



King Township  
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## Engineering and Public Works MAJOR Site Alteration & Fill Permit Checklist

As per Bylaw 97-84 (as amended), a Site Alteration / Fill Permit is required for the import / export of material exceeding 50m<sup>3</sup> \*. This Major Site Alteration & Fill Permit Checklist is applicable for proposed work exceeding 100m<sup>3</sup> of material. The Minor Site Application & Fill Permit Checklist should be referred to for work involving between 50 to 100m<sup>3</sup> of material. An Owner conducting Site Alteration works on their property is fully responsible to ensure that all the necessary approvals / permits have been granted by the Township of King, as well as other agencies, as applicable. All works shall be subject to all applicable policies / legislation / municipal bylaws as amended, including the provisions of Bylaw 97-84, the Oak Ridges Moraine Policy, the Conservation Authority Act, as well as any other restrictive covenants or governing authority having jurisdiction on or near the subject property. It is the Owner's responsibility to familiarize themselves with the Township's Site Alteration Bylaw 97-84 prior to commencement of any works (access document online via [www.king.ca](http://www.king.ca)). Excerpt of the Bylaw ('General Provisions') is attached for reference only.

Submission Requirements Include:

1.  At time of application submission, a completed **Site Alteration / Fill Permit Application form** along with the required **Major Site Alteration Application Fee** as identified in the Fees and Charges Bylaw.
2.  At time of application submission, applicant is to provide a Grading / Drainage Plan prepared by a Professional Engineer. The requirements of the Grading / Drainage Plan shall be consistent with the Township of King's 'Grading and Drainage Plan Requirements'.
3.  At time of application submission, a **peer review fee** in the amount of **\$5,000.00** may be required to provide the Township with the financial resources to have the application peer reviewed. Upon completion of all works, any remaining balance will be refunded. This fee will be required at the discretion of the Director of Engineering, Public Works and Building, or designate.
4.  At time prior to permit issuance, submission of a **security deposit fee** in the minimum amount of **\$10,000.00** to provide the Township with the financial resources in the event of non-compliance to municipal bylaws or policies. Additional deposit exceeding the minimum may be required at the discretion of the Director of Engineering, Public Works and Buildings, or designate, pending on the level of work proposed.
5.  At time prior to permit issuance, submission of the **Site Alteration fee** as identified in the Fees and Charges Bylaw. The Site Alteration fee will be based on the proposed quantity of earthwork involved.
6.  Additional material, such as Site Alteration & Fill Management Plan (SA&FMP), Stormwater Management Report, etc., may be required by the Engineering and Public Works Department. Requirements of additional material will be determined by staff at the time of application submission. For information expected to be shown in the SA&FRMP, refer to the Township "Site Alteration & Fill Management Plan Requirements" outline.

Notes:

- The import/export of 5,000m<sup>3</sup> of material or greater will require Council approval.
- Fees are revised annually pursuant to the Township's Fees and Charges Bylaw. Fees denoted may not reflect current pricing. Current pricing will apply.
- Other conditions / requirements may be required upon review of site alteration / fill permit application and submitted documents.
- It is the owner's responsibility to obtain Road Occupancy Permit and/or Half Load Exemption Letter as required separately prior to any work.
- \*The Conservation Authority may require permit application at lesser volumes. It is the Owner's responsibility to ensure appropriate approvals / permits have been issued.

