



Site Alteration Pre-Screening Questionnaire and Permit Application Form

Part 1 – Site Location, Owner, and Applicant Information:

1.1 Site Location

Address: _____
and/or

Lot and Concession No.: _____

Lot/Block No.: _____

Roll No.: _____

40M/40R Plan No.: _____

Is **any** portion of the Property within:

1.1.1 The area regulated by CLOCA: Yes No

1.1.2 The Oak Ridges Moraine Conservation Plan: Yes No

For Office Use Only:

Staff confirmation of address/property location

Staff confirmation of location vs. CLOCA Regulated Area

Staff confirmation of location vs. ORMCP

Initials: _____



1.2 Property Owner Information:

Name/Company: _____

Address: _____

Phone: _____ **Fax:** _____

Cell Phone: _____ **Email:** _____

If there are more than one (1) owner or if ownership is in the name of a corporation, the signatory must have the authority to sign on behalf of the other owners or to bind the corporation.

The undersigned, being the registered owner (or authorized representative of the owner(s)) of the subject property, hereby submit this application for a Site Alteration Permit pursuant to By-Law 7425-18, or authorize the below named Applicant to make a Site Alteration Permit Application for the subject property with my full knowledge and agreement.

I confirm that the information contained within, and submitted in support of the subject application, is accurate and that I am fully aware of and in agreement with the proposed work described herein.

I acknowledge that, should the Applicant fail to abide by the terms and conditions of the Permit, I will be liable to ensure all works are carried out in accordance with the Permit and for the rectification of any damages caused by the works both internal and external to the subject property.

Printed Name: _____

Owner Signature: _____ **Date:** _____

<p>For Office Use Only:</p> <p>Staff confirmation that Owner information complete, verified & signature provided <input type="checkbox"/></p> <p>Notes: _____</p> <p>Initials: _____</p>



1.3 Applicant Information:

Same as section 1.2:

Name/Company: _____

Address: _____

Phone: _____ **Fax:** _____

Cell Phone: _____ **Email:** _____

The undersigned, with the permission of the owner(s) of the subject property, hereby submit this application for a Site Alteration Permit pursuant to By-Law 7425-18.

Printed Name: _____

Applicant Signature: _____ **Date:** _____

<p>For Office Use Only:</p> <p>Staff Confirmation that Applicant Information complete & signature provided <input type="checkbox"/></p> <p>Initials: _____</p>



Part 2 – Exemptions

2.1 Site Alteration Permit Exemption:

Does any exemption listed in Section 3 of Site Alteration By-Law 7425-18 apply?

- Yes, identify Sub-Section # _____, attach supporting documentation and applicable permit(s). continue to Part 2.2.
- No, continue to Part 3.

For Office Use Only:

Staff confirmation of receipt of supporting documentation

Staff confirmation of exemption per Section 3 of By-Law

Notes: _____

Exemption confirmed. Permit not required, continue to Part 4.1.a

Initials:



2.2 Declaration and Indemnification:

Statutory Declaration

I, the undersigned, as the owner or as an agent authorized to act on behalf of the owner of the subject property identified in this application, declare that the information contained in this application is true and correct to the best of my knowledge. I further declare that I will abide by the provisions of Town of Whitby Site Alteration By-law 7425-18 and any applicable terms or conditions.

By completing this declaration and signing below, I understand that failure to comply with Town of Whitby Site Alteration By-law 7425-18 and any applicable terms or conditions is an offence, and that upon conviction, I, as the owner/agent of the subject property may be liable to penalties prescribed pursuant to the Municipal Act, 2001.

Hold Harmless and Indemnification

I, the undersigned, shall indemnify and save harmless The Corporation of the Town of Whitby, its employees, officers and/or agents, from and against any and all claims, actions, losses, expenses, costs, demands, suits, liabilities or damages of every nature and kind whatsoever arising out of or as a result of the actions of the applicant, its agents or employees.

Printed Name: _____

Applicant Signature: _____ **Date:** _____



Part 3 – Details of Proposed Site Alteration:

3.1 Compliance with Zoning Requirement:

Purpose of the Site Alteration works: _____

For Office Use Only:

Current Zoning of the proposed Site Alteration lands:

Does the purpose of the Site Alteration comply with the permitted use/zoning?

Yes

No

If No, the permit cannot be issued, continue to Part 4.2.a

Initials: _____

3.2 Material Type and Volume:

	Import	Export	Move On-Site
Topsoil (m ³)			
Fill (m ³)			
Other (specify): (m ³)			
Area (m ²)			
Vacuum Truck Excavation (gross volume = solid + liquid) (m ³)		n/a	n/a

3.3 Alteration of Grade Only (No import or export):

<0.15m

>0.15m



For Office Use Only:

Staff confirmation that estimated depth of grade change < 0.15m and no surrounding drainage impact Yes No

If yes, permit not required, continue to Part 4.1.b

Initials: _____

3.4 Road Condition and Haul Route Assessment:

Proposed Haul Route within the Town of Whitby:

See attached map

Description provided below

For Office Use Only:

Road condition assessment completed for haul route(s)? Yes No

Does the proposed haul route include either:

- LCB roads within the Town of Whitby? Yes No
- Poor condition asphalt cement (AC) road?
If Yes, Road Replacement Fee cost estimate required, see Part 4.3.c Yes No
- Access on roads with geometric deficiency Yes No
- Access through or adjacent to existing residential areas? Yes No
- Pose safety concern for all road users;
such as local traffic, pedestrian, cyclists, etc. Yes No

Notes: _____

Initials: _____



3.5 Proposed Work Schedule:

- Standard permit (6 months)
- Approved development site (1 year)
- Infrastructure project only site (1 year)

From: _____ **To:** _____

Estimated number of truck loads per day (when hauling): _____ average
_____ maximum

For Office Use Only:

Permit term reviewed: Yes

Initials: _____

3.6 CLOCA Permit Requirement:

Are any works proposed within CLOCA regulated area?

Yes No

For Office Use Only:

Staff confirmation:

CLOCA Permit required Yes No

Notes: _____

Insert response at Part 4.3.e

Initials: _____

3.7 Other Relevant Information:



Part 4 – Pre-Screening Summary (For Office Use Only)

4.1 Site Alteration Permit is not required

- a) Exemption confirmed – Sub-Section _____ (Part 2.1) Yes
- b) Alteration of Grade <0.15m (Part 3.3) Yes
- c) Applicant reviewed and signed Part 2.2 Yes

4.2 Site Alteration Permit cannot be issued

- a) Zoning conflict (Part 3.1) Yes
- b) Other _____ Yes

4.3 Site Alteration Permit is required

- a) Category 1 Alteration of grade only (> 0.15m) A / B
- Category 2 Small (Import/Export < 500 m³)
- Category 3 Large (Import/Export ≥ 500 m³)
- Category 4