion protection (i.e. straw bales, silt curtain, etc.)

To be completed for boat launch/ramp

Dimensions

Material to be used

To be completed for construction of dock, boathouse, break wall

Purpose

Total footprint

Length

Width

Height

Municipal Comment Form

Application for a Work Permit under the *Public Lands Act*

In the matter of:

An application for a work permit to complete work on shorelands or within a water body

We the Municipality of Sundridge

Have reviewed the proposal submitted by Jane Doe

And, (please check the appropriate box)


☒ The intended use conforms to our planning policies

☐ The intended use does NOT conform to our planning policies

Comments

Name of Municipal Official: _____

Title: Planning Clerk

Signature:  Planning Clerk

Date: 2025/08/08

Notice for Adjacent Property Owners

Application for a Work Permit under the *Public Lands Act*

Definitions:

Neighbour: Neighbour refers to any person owning property abutting the proposed work area.

I have provided an explanation to my neighbour(s) of the proposed project including:

- ☒ plan(s) showing proposed work and location
- ☒ reason(s) why the work is being undertaken
- ☒ approximate timelines and timeframe for work completion

☒ I attest that I informed my neighbour(s) of their right to contact the district office directly should they have any

concerns with the proposed work

I attest that I have provided my neighbour(s) with the following information:

☒ the Parry Sound District MNR office contact information as indicated below:

Ministry of Natural Resources

7A Bay Street, Parry Sound ON, P2A 1S4

crownlands.bmps@ontario.ca

Applicant Name (Print): Jane Doe

Applicant Signature: 

Agent Authorization Form

Joe Contractor

_____ is authorized to act as my agent in the matter to submit an application on our/my behalf for a work permit from the Ministry of Natural Resources.

My completion of this document confirms that I authorize the Ministry of Natural Resources and Forestry to communicate with my agent on matters relating to my application.

Name of landowner (print): Rose Nylund

Signature of landowner: _____
Jane Doe

Name of agent (print): Joe Contractor

Signature of agent: _____
Joe Contractor

Other submission requirements

DFO comments or approval



Fisheries and Oceans Canada
Ontario and Prairie Region
Fish and Fish Habitat Protection Program
867 Lakeshore Rd.
Burlington, ON
L7S 1A1

Pêches et Océans Canada
Région de l'Ontario et des Prairies
Programme de protection du poisson et de s
867 chemin Lakeshore
Burlington, ON
L7S 1A1

Dear [REDACTED]

Subject: Shoreline Protection, So [REDACTED] 4-HCAA-02 [REDACTED]
– Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on December 6, 2024. We understand that you propose to:

1. Install rip rap to protect approximately 9m of shoreline on Haliburton Lake (~11m² footprint below the ordinary high water mark); and,
2. Conduct work during dry conditions.