## **GENERAL PROHIBITIONS and REGULATIONS of BYLAW 97-84 (Site Alteration Bylaw)**

### **Pursuant to By-law 97-84 (Section 4 - Excerpt)**

- (1) *No person may place or dump fill or cause fill to be placed or dumped and no person may alter the grade of any land or cause the grade of any land to be altered in the Township in the following circumstances:*
  - (a) *where the owner or person in lawful possession of the land has not consented to the placing or dumping of fill or to alteration of the grade;*
  - (b) *where the fill is placed or dumped or the grade is altered for storage purposes and such storage is not permitted pursuant to the Zoning By-Law;*
  - (c) *where the placing or dumping of fill or alteration of the grade will result in changing any grade established by a grading and drainage plan approved by the Corporation in relation to any subdivision, rezoning, site plan or building permit approval and such placing or dumping of fill or alteration occurs without a Permit;*
  - (d) *where the fill includes material from the demolition of any structure or includes "refuse" as that term is defined within the meaning of the Corporation of the Township of King Waste Disposal By-Law 89-1 11 (as amended or successor legislation thereto) or includes toxic or hazardous materials, glass or sewage.*
  - (e) *where the placing or dumping of fill or alteration of the grade would result in soil erosion or soil pollution, blockage or siltation of any watercourse, pollution of any watercourse, flooding or ponding on any land or detrimental effect on any environmentally significant or sensitive area or wetland complex;*
  - (f) *where the placing of fill or alteration of the grade would result in detrimental effect on any healthy tree greater than 250mm caliper or where the placing or dumping of fill or alteration of the grade would not be in accordance with the Regional Municipality of York's Tree By-Law TR-I-91-154(or successor legislation thereto);*
  - (g) *where the placing or dumping of fill or alteration of the grade does not accord with Township design standards and accepted engineering and environmental principles.*
  - (h) *where the placing or dumping of fill or alteration of the grade is on any land zoned for environmental protection or open space purposes pursuant to the zoning by-law, unless approval therefor has been issued by the Lake Simcoe Region Conservation Authority or Metropolitan Toronto Conservation Authority or a Permit has been issued pursuant to this By-Law.*
- (2) *No person may place or dump fill or cause fill to be placed or dumped and no person may alter the grade of any land or cause the grade of any land to be altered in the Township without a Permit where the volume of the fill being place or dumped or the volume of the fill involved in the alteration exceeds fifty (50) cubic metres.*

*Note: Applicants are responsible to ensure they are aware of provisions of Bylaw 97-84 – a Bylaw to Control the Dumping of Fill and Alteration of Grades*

*Revised: August 2016*

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## Engineering and Public Works Site Alteration - Grading & Drainage Plan Requirements

The Township of King's Engineering & Public Works Department (EPW) requires, at a minimum, a Grading Plan / Drainage Plan as prepared by a Qualified Professional as part of the development / site alteration submission requirements. A Landscape Plan is not acceptable.

The scope of our review is limited to the grading and storm water management design with respect to conformance with municipal guidelines and bylaws. EPW reviews submitted plans to ensure the proposed site alteration of a subject property does not impact the property Owner, adjacent properties or presents a burden to Township infrastructure (i.e. runoff, soil contamination etc.). The Owner is responsible for the maintenance of the existing drainage systems and, if required, the establishment of a new drainage system(s) and/or an on-site storm water management system, solely situated on Owner's property and maintained at the Owner's expense.

Refer to Section F3.06 of the Township's Engineering Design Standards for a full list of required plot plan information.

A **Grading Plan / Drainage Plan** shall include:

1. LEGEND:

- The Grading Plan / Drainage (and other plans, as may be required) shall show an appropriate legend depicting in part, applicable notes, key map, north arrow, date(s), subject address, consultant, scale, title etc.

2. GENERAL:

- The drawing shall be prepared (signed / stamped) by a Qualified Professional.
- The drawing shall be in metric and to scale.
- The drawing shall show the boundaries and number of hectares to be filled / excavated.
- The drawing shall show the location and dimensions of the subject property, setbacks, structure/building type(s), utilities, roads / highways and paving located within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation.
- The drawing shall show location of house entrances, risers, location/dimension and elevation of patio decks, pool, driveways, walkways, retaining walls and other structures.
- The drawing shall show location and rim elevations of all *yard* catchbasins.
- The drawing shall show the location and identification of the predominant existing soil types, as well as the location and dimension of all temporary soil, dirt or fill stockpiles.
- The drawing shall show location of all access roads / driveways, including temporary construction roads/driveways.
- The applicant shall identify the schedule of the anticipated starting and completion dates of each land disturbance or land development activity.
- The applicant shall provide the time machinery, including vehicles used to haul fill, will be operated, so as to confirm to the Township of King Noise Bylaw 81-142, as amended.
- The applicant shall provide a description of the proposed fill, including a list of sources and geotechnical reports as to content and quality prepared by qualified expert.

