

## **Municipality of Clarington**

# **Site Alteration for Development**

## Introduction

This document is intended to assist property owners, contractors, and developers in understanding the typical expectations associated with site alteration activities. These may include, but are not limited to, grading, drainage, erosion control, environmental protection, and other development-related project requirements.

While the guidelines outlined here reflect common municipal standards and procedures, following them is not a guarantee that a permit will be approved. The Municipality reserves the right to request additional documentation, technical studies, or other supporting materials based on the specific nature and scope of the proposed work.

This ensures that each project is reviewed appropriately and in alignment with municipal objectives and complies with the current site alteration bylaw.

Compliance with these general requirements promotes responsible land development, reduces potential impacts on neighboring properties, and helps prevent unnecessary delays in the approval process.

For further information or assistance regarding site alteration requirements or development-related considerations, please contact the Municipality's Planning and Infrastructure Services Department at:

Email: [Planning@Clarington.net](mailto:Planning@Clarington.net)

Municipality of Clarington  
Planning and Infrastructure Services Department  
40 Temperance Street  
Bowmanville, Ontario  
L1C 3A6

## Useful Links

Ontario Regulation 406/19	<a href="#">O. Reg. 406/19 ON-SITE AND EXCESS SOIL MANAGEMENT   ontario.ca</a>
Excess Soil Registry	<a href="#">Excess Soil Registry - RPRA</a>

## Site Registration

REQUIREMENT	DESCRIPTION
Registration of Excess Soil	<p>Receiving sites accepting over 10,000 cubic metres of material must register online with the Excess Soils Registry. Additionally, a notice must be filed for soil leaving a project area, if any one of the following applies (unless otherwise exempt):</p> <ol style="list-style-type: none"><li data-bbox="623 590 1446 699">1. Greater than 2,000 cubic metres of excess soil is being removed from a project area used for commercial or community property uses, including roadways.</li><li data-bbox="623 730 1463 877">2. Any amount of soil is being removed from a project area that is or was used as an enhanced investigation project area (i.e., an industrial use, a garage, a gas station, or a dry-cleaning operation)</li><li data-bbox="623 909 1479 1018">3. The project area is being remediated by excavating and removing contaminated soil, including for the purposes of filing a Record of Site Condition (RSC)</li></ol> <p>More information can be found using the provided link: <a href="#">Excess Soil Registry - RPR</a></p>

## Soils Management Plan Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	<ol style="list-style-type: none"> <li>1. A detailed description of the scope of work (related specifically to site alteration), including quantity of material to be imported/exported, source/destination location, and approximate depth of fill to be placed if imported. Permits will not be approved without the source and destination site locations.</li> <li>2. Truck and material tracking that complies with Section 5 of O.reg 406 / 19.</li> <li>3. Detailed schedule including date and time of hauling. Crews must comply with the Clarington noise By Law 2007-071. No equipment is permitted to be running/operating within the site outside of the permitted times.</li> <li>4. Name and contact of the contractor on-site and hauling company.</li> <li>5. Proposed haul route.</li> <li>6. Erosion and sediment control notes specifically related to site alteration. The ESC notes should also outline the frequency of water truck usage, road sweeping usage, and ESC inspections. Generally, road sweeping is required on Wednesdays and Fridays; however, it is required full-time while hauling is active. Water trucks must be on site full time while hauling is active. ESC inspections shall take place every two weeks or after a significant rain event.</li> <li>7. Qualified Person Declaration (to be included in the soils management plan)</li> </ol> <p>The Declaration must outline the following:</p> <ul style="list-style-type: none"> <li>• That the project leader or operator of the project area have provided the qualified person or an individual supervised by the qualified person with all necessary information and access to the project area and authorized the qualified</li> </ul>