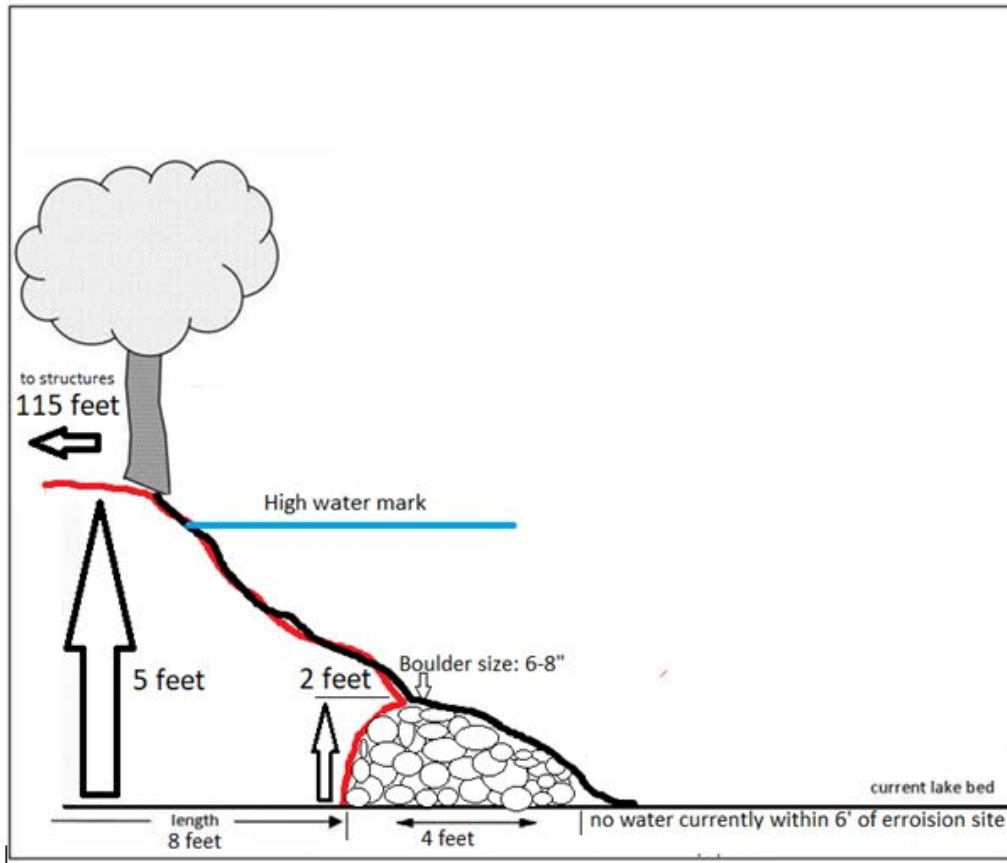
DFO – fisheriesprotection@dfo-mpo.gc.ca

Application cover letter

The completion of erosion control work on the waterfront of our property on Haliburton Lake is critical to prevent further environmental degradation and ensure the stability of the shoreline. Erosion in this area has significantly accelerated due to natural factors such as fluctuating water levels, wave action, and storm events, leading to the loss of soil and vegetation, which are essential for maintaining ecological balance. Without intervention, continued erosion threatens the integrity of the shoreline, risks sedimentation in the lake, and could adversely affect aquatic habitats and water quality. Implementing erosion control measures will not only protect our property but also contribute to the long-term health and sustainability of Haliburton Lake's ecosystem. This proactive approach aligns with responsible stewardship of natural resources and will mitigate potential environmental and safety hazards in the future.

Other submission requirements cont.

Site plan, profile view and photographs



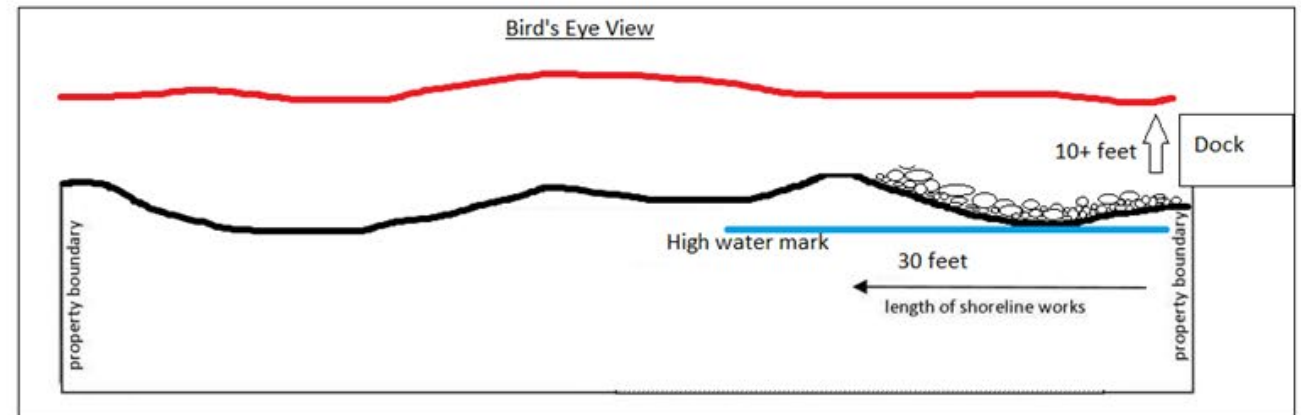
- Materials
 - Filter cloth
 - 6-8' Granite gabion stone
- Dimensions of area to be filled
 - L: 30'
 - W: 4'
 - H: 2'
- Equipment - to be located on sand between shoreline and water line
 - Tracked skid-steer
 - 5ton mini excavator