3. EXISTING AND PROPOSED GEODETIC ELEVATIONS and CONSTRUCTION ACTIVITY:

- Existing topography for subject lot, extending thirty (30) metres beyond the areas to be filled / excavated or disturbed as part of the operation and shall also include existing and proposed geodetic elevations at property lines and thirty (30) metres beyond property line and throughout development area (spot elevations), including elevations of existing and proposed building envelopes at / or adjacent to construction activity.
- Existing and proposed structure elevations FFL, TFW, FBS, USF & Garage Floor elevation.

4. STORM WATER DRAINAGE SYSTEM:

- Location and direction of rainwater downspouts for all structures.
- Existing and proposed grades of driveways. Proposed residential driveways to be a minimum grade of 2% and a maximum of 8%. Maximum width of driveway 6.0 m at property line unless otherwise permitted in applicable zoning bylaw for subject subdivision.
- The location, detail and grade (expressed in a percentage) of any existing and proposed storm water drainage systems (i.e. swales) and natural drainage patterns within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation.
- The directions and grade (expressed in a percentage) of overland water flow and overland flow route.
- The location of discharge / outfall of floor drains, weeping tiles etc.
- **Should submissions have significant impervious cover in their proposed plan, the Township will require some form of onsite storm management system (i.e. soak-away pit) to accommodate the difference in the pre development – post development runoff. A separate Stormwater Management Report may be required if deemed necessary by EPW.**

5. SEPTIC SYSTEM:

- Where applicable, location and type of any private sewage disposal system and reserve areas and private wells.
- Where applicable, show septic system (tile bed etc.). Proposed structures (i.e. pools, patios) must be a minimum of 5 m from closest pipe in the tile field.

6. SEDIMENTATION, EROSION & DUST CONTROL:

- Provision and maintenance plan of the construction site erosion control and dust control measures during construction, and after if, required.
- Show silt fencing (and detail) around construction zone; Security Fencing, Mud Mats and other sedimentation, erosion and dust control measures, as required.

7. NEW SUBDIVISIONS:

- In unassumed subdivisions, applicant must ensure the developer's engineer has stamped, signed and dated all grading plan submissions and resubmissions.

8. SIGNIFICANT NATURAL FEATURES:

- The location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation (if applicable).
- Regional Storm Flood Plan and Conservation Authority Fill Regulation lines (if applicable).

9. TREE INVENTORY:

- The species, grade at base and size, in calliper, of all trees greater than 250mm in calliper, all shrubs, trees and hedges within one (1) metre of the of the areas to be filled / excavated or disturbed as part of the operation.

**Reminders:**

- Applicant responsible to adhere to all applicable Bylaws, Policies, procedures set by the Township of King, as well as the Regional Municipal of York, Conservation Authorities and other governing bodies as applicable.
- The proposed final grade must be 0.15 m above TPW of any structure.
- Any alteration to driveway on Township / Region right-of-way will require separate permitting process for review and approval. Under no circumstance shall Owner or its contractor(s) conduct works within Township or Regional right-of-way.
- Absolutely no works shall be undertaken 0.6m from any property line in accordance with Township of King By-law 97-84. This includes but is not limited to; changes in elevation, location, or direction of any natural or artificial watercourse, open channel, swale or ditch used to drain land.

*Revised: August 2016*

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## **Engineering and Public Works Site Alteration & Fill Management Plan Requirements**

### **1.0 Intro**

The scope and detail of a Site Alteration and Fill Management Plan (SA&FMP) will be greatly dependent on the size and scope of the proposed site alteration, the unique characteristics of the subject property, and the relationship to adjacent land uses and activities.

Small site alterations (200m<sup>3</sup> to 4,999m<sup>3</sup>) that do not have significant potential to impact the environment or adjacent properties will require a very brief Plan, while larger Site Alterations (5,000m<sup>3</sup> or greater) will require a very detailed and sophisticated Plan.

Every site and situation is different. This template is designed to assist applicants of both small and large site alterations.

### **2.0 Who Should Prepare a Site Alteration and Fill Management Plan**

A SA&FMP should be prepared by a person with the appropriate expertise to determine the site specific issues associated with the particular site alteration and to determine the required scope and content of a SA&FMP. The appropriately qualified professional must be licensed to practice in Ontario.

