

Algonquin Cottage Lot Work Permit Application

Instructions:

1. Read over the whole form carefully, complete the form electronically or in writing.
2. Assemble the required information. **Review will not start until all items on the below checklist are received.** If further clarification is required, the review will not start until all requested items are received.
Photographs – Showing existing conditions at proposed work location.
Sketch/Drawing – With dimensions of proposed work (include all measurements, heights, roof slopes etc.).
Location Map – Accurate sketch showing the proposed work in relation to the cottage lot boundaries (including all measurements to adjacent structures and the water's edge).
3. Submit the completed application and supporting documents, by email or in writing, to the Cottage Lot Program Team at algonquin.cottages@ontario.ca or Ontario Parks 1350 High Falls Rd. Bracebridge ON P1L 1W9.

1. Applicant Information (Must Be Leaseholder)					
Lease Number:		First Name:		Last Name:	
Telephone Number(s):			E-mail Address:		
Unit Number:	Street Number:	Street Name:		PO Box:	
City/Town:		Province/State:	Postal Code:	Country:	
2 Site Contractor or Person in Charge (If Applicable)					
Last Name:			First Name:		
Business Telephone Number: Ext.			Business E-mail:		
3 Type of Work Proposed					
Type of work proposed (New Construction, Expansion, Alteration, Replacement, Road Infrastructure etc.):					
Purpose/reason for proposed work:					
Will all or part of any structure be removed as part of the proposed work (if yes, please explain):					
Location of proposed work:					
Type of materials to be used:			Type of equipment to be used:		
4 Proposed Timeline for Work (approximate) * Please note review & approval periods vary from 4 to 12 weeks depending on the time of year, scope of the project and the availability of all parties to meet for a site visit.					
Start Date (mm/dd/yyyy):			Finish Date (mm/dd/yyyy):		
5 Dates Available for a Site Visit (Required Before a Work Permit Can Be Issued)					
Please provide three (3) dates, with times, when you will be available to meet on site between May 1 and October 31:					
1)		2)		3)	

Ontario Parks is collecting your personal information under the authority of Ontario's Provincial Parks and Conservation Reserves Act, 2006 for the purposes of cottage lease registration and administration. By providing your information you agree that Ontario Parks is bound by the *Freedom of Information and Protection of Privacy Act*, RSO 1990 c.F.31 and that your personal information may be used by Ontario Parks for the purposes of considering the work permit, and, if the work permit is granted, for the purpose of administering the work permit (including to follow-up with you upon request or when required). If you have questions about the use of your personal information, please contact the Cottage Program at algonquin.cottages@ontario.ca or telephone 705 645 7436. 1350 High Falls Road, Bracebridge, ON P1L 1W9