Current



Proposed



Work Permit Application – simple erosion control example

Application Checklist

(Please ensure all items listed in the checklist below are submitted. Incomplete application packages will not be reviewed)

- ❑ **Part 1 & Part 3** – Complete the work permit application. This form must be **signed by the applicant**. A contractor or agent **MAY NOT** sign the Part 1 application on behalf of the landowner.
 - ❑ **Rationale/justification for project** – A cover letter including supporting rationale for any proposal on Crown land must be provided. Why do you require what you are applying for?
 - ❑ **Agent sign-off form** – For privacy protection reasons, we require that the landowner sign off on the agent form (if applicable) to allow for necessary correspondence between the agent and MNR.
 - ❑ **PIN** (obtained from Land Registry Office) – Proof of ownership of upland property
 - ❑ **Corporate Profile** – must be submitted when the applicant for the project is a corporation.
 - ❑ **Sketches** – including all dimensions, distance to side lot lines, and identify all structures on the property
 - ❑ **Photographs** – Current, summer/snow-free photographs of the proposed work area must be provided.
 - ❑ **Location Information & Maps** – provide all available information to allow MNR to locate the proposed location of the project. Include lot, concession, geographic township, UTM coordinates, and street address (if available). The map should identify distinguishing features such as road names, fire route numbers, buildings etc. A sketch of the project should be overlaid onto the maps to provide clarity on the proposed work.
 - ❑ **Survey** – If the property is surveyed, a survey plan of the property with an outline of the project sketched on it should be attached.
 - ❑ **Neighbour Attestation** – Potentially affected neighbours must be notified of the proposed work. Discuss your project with affected neighbours and complete the attestation form
 - ❑ **Municipal comments** – are required if your property is located within an organized municipality
 - ❑ **Department of Fisheries and Oceans Canada** comments or approval. The DFO can be contacted by phone at 1-855-852-8320 or by email to fisheriesprotection@dfo-mpo.gc.ca.
There is no longer a self-assessment process for proponents and it has been removed from the DFO's website. **All works, undertakings or activities that have the potential to result in the death of fish or the harmful alteration, disruption or destruction (HADD) of fish habitat should be reviewed by DFO.**
[The MNR is not in a position to issue our work permit\(s\) until we have confirmation of Fisheries Act review and approval.](#)
 - ❑ **Work plan drawing details and requirements*** - The drawings included allow MNR staff to appropriately review your proposal. It is very important to ensure they are complete and accurate.
 - Draw your plans to scale
 - Include as much information as possible
 - Drawings should be neat (use a ruler or computer to create drawings)
- * For **ALL PROJECTS** you must include a *minimum* of **2 drawings**. Minimum drawing requirements are included in this package. All items on the minimum drawing requirement checklist **MUST BE** submitted:
- **Site Plan Drawing (bird's eye view)**
 - Clearly indicate where the work will take place in relation to lot lines and water's edge
 - Include dimensions of work footprint
 - Provide UTM coordinates, if available
 - **Project Specific Cross-Section Drawing**
 - Drawings specific to the type of work you are proposing – see details below for specifics.
 - Include a detailed side-view (cross-cut) drawing of the proposed work.

Note that engineer drawings, technical reports/supporting documentation may be required for complex projects. Groynes and breakwalls will require a coastal engineer's report.

Decision on work permit application

A decision on a complete work permit application will be made within 21-45 business days (for erosion control projects).

You may only begin work on projects when you receive a work permit.

You must comply with all permit terms and conditions.

A work permit may be approved with conditions, such as timing restrictions to protect fish spawning or sediment control.

While work is being done or following its completion, we may inspect the site to ensure compliance with the permit.