### **3.0 Content of the Site Alteration and Fill Management Plan (SA&FMP)**

A suitably qualified professional should review the current conditions of the site and the proposed site alteration in order to determine the nature and scope of a SA&FMP.

Rationale must be provided as to why the SA&FMP is scoped to include some items, but exclude others. The following section provides a list of items to be considered when preparing a SA&FMP. Rationale must be provided as to what items are relevant and what items are not with respect to a proposed site alteration.

#### **3.1 Content of the Site Alteration and Fill Management Plan (SA&FMP)**

#### **3.2 Background Studies and Documents**

The jurisdiction of the following agencies must be determined and any conditions or constraints imposed by these agencies must be identified.

- Conservation Authorities (LSRCA and TRCA);
- Ministry of Natural Resources (MNR);
- Regional Municipality of York (York);
- Ministry of Environment and Climate Change (MOECC);

- Other provincial and federal agencies.

Conformance with provincial plans including the Oak Ridges Moraine Conservation Plan and Greenbelt Plan must be demonstrated as part of the background studies and documents.

#### **4.0 Site Alteration and Fill Management Plan**

##### **4.1 Purpose of the Site Alteration**

Provide rationale regarding the purpose of the site alteration and it's conformance with good engineering and scientific practices and how the site alteration will not degrade the environmental condition of the site or surrounding properties.

Anyone applying for a Permit shall provide a Site Alteration and Fill Management Plan (SA&FMP). The SA&FMP must outline in detail current conditions, how the site alteration activities will be conducted, the final site conditions and the impact mitigation measures to be employed. The SA&FMP must be prepared by an appropriately qualified professional licensed in the province of Ontario and be based on the background studies and site specific conditions of the property.

The scope and comprehensiveness of the SA&FMP is greatly dependent on the size and nature of the site alteration to be undertaken. Small site alterations with very little potential to impact surrounding lands or the environment will require a SA&FMP of limited scope and detail. Large site alterations, especially those involving the importation of material from off-site and significant changes to grades, will require a more comprehensive SA&FMP.

##### **4.2 Schedule**

Provide a work schedule for site alteration activities including:

- i. Proposed start date;
- ii. Proposed end date; and
- iii. A brief description of the timing of major activities such as completion of silt fencing and preparatory work, period of filling and final surface cover application.

##### **4.3 Timing**

Provide the timing of the Site Alteration activities such that no activities occur, as a minimum:

- iv. Between the hours of 7:00p.m. and 7:00a.m. Monday to Saturday;
- v. Anytime on a Sunday or Statutory Holiday;
- vi. During any period in which a wind warning has been issued by Environment Canada;
- vii. During any weather conditions where the ability to mitigate site alteration activity impacts is severely compromised (i.e., heavy rain, etc.); and
- viii. During any situation where site alteration activities can unduly impact adjacent landowners (i.e., brush fires, floods, unsuitable road conditions, etc.)

##### **4.4 Drawings and Cross-Sections**

Provide engineering drawings and cross-sections with sufficient topographic and site condition details to illustrate:

- Existing topography and conditions;
- Existing surface water flow on and around the site;
- Site alteration process;
- Proposed final grades and conditions; and
- Proposed final surface water flow on and around the site.

#### **4.5 Surface Water Flow and Impact**

Provide surface water flow conditions before, during, and after site alteration activities on and around the site including:

- Mitigation methods to be used to control erosion, sedimentation and surface water flow during the site alteration;
- Impacts of the site alteration on surface water flow; and
- Mitigation methods employed to ensure no significant deleterious impacts (blockage, siltation, contamination, flooding, increased runoff, etc.) to water courses and surrounding properties occur as a result of the site alteration.

#### **4.6 Groundwater**

Provide an evaluation of the potential for the site alteration to impact groundwater on and around the site including:

- Existing groundwater conditions;
- Groundwater sensitivities (i.e., well head protection area, aquifer vulnerability, source water protection, groundwater discharge areas, etc.);
- Potential impacts to groundwater;
- Mitigation methods; and
- Monitoring and post site alteration confirmation of groundwater conditions.

#### **4.7 Wells**

Provide sufficient documentation to demonstrate that the site alteration will not impact a groundwater well including:

- i. No site alteration activities to come within 3metres of a well; or
- ii. Provide a report from an appropriately qualified professional that the site alteration will not impact the well and/or the modifications to the well that will be conducted in accordance with O.Reg.903; and
- iii. Maintain drainage away from the well as required by O.Reg.903.