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	<p>person or an individual supervised by the qualified person to make any inquiries of the project leader and operator's employees and agents, for the purpose of assisting the qualified person in preparing or overseeing the preparation of the documents.</p> <ul style="list-style-type: none"><li>• That the qualified person has prepared or overseen the preparation of the documents.</li><li>• That the documents are complete and accurate and meet the requirements of the regulation and these Soil Rules to the best of the qualified person's knowledge.</li></ul>
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## Grading Plan Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	<p>A Grading Plan demonstrating the existing and proposed grades and elevations specific to the pre-grade phase of construction is required. The plan must include the boundary of the affected area, property limits, address, key map, and north arrow.</p> <p>Proposed grades must be between 2%-5%.</p> <p>Any grades required to exceed 5% due to any constraints, must be replaced with a 3:1 slope.</p> <p>The Grading Plan must also show that no neighbouring properties will be adversely affected by the proposed grades.</p> <p>The location of the proposed stockpile(s) must be included. The maximum allowable height for stockpiles is 3 metres and a maximum slope of 3:1.</p> <p>Please note that the topsoil under the footprint of the proposed stockpile must be stripped before the stockpile can be built. Once the stockpile is in place, it must be covered with topsoil at a minimum depth of 6 inches and vegetated using hydroseed.</p>

## Cut and Fill Plan Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	<p>A Cut and Fill Plan showing to locations on site that are to be cut or filled is required.</p> <p>The Cut Fill plan must also include a table that shows the net cut and net fill in each area on site and the net cut and net fill amounts for the whole site in total.</p> <p>The table must also list the volume of soil to be reused on-site and the amount of material to be exported.</p>



## Dust Mitigation Plan Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	<p>A comprehensive dust mitigation plan, including drawings, is required. This document must be available on-site and should include the following:</p> <ol style="list-style-type: none"> <li>1. Project Description</li> <li>2. Identification of Main Sources of Fugitive Dust Emissions, including but not limited to:               <ol style="list-style-type: none"> <li>a. Roads/Haul Roads;</li> <li>b. Storage Piles;</li> <li>c. Exposed Surfaces;</li> <li>d. Loading/unloading areas;</li> <li>e. Materials processing;</li> <li>f. Material spills;</li> <li>g. Drilling and blasting</li> <li>h. Building/infrastructure demolition</li> </ol> </li> <li>3. Identification of Sensitive Areas               <ol style="list-style-type: none"> <li>a. These may include, but are not limited to, Hospitals, Schools, Day Care Facilities, Elderly Housing, Areas of Congregation, and Short-Term Care Facilities.</li> </ol> </li> <li>4. Preventive procedures and reactive control measures are in place to minimize the likelihood of dust emissions from the sources of fugitive dust emissions identified above.               <ol style="list-style-type: none"> <li>a. A description of any control equipment to be installed;</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. A description of any preventative procedures to be implemented and proposed frequency.</li> <li>c. A description of any reactive control measures to be carried out and the associated triggers to initiate the action</li> </ul> <ol style="list-style-type: none"> <li>5. Inspection and maintenance procedures to ensure effective implementation of the preventative and reactive control measures</li> <li>6. Monitoring initiative to determine if mitigation efforts are effective.             <ul style="list-style-type: none"> <li>a. Wind and precipitation conditions must be monitored daily using publicly available forecasting tools</li> <li>b. Site Activities will be modified accordingly during adverse wind conditions as defined in the DMP</li> </ul> </li> </ol> <p>The Dust Management Plan must address sources of fugitive dust and mud, considering dispersion conditions, sensitive areas, cold weather conditions, and traffic impacts. It must include at least one preventative measure for each identified source, along with reactive controls for upset conditions, subject to municipal approval. Additional preventative measures may be required for high-risk sources at the Municipality’s discretion.</p> <p>The plan must also include procedures to prevent mud from spreading onto external roads, with control strategies tailored to source type, nearby sensitive areas, and road conditions.</p> <p>Examples of preventive and reactive measures that the dust mitigation plan must identify for controlling airborne particulates include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Calcium Chloride (must include frequency of application and locations)</li> <li>2. Water trucks (Including number of trucks, frequency on site, areas to be sprayed, including internal and external hauling roads, dust-prone areas etc.)</li> <li>3. Wind fencing (Drawing to include location of wind fencing with the directional winds considered)</li> </ol>
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	<ol style="list-style-type: none"> <li>4. Winter seed mix/vegetation and stabilization of the site (During cold weather)</li> <li>5. Vehicle speed control during high winds and times where dust exceeds allowable limits.</li> <li>6. Street sweepers (Including frequency and locations of street sweeping)</li> </ol>
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## Erosion and Sediment Control Plan Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	An Erosion and Sediment Control drawing specific to the site alteration phase will be required. The drawing must show the location of all proposed ESC measures and detail views of each feature. This may include, but is not limited to: Silt Fence, Mud mat, Check dams, Swales, etc...