If your work permit application is denied, you may express your objection in a hearing. Refer to [Regulation 975: Work Permits](#).

Other approvals

Before you start any work, find out whether you need additional authorizations (from your municipality or other ministries).

You should consult your local municipality to determine if they have official plan policies or zoning bylaws in place that might affect, prohibit, or control any proposed work.

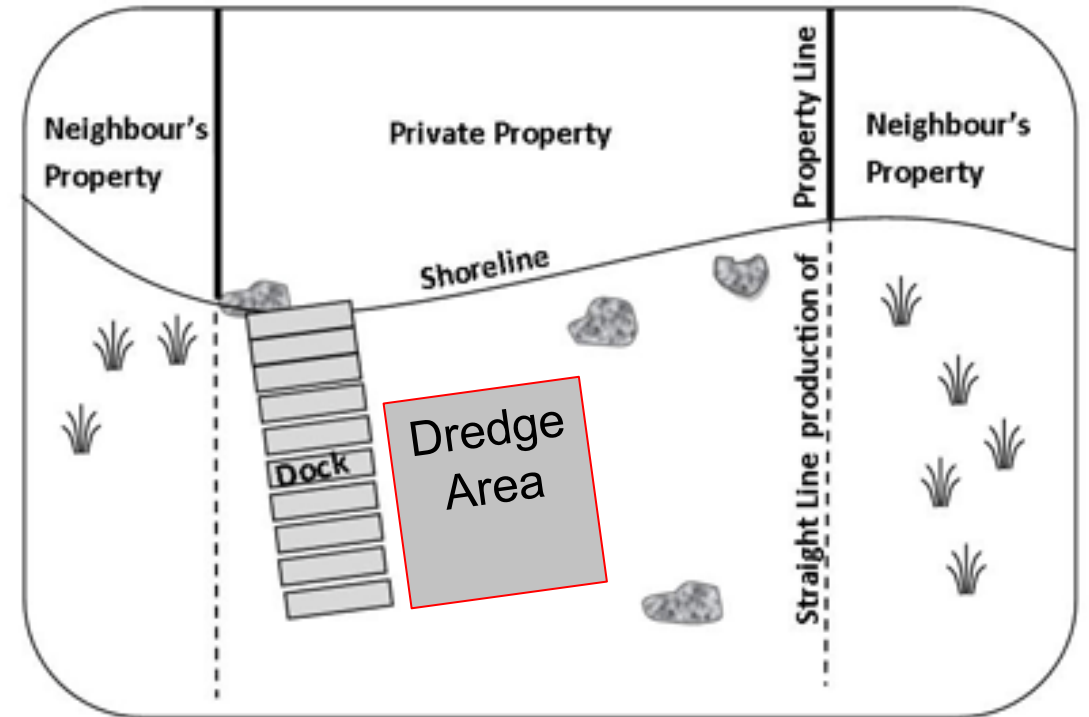
You should also check with other government agencies that may have an interest and regulatory role related to your proposal

You may also want to discuss the project with neighbours before starting work.

Work that doesn't require a work permit from MNR

Exemptions from requirements to obtain a work permit [\(O. Reg. 239/13\)](#)

- [Dredging shore lands previously dredged if:](#)
 - No later than 5 years after the previous dredge
 - Dredging occurs within the same footprint as what was previously authorized
 - You can only conduct work on shore lands directly in front of your own property
 - Work is registered with MNR



Relocating Rocks

- Rocks must not be removed from the water
- Rocks must be distributed randomly so not to create an erosion control structure
- Area must be perpendicular to the shoreline and not exceed 6 meters in width
- Work is registered
- [O. Reg. 239/13 ACTIVITIES ON PUBLIC LANDS AND SHORE LANDS - WORK PERMITS AND EXEMPTIONS | ontario.ca](https://www.ontario.ca/laws/reg/13/1300023.htm)