In the case of a Large Site Alteration, conditions ii and iii above must be met.

#### **4.8 Septic Systems**

Provide sufficient documentation to demonstrate that the site alteration will not impact a septic system including bed and reserve bed area including:

- i. No site alteration activity to come within 3 metres of a septic system including the bed and reserve bed area; or
- ii. Provide a report from an appropriately qualified professional that the site alteration will not impact the septic system and/or the modifications to the septic system that will be conducted in accordance with the Building Code; and
- iii. Maintain the septic system capacity of the property in accordance with the Building Code or the Environmental Compliance Approval (if issued for the property).

In the case of a Large Site Alteration, conditions ii and iii above must be met.

#### **4.9 Buildings and Structures**

Provide sufficient documentation to demonstrate that the site alteration will not impact a house, building or other structure for which a Building Permit would be required to construct including:

- i. No site alteration activities to come within 3 metres of a building or structure; or
- ii. Provide a report from an appropriately qualified professional that the site alteration will not impact a building or structure and/or the modifications to the building and/or structure that will be undertaken in accordance with the Building Code to mitigate the impacts of the site alteration; and
- iii. Maintain grading, drainage and geotechnical conditions in vicinity of all buildings and structures in accordance to the Building Code.

In the case of a Large Site Alteration, conditions ii and iii above must be met.

#### **4.11 Adjacent Properties**

Provide sufficient documentation to demonstrate that the site alteration will not impact adjacent properties including:

- i. No site alteration activities to come within 5 metres of a neighbouring property; or
- ii. Provide a report from an appropriately qualified professional that the site alteration will not impact neighbouring properties and note mitigative controls employed to ensure protection of neighbouring properties; and
- iii. Where the site alteration will impact a neighbouring property provide documentation of the neighbouring property owner's permission to carry out the activities proposed.

In the case of a Large Site Alteration, conditions ii and iii above must be met.

#### **4.12 Fill Quality Criteria**

Where the site alteration will involve the importation of topsoil, soil or fill from off-site:

- i. Apply Table1: Full Depth Background Site Condition Standards for Agricultural or Other Property Use from the Soil, Groundwater and Sediment Standards for Use UnderPartXV.1 of the Environmental Protection Act, as the default comparative criteria to evaluate the soil being imported from off-site. All of the imported material must meet this criteria; or



- ii. Provide rationale in accordance with O.Reg.153/04 and good engineering and scientific practices for the application of alternative soil quality criteria for consideration by the Director. Any deviation from the default soil quality criteria must be approved by the Director; and
- iii. Provide rationale, in accordance with relevant Ministry of Environment Regulations (O.Reg.153/04, O.Reg.347, etc.) Best Management Practices and good engineering and scientific practices, if the imported materials are not topsoil, soil, rock, stone, clean concrete or sod, that the material is inert and geotechnically and environmentally suitable for the proposed purpose. The use of any inert fill material that is not topsoil, soil, rock, stone, clean concrete or sod must be approved by the Director.

#### **4.13 Fill Quality Evaluation and Assessment**

Provide a methodology of how any imported fill will be evaluated to ensure it meets the quality requirements established for the site including:

- Source site assessment by a Qualified Person;
- Collection and analysis of samples of the fill material;
- Evaluation of the material based on analytical results; and
- Quality control/quality assurance procedures.

#### **4.14 Fill Tracking**

Provide a methodology of how any imported fill will be documented and managed from source site to receiving site including:

- Bills of lading and tracking;
- Receiving site assessment; and
- Inspection and auditing.

#### **4.15 Traffic to and from Site**

When importing or exporting fill from the site, provide a transportation plan in accordance with the requirements of the Township and Region to manage the traffic and access to and from the source site and the receiving site. The plan must include:

- Haul routes;
- Traffic control;
- Traffic volume;
- Road maintenance; and
- Impacts and mitigation.

