



SITE ALTERATION PERMIT

Planning and Economic Development Department  
Growth Management Division  
71 Main Street West, 6th Floor  
Hamilton, Ontario, L8P 4Y5  
Email: gmlotgrading@hamilton.ca

- REQUIRED☐ 1 electronic copy of a Control Plan (certified by a qualified person, as per Section 15 of By-Law 19-286)
- INFORMATION☐ Application Fee - Residential \$1155.00 (Minor Permit)  
- Non-Residential \$3540.00 (Major Permit)  
- As a result of an Order - 2x the amount otherwise payable fee
- ☐ Written approval from Conservation Authority (if applicable)
- ☐ Owner's authorization if the applicant is not the owner
- ☐ Security Deposit as per Schedule "B" of By-Law 19-286
- ☐ For Rural Agriculture Zoned properties Section 15(4) of By-Law 19-286 must be addressed
- ☐ Copy of Order to Comply (if applicable)
- ☐ Site Alteration Application and Check List
- ☐ Detailed description of all proposed works and itemized cost estimates

Supporting Documentation for all Agricultural Permit Applications where more than 500 cubic meters of soil is being imported:

- ☐ Control Plan (Refer to By-Law 19-286, Section 15 (1) titled General Application Requirements)
- ☐ Agronomist Report (Agricultural – providing justification for the Site Alteration)
- ☐ Soil/Fill Management Plan (On -Site and Excess Soil Management)
- ☐ Environmental Soil Testing Plan (On-Site and Excess Soil Management)
- ☐ Traffic and Transportation Management Plan
- ☐ Archaeological Report by an archaeologist licensed by Ontario Ministry of Tourism and Culture (if required)
- ☐ Estimated cost to supply, install and maintain site control measures and stabilize the site

PLEASE PRINT CLEARLY

PROJECT INFORMATION	LOCATION		LEGAL DESCRIPTION (LOT, PLAN, ETC.)	
	DESCRIPTION OF PROPOSED WORKS			
	DESCRIPTION OF COMPOSITION AND ORIGIN OF FILL TO BE DUMPED			
	CONSTRUCTION PERIOD - START DATE		CONSTRUCTION PERIOD - END DATE	
OWNER	NAME		PHONE NUMBER(S)	EMAIL
	ADDRESS		CITY	POSTAL CODE
CONSULTING ENGINEER	NAME		PHONE NUMBER(S)	EMAIL
	ADDRESS		CITY	POSTAL CODE
CONTRACTOR	NAME		PHONE NUMBER(S)	EMAIL
	ADDRESS		CITY	POSTAL CODE
APPLICANT	NAME		PHONE NUMBER(S)	EMAIL
	ADDRESS		CITY	POSTAL CODE

1. Does any part of the site contain a watercourse? ☐ No ☐ Yes (If yes, please answer question 2)

2. Does a Conservation Authority regulate it? ☐ No ☐ Yes If yes, please indicate the relevant authority below:  
☐ Halton ☐ Grand River ☐ Hamilton ☐ Niagara Peninsula ☐ Unknown

When permit is ready:  
☐ Phone for pickup  
☐ Mail ☐ Email

Permit Pick-up By:  
☐ Owner ☐ Contractor  
☐ Applicant ☐ Engineer

If the applicant is not the owner of the land that is subject to this application, written authorization must be completed by the owner (that the applicant is authorized to make the application).

I, \_\_\_\_\_ of the City/Town of \_\_\_\_\_ solemnly declare that  
☐ OWNER / ☐ AUTHORIZED AGENT of the above-named property with personal knowledge of the above-stated particulars. All the information and statements given on this application form are to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

We/I \_\_\_\_\_, the registered owner/owners of \_\_\_\_\_ Municipal Address (or legal description), hereby authorize \_\_\_\_\_ to act as agent for the Site Alteration Permit application which relates to the above-noted subject lands. I grant employees of the City of Hamilton permission to enter the subject land to inspect the proposed work which this permit applies to.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_