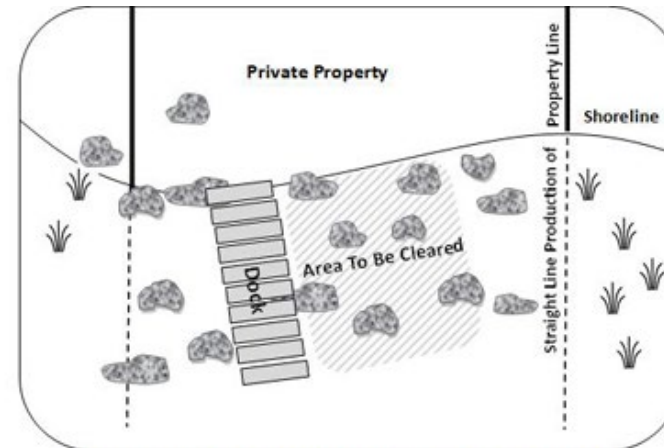


Fig. 1 Relocating Rocks on Shore lands — Existing Features

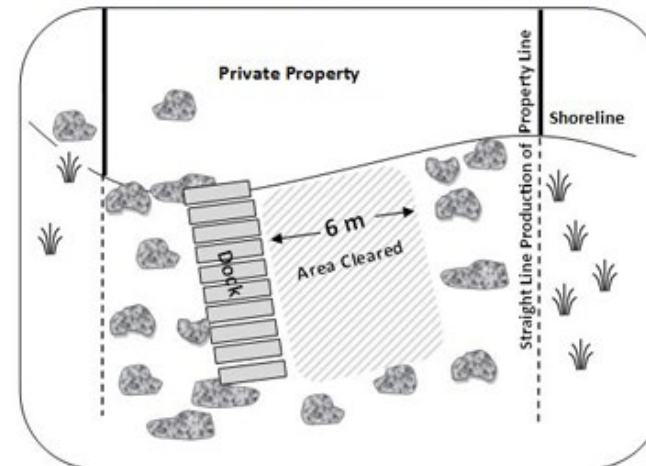


Fig. 2 Relocating Rocks on Shore lands — Exempted from Work Permit

Removal of Invasive Aquatic Vegetation

No permit required for removal of invasive aquatic vegetation from shore lands with the following conditions:

- Work must be directly in front of your private property
- Must be “invasive” as defined by Regulation:
 - "invasive aquatic vegetation" means: plants listed in the document entitled "[Ontario's Invasive Aquatic Plant List](#)" and dated March 11, 2013, that is published by the Ministry (list available at: <https://www.ontario.ca/page/invasive-aquatic-plants>)
 - Must follow the conditions in the Regulation (found on the website).
- All cut or uprooted vegetation must be immediately and permanently removed from the water, etc.
- [O. Reg. 239/13 ACTIVITIES ON PUBLIC LANDS AND SHORE LANDS - WORK PERMITS AND EXEMPTIONS | ontario.ca](#)

Invasive aquatic plants

Brazilian Waterweed
Curly-Leaved Pondweed
Eurasian Water-Milfoil
Eurasian and Northern Milfoil hybrid
European Frog-Bit
European Lake Sedge
European Water Chestnut
Fanwort
Flowering Rush
Hydrilla
Parrotfeather
Phragmites (European Common Reed)
Purple Loosestrife
Rough (Great) Manna Grass
Yellow Iris
Water Hyacinth
Water lettuce
Watermoss-Salvinia species
Water Soldier

Erosion Control Structures: Maintenance, Repair, Replacement

No work permit needed if...

- No increase to erosion control footprint – height of structure does not count
- Structure must be located directly in front of your private property
- Work must be registered on the [Natural Resources Information Portal \(NRIP\)](#)
- Must follow conditions in Regulation (found on website)
 - Sediment controls must be used if necessary
 - Excavation equipment (if any) must be operated on land or barge
 - [O. Reg. 239/13 ACTIVITIES ON PUBLIC LANDS AND SHORE LANDS - WORK PERMITS AND EXEMPTIONS | ontario.ca](#)

Thank you!

Crownlands.bmps@ontario.ca

[Crown land and shore land work permits |
ontario.ca](https://www.ontario.ca/crown-land-and-shore-land-work-permits)