#### **4.16 Mitigation of Mud and Dust on Roads**

For site alterations involving the transportation of materials on and off the site, provide a protocol for controlling mud and dust tracking on transportation routes to and from the site including:

- Method of monitoring mud and dust on roadways;
- Mitigation methods such as access road paving, mud mats, wheel wash systems, (etc.); and
- Response plan to address mud and dust incidents such as maintaining a road sweeper on standby.

#### **4.17 Dust Control**

For site alterations where airborne dust could impact neighbouring properties provide protocol for controlling dust, including:

- Method of monitoring dust;
- Mitigation methods to control dust (road watering, surface cover, etc.); and
- Response plan to address dust incidents, such as, reducing traffic to limit dust generation and clean-up actions to address any impacts (window washing, car washing etc.).

#### **4.18 Retaining Walls**

For site alterations requiring retaining walls provide:

- Detailed engineering design; and
- Appropriate Building Permits, where applicable.

#### **4.19 Sub-surface Drainage**

For site alterations that will involve the installation or alteration of any type of sub-surface drainage system provide:

- Engineering drawings for the system; and
- Inspection report from an appropriately qualified person prepared prior to covering.

#### **4.20 Protection of Trees**

For site alterations that may harm trees provide, where applicable:

- Existing vegetation and tree details;
- Proposed changes due to site alterations;
- Mitigation methods to limit damage to trees;
- Restoration plan; and
- Where required, engage a qualified tree consultant.

#### **4.21 Final Surface Cover and Grades**

For site alterations that will result in a change to surface cover provide:

- Existing grade and surface cover conditions;
- Final grade and surface cover conditions;
- Mitigation methods employed to minimize impervious surfaces, maximize infiltration and enhance natural vegetation and conditions; and
- Demonstrate that existing downstream conditions will be maintained or improved.

#### **4.22 Public and Adjacent Land Owners**

For site alterations that could impact the public and adjacent landowners provide:

- Identification of potential impacts (dust, noise, traffic, etc.);

- Proposed mitigation methods; and
- Complaint response and resolution protocol.

#### **4.23 Reporting**

For large site alterations that require the regular reporting of site activities, monitoring and calculation of imported fill volumes provide:

- A mechanism for public and adjacent landowner liaison;
- Reporting program and schedule;
- Monitoring program and schedule; and
- Method of determining and reporting the volume of imported fill.

#### **4.24 Site Control**

For site alterations where there is the potential for illegal dumping and unauthorized access, provide a protocol for site security and access control.

#### **4.25 Noise Impacts**

For site alterations where there is the potential for noise impacts to adjacent properties, provide:

- An assessment of potential noise impacts (machinery, tailgate banging, etc.);
- Mitigation methods; and
- A monitoring program to confirm compliance.

#### **4.26 Public Complaints and Incidents**

For Large Site Alterations with the potential for public complaints, unexpected incidents, or a change in conditions provide:

- A Risk Management Matrix;
- Response and mitigation protocol;
- An internal improvement protocol to reduce the potential for reoccurrences; and
- A public consultation and liaison mechanism.

#### **4.27 For site alterations that will result in a post alteration change in land use as defined by O.Reg.153/04, as amended provide:**

- Purpose and rationale of benefits of the change in land use; and;
- Documentation that the change in land use is consistent with Township zoning, the Oak Ridges Moraine Plan, O.Reg.153/04, as amended and the requirements of other agencies with jurisdiction, and;
- How a Record of Site Condition will be obtained if required by O.Reg.153/04, as amended and/or the Township.

### **5.0 Summary**

#### **5.1 Scope of Site Alteration and Fill Management Plans**

Each site alteration is different. The SA&FMP should provide the level of detail required to allow engineering and scientific reviewers to understand the activities to be undertaken and the potential impacts and mitigation strategies. The SA&FMP should clearly outline what items are relevant to the particular site alteration and what items are not relevant.

## **5.2 Site Alteration and Fill Management Plan Updates**

### **5.2.1 Small Site Alterations**

For small site alterations the Site Alteration and Fill Management Plan will be a fairly straight forward document and significant changes or deviations from the plan would not be expected. Should a situation arise that requires a significant modification to the SA&FMP the Township must be notified and an updated SA&FMP submitted for approval and an amendment to the Permit.

Failure to comply with the Conditions of a Permit (which would include the content of the SA&FMP) could lead to Orders, Revocation of the Permit and/or fines.

