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 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;
(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) ☐ 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

(l) ☐ 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
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;
(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.