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## 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)  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



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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.