### **5.2.2 Large Site Alterations**

The Permit for Large Site Alterations where there is an Agreement may not have an expiry date; however the Township will conduct an annual review to determine compliance with the Conditions of the Permit and Agreement.

Reporting requirements for Large Site Alterations include the requirement to review and update the SA&FMP to reflect changing site conditions and activities, as well as, changes due to amendments to Township By-laws and the conditions imposed by other agencies with jurisdiction. Addendums or amendments to the SA&FMP must be approved by the Director to maintain compliance with the Conditions of a Permit and Agreement.

Failure to comply with the Conditions of a Permit or Agreement could lead to Orders, Revocation of the Permit and/or fines.

*Revised: June 2016 (reformatted)*

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## Engineering and Public Works Application for a Site Alteration or Fill Permit

In accordance with Bylaw 97-84, as amended

<b>1.a Registered Owners of Subject Lands</b>			
Last name		First name	
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (Cell) (   )	Alternate day-time telephone number (   )		Fax (   )

<b>1.b Agent Applying on Behalf of Owner (i.e. consultant, solicitor etc.)</b>			
Last name		First name	
Corporation or Partnership			
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (Cell) (   )	Alternate day-time telephone number (   )		Fax (   )

<b>1.c Encumbrances (i.e. mortgagees, holders or charges)</b>			
Corporation or Partnership		Contact Person	
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (   )		Fax (   )	

<b>1d Correspondence</b>		
Of the above, to whom is correspondence relation to application to be sent? Please check one.		
<b>1.a</b> (Owner)	<b>1.b</b> (Agent)	<b>1.c</b> (Encumbrances)

2. **SUBJECT PROPERTY:**

(a) **Municipal Address** \_\_\_\_\_

(b) Location: Township Lot \_\_\_\_\_ Concession \_\_\_\_\_  
Reference / Registered Plan No \_\_\_\_\_ Part(s) / Lot(s) \_\_\_\_\_

(c) Lot Area (m<sup>2</sup> or ha) \_\_\_\_\_ Lot Frontage (m) \_\_\_\_\_

**Owner Occupied? (Does the person registered on title live on the property?)**

- Yes
- No

**Are there any easements (legal rights of access) on the property (i.e. gas, hydro drainage etc.)?**

- Yes (Describe) \_\_\_\_\_
- No
- Unsure

**Is a new or temporary or permanent access point proposed for the duration of the operation?**

- Yes (If Yes – a separate Entrance Permit is required (as per Bylaw 2005-121). Submit application / fees for review and approval)
- No (Existing entrance / driveway to be used)

**Are the subject lands bounded by roads under the jurisdiction of the Region of York or the Province of Ontario (note: Hwy 9 west of Hwy 400 is under MTO)**

- Yes (Applicant required to obtain approval from York Region and/or MTO)
- No

**Is access to the subject land by private road or by an un-assumed "right of way"?** *If 'yes', indicate who owns the land or road, and who is responsible for its maintenance and whether it is maintained seasonally or year-round.*


3. **PURPOSE & SCOPE OF PROPOSED WORKS:** Why is the site alteration required? Describe the size & scope of the work i.e. area & nature of disturbance. Describe in letter format if more room is required.


*Continued...*

4. **HISTORY OF THE SUBJECT PROPERTY/CONCURRENT APPLICATIONS**

Is the subject property subject to a current or active application for Official Plan, Zoning Amendment, Site Plan Approval, Consent, or Subdivision Approval under the **Planning Act**?

Yes  No  Unknown

If **Yes** and **if known**, provide the file number and the decisions made on the application.


5. **AUTHORIZATIONS & CONSENT OF THE OWNER**

5.a **Authorization of Owner for Agent to Make the Application (Skip to 5.B if not applicable)**

If the owner of the land that is the subject of this application wishes to have an agent act on his or her behalf, the following authorization must be completed.

*"I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, (listed in section 1.B on "page 1" of this application) as my agent, to provide any of my personal information that will be included in, or collected during the processing of this application."*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

5.b **Consent of the Owner to the Use and Disclosure of Personal Information**

(Complete the consent of the owner concerning personal information set out below.)

*"I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Municipal Act** for the purposes of processing this application."*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Continued...

