



## Site Alteration Application

**For Dumping Fill, Removing Fill or Altering Grades within the Municipality of Clarington, under By-law 2008-114 as amended by By-law 2012-022.**

- Application cannot be processed until all applicable fees are paid
- Application cannot be processed until it is complete with all required documentation including the Minutes of the Public Meeting, if required
- Application Fees and Permit Fees are non-refundable

1. SOURCE SITE

(a) APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

(b) OWNER (if different from APPLICANT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

(c) LOCATION/ADDRESS OF SITE: \_\_\_\_\_

2. DESTINATION SITE (if located in Clarington)

(a) APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

(b) OWNER (if different from APPLICANT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

(c) LOCATION/ADDRESS OF SITE: \_\_\_\_\_

3. Is the source site or the destination site located in the Oak Ridges Moraine? Yes / No  
(If so, submit a report demonstrating compliance with the Oak Ridges Moraine Conservation Plan and Clarington's Official Plan policies.)

4. Purpose of work:

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5. Provide the following documentation to the satisfaction of the Director:

- (a) key map showing location of each site and nearest major intersections;
- (b) plan showing the property boundaries, area in hectares or acres, abutting properties, nearest roads, an approximate scale and north arrow;
- (c) use of property and each abutting property;
- (d) all buildings, structures and other property features including entrances, fences, etc.;
- (e) location and dimensions of utilities, structures and roads within 30m of each site's boundaries;
- (f) tree details for 300mm circumference and larger (measured 1.5m above ground) and any other significant vegetation;
- (g) site topography and abutting property topography within 30m;
- (h) streams, wetlands, channels, ditches, swales or other watercourses and ponds on the site and on abutting property within 30m;
- (i) identification of predominant soil type of each site;
- (j) regulatory Flood Lines and Conservation Authority Fill Regulation lines;
- (k) details of proposed work including methods of minimizing impact to the lands and abutting lands. Include limits of work areas, internal haul routes, stockpile areas, silt and erosion control measures, and final grades/changes to topography and drainage and method/type of restoration. For clarity, this may require an additional drawing;
- (l) a mud and dust control program for all dump and removal sites, including mud mat details, and proposed external haul routes and daily schedule for hauling;
- (m) a Site Alteration Plan;
- (n) a cost estimate showing proposed sediment and erosion control plan, seeding or sodding restoration measures, mud and dust control program, etc.;
- (o) a detailed work schedule and proposed completion date;
- (p) names and contact numbers for contractors and subcontractors;
- (q) additional documentation when requested by the Director, including items such as drainage studies, pre-construction and post-construction surveys, pavement assessment reports and/or photos, additional tests and/or certifications; and
- (r) agreement which is a Schedule to this permit when requested by the Director.

6. The Application must be accompanied by a report and soils analysis of the source site and, if Table 2 Standards are being met, of the destination site. The report must be certified by a professional engineer and the soils analysis must be prepared by an accredited laboratory. The report must clearly indicate the standard that the soils have met.

7. The Fill meets:  
 Table 1 Standards \_\_\_\_\_  
 Table 2 Standards \_\_\_\_\_
8. Is the Fill to be placed Topsoil?                      Yes      No
9. Is the work in advance preparation for a development project?      Yes      No  
 (If so, provide additional information)
10. Volume of Fill to be moved in cubic metres (m3): \_\_\_\_\_
11. Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

12. FEES

Minor Fill Operation:	Application Fee	\$100
	Permit Fee	\$250 (incl. Application Fee)
Small Fill Operation:	Application Fee	\$100
	Permit Fee	\$500 (incl. Application Fee)
Large Fill Operation:	Application Fee	\$500
	Permit Fee	\$1000 (incl. Application Fee) plus \$1.00/m <sup>3</sup> of Fill
Extension of Permit:		50% of initial permit fee

13. SECURITIES

Siltation control deposit	\$
Road/Entrance damage deposit	\$
Grading certification deposit	\$
Contingency	\$
Administration	\$ _____
Total Security/Letter of Credit	\$ _____

14. ACKNOWLEDGEMENT

Every person/corporation signing this Application (Applicants and Owners) acknowledges and agrees:

- (a) that this Application and all studies submitted in support of this Application may be made available for public review, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*,

- (b) that personal information on this form will be used to determine compliance with Municipality of Clarington Site Alteration By-law No. 2008-114 as amended by By-law 2012-022;
- (c) to comply and, where applicable, cause others to comply with the provisions of this Permit including all sections of the Municipality's Site Alteration By-law;
- (d) to install and maintain proper sediment and erosion control at all times;
- (e) to obtain all other permits necessary to carry out the work described on this permit;
- (f) that the issuance of a permit by the Director shall in no way constitute approval or supervision of the work being undertaken, material being transported or removed/deposited, methods being used or resulting impacts, in whole or in part, nor shall it relieve the Applicant(s) or Owner(s) of obligations to meet all requirements set out in the Site Alteration By-law, and all other laws, regulations, by-laws, agreements, approvals and permits;
- (g) that securities posted with the Municipality shall be maintained in good standing and shall not be cancelled without the written consent of the Director, and that the Municipality shall be entitled to draw on any or all of the securities to pay out or recover costs to ensure compliance with all conditions of this Permit, in addition to a 30% administration/management fee and legal costs, where applicable;
- (h) to release and indemnify and save harmless the Municipality, its employees, representatives, agents and contractors, from and against all claims, demands, damages, causes of action, costs, expenses and other liabilities of any nature, excepting those due to gross negligence of the Municipality, which may arise through the issuance of this Permit; and
- (i) only the Applicant may dump or place Fill on the destination site.

*I/we solemnly declare that all statements contained in this Application and supporting documentation are true and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act. I/we also agree to allow the Municipality of Clarington, its employees and agents to enter upon the subject lands to assess, inspect, conduct surveys, take samples and investigations relating to this permit application. I/We further declare that I/we have read and fully understand the provisions contained in the acknowledgement section above and agree to comply with all of them.*

\_\_\_\_\_  
Signature - Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Owner of Source Site  
(if different from Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Owner of Destination Site  
(if different from Applicant)

\_\_\_\_\_  
Date

The Director shall determine all supporting documentation required to form part of any Application. Such requirements may include drainage studies, pavement assessment reports, site topography information, silt and erosion control plans and details, cost estimates, schedules, pre-construction and post construction surveys, certifications, photos and/or tests, securities, and any agreement required by the Director. The Director shall have the sole discretion of determining the acceptability of any of these requirements.

FOR OFFICE USE ONLY

DATE REVIEWED: \_\_\_\_\_ PUBLIC MEETING: \_\_\_\_\_

	Needed	Acceptable	N.A.
TREE PRESERVATION	_____	_____	_____
GRADING PLAN - P.ENG	_____	_____	_____
CERTIFICATION RE:CLEAN FILL - P.ENG	_____	_____	_____
EROSION AND SEDIMENT CONTROL/PLAN - P.ENG	_____	_____	_____
MUD/DUST CONTROL PROGRAM	_____	_____	_____
HAUL ROUTE/PAVEMENT ASSESSMENT	_____	_____	_____
FINANCIAL SECURITY AMOUNT	_____	_____	_____
APPLICATION FEE AMOUNT/PAID	_____	_____	_____
PERMIT FEE AMOUNT/PAID	_____	_____	_____
SCHEDULES/AGREEMENTS (Attached)	_____	_____	_____

Destination Site Approval Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Source Site Approval Date \_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_  
(90 days)

Permit Approved by: \_\_\_\_\_