## Soils Analysis Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	A soil analysis that includes a statement from a Qualified Person confirming the material is permitted to be used at the source and/or destination site in accordance with O.Reg 406/19 will be required.

## Conservation Authority Approval

REQUIREMENT	DESCRIPTION
When Required	When work is proposed within a regulated area, approval from the governing conservation authority is required before site alteration permit approval
Document Provided	A copy of the approved permit as issued by appropriate conservation authority agency. (A digital format such as PDF is acceptable)

## Regional Access Permit

REQUIREMENT	DESCRIPTION
When Required	If the site access is on a regional road, an approved Access Permit from the Regional Municipality of Durham will be required before Site Alteration approval.
Document Provided	A copy of the approved permit as issued by the Regional Municipality of Durham (A digital format such as PDF is acceptable)

## Archaeological Study Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	Confirmation that the Archeological Study requirements, as set by Clarington Planning, have been met. If there are outstanding archeological study requirements, they must be completed before Site Alteration Approval

## Environmental Impact Study Requirements

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	Confirmation that the Environmental Impact Study requirements, as set by Clarington Planning have been met. If there are outstanding environmental Impact study requirements, they must be completed prior to Site Alteration Approval.

## Cost Estimates and Security Deposits

REQUIREMENT	DESCRIPTION
Document Provided	A written document that includes the following details (A digital format such as PDF is acceptable)
Document Contents	A complete works estimate, including all earthworks, road cleaning, and erosion and sediment control measures, will be required. Once approved, a security deposit at 100% of the estimate will be required in addition to the road damage security deposit, which is determined through the haul route. Please note, a 10% Contingency and 5% Administration fee are to be added to the subtotal, then 13% HST must be applied to determine the net total.
Security Deposit	Security deposit is dependant on the haul route and approved estimate. Payment of Security deposit must be delivered to Town Hall at 40 Temperance Street in the form of a certified cheque or letter of credit.

## Certificate of Insurance

REQUIREMENT	DESCRIPTION
Document Provided	A copy of the Certificate of Insurance that conforms to the Municipality's requirements (A digital format such as PDF is acceptable)
Minimum requirements	<p>Applicant covenants that it shall take out and keep in full force and effect throughout the project until completion, and any renewals thereof, Comprehensive General Liability Insurance, including premises and all operations.</p> <p>This insurance coverage shall be subject to limits of not less than \$5,000,000.00 inclusive per occurrence for third-party Bodily Injury and Property Damage or such other coverage or amount. In addition, Automobile liability coverage is to be provided for all licensed vehicles and equipment, evidencing two million dollars (\$2,000,000.00) per occurrence against claims for bodily injury and/or property damage.</p> <p>Each policy shall include the Corporation of the Municipality of Clarington as an additional insured in respect of all operations performed by or on behalf of the Applicant.</p> <p>A certified copy of such policy or certificate shall be provided prior to the commencement of work. Further certified copies shall be provided upon request.</p> <p>The Applicant must carry valid insurance in accordance with the permit for the entire duration of the permit.</p>
Municipal Contact	Any questions, concerns and/or proof of insurance can be directed to <a href="mailto:finance@clarington.net">finance@clarington.net</a>