



Hamilton

Planning and Economic Development Department
Growth Management Division
71 Main Street West, 6th Floor
Hamilton, Ontario, L8P 4Y5
Phone: (905) 546-2424 x.2978 Fax: (905) 540-5611

By-Law 19-286 – General Application Requirements

An application for a Site Alteration Permit shall contain (Please check each box to ensure the item is included for submission):

- (a) ☐ the address, legal description and registered owner of the site;
- (b) ☐ the area of the site in hectares;
- (c) ☐ up-to-date contact details of the owner of the site, and of the applicant, if not the owner of the site;
- (d) ☐ the past, current and intended future uses of the site; including a zoning verification from Building services;
- (e) ☐ the purpose of the proposed site alteration;
- (f) ☐ the volume of soil involved in the proposed site alteration in cubic metres;
- (g) ☐ intended start date and completion date for the proposed site alteration;
- (h) ☐ a control plan of the site and the area within 30 metres of the property lines of the site drawn to scale, prepared by a licenced surveyor, professional engineer or professional geoscientist, showing the property lines and all existing and proposed:
 - (i) elevation contours at 0.5 metre intervals or less;
 - (ii) spot elevations at 15 metre intervals along the property lines;
 - (iii) predominant native soil types;
 - (iv) buildings and other structures including retaining walls;
 - (v) highways, driveways and paths;
 - (vi) impermeable surfaces;
 - (vii) easements and rights-of-way;
 - (viii) above- and below-ground private, municipal or utility infrastructure including the size and invert elevations of drainage
 - (ix) swales, ditches, pipes and culverts;
 - (x) bodies of water and watercourses;
 - (xi) wetlands and floodplains;
 - (xii) Conservation Authority regulation boundaries;
 - (xiii) trees measuring 150 mm or greater in diameter at breast height including species;
 - (xiv) vegetation masses by canopy outline;



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- (xiv) tree protection measures;
 - (xv) erosion and sediment control measures;
 - (xvi) construction site control and security measures;
 - (xvii) locations of site alteration including temporary stockpiles, specifying the volumes, source and type of fill involved;
 - (xviii) final ground covering;
- (i) ☐ design details and specifications for any proposed retaining walls;
 - (j) ☐ design details and specifications for any proposed drainage or stormwater management systems;
 - (k) ☐ written description of the all the proposed works and itemized cost estimates
 - (l) ☐ if required by the Director, in a form satisfactory to the Director,
 - (i) an excess soil management plan prepared by a qualified person,
 - (ii) a dust management plan,
 - (iii) an erosion and sediment control plan,
 - (iv) a groundwater management plan,
 - (v) a stormwater management plan,
 - (vi) a traffic management plan; and
 - (m) ☐ any other information, plans or studies the Director requires to determine whether the site alteration proposal complies with this By-law.

Normal Farm Practice

Applications for a site alteration permit where an agricultural operation is carried on or is intended to be carried on and the proposed site alteration is part of a normal farm practice shall contain:

- (a) ☐ the contact details of the farmer responsible for the agricultural operation;
- (b) ☐ a statement of nature of the agricultural operation;
- (c) ☐ the farm business registration number of the agricultural operation;
- (d) ☐ a description of the normal farm practice; and
- (e) ☐ any plans or evidence supporting the normal farm practice, including the qualifications of any person providing such plans or evidence
- (f) ☐ written description of the all the proposed works and itemized cost estimates



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Minor Agricultural Application Requirements

For a site alteration proposal involving a maximum of 500 cubic metres of fill or topsoil for a site where an agricultural operation is carried on and the proposed site alteration is part of a normal farm practice:

- (a) ☐ the address, legal description and registered owner of the site;
- (b) ☐ the area of the site in hectares;
- (c) ☐ up-to-date contact details of the owner of the site, and of the applicant, if not the owner of the site;
- (d) ☐ the past, current and intended future uses of the site;
- (e) ☐ the purpose of the proposed site alteration;
- (f) ☐ the volume of soil involved in the proposed site alteration in cubic metres;
- (g) ☐ intended start date and completion date for the proposed site alteration;
- (h) ☐ an approximate sketch of the site showing:
 - (i) the property lines;
 - (ii) such dimensions and absolute or relative elevations as are required to permit the Director to determine whether to issue a site alteration permit;
 - (iii) buildings and other structures including retaining walls;
 - (iv) highways, driveways and paths;
 - (v) easements and rights-of-way;
 - (vi) above- and below-ground private, municipal or utility infrastructure including the size and invert elevations of drainage swales, ditches, pipes and culverts;
 - (vii) bodies of water and watercourses;
 - (viii) wetlands and floodplains;
 - (ix) Conservation Authority regulation boundaries;
 - (x) trees measuring 150 mm or greater in diameter at breast height including species;
 - (xi) vegetation masses by canopy outline;
- (i) ☐ design details and specifications for any proposed retaining walls;
- (j) ☐ design details and specifications for any proposed drainage or stormwater management systems;



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- (k) ☐ if required by the Director, in a form satisfactory to the Director,
- (xii) an excess soil management plan prepared by a qualified person,
 - (xiii) a dust management plan,
 - (xiv) an erosion and sediment control plan,
 - (xv) a groundwater management plan,
 - (xvi) a stormwater management plan,
 - (xvii) a traffic management plan; and
- (l) ☐ any other information, plans or studies the Director requires to determine whether the site alteration proposal complies with this By-law.
- (m) ☐ the contact details of the farmer responsible for the agricultural operation
- (n) ☐ a statement of nature of the agricultural operation;
- (o) ☐ the farm business registration number of the agricultural operation or proof of membership in an accredited farm organization;
- (p) ☐ a description of the normal farm practice;
- (q) ☐ any plans or evidence supporting the normal farm practice that the applicant wishes to rely upon, including the qualifications of any person providing such plans or evidence;
- (r) ☐ if the proposed site alteration on a site involves fill being transported to the site from any other source site, a statement from the farmer responsible for the agricultural operation or a qualified person that the fill to be transported to the site is suitable for use at the site; and
- (s) ☐ the proposed haul routes, daily truck volume and hours of operation of truck traffic to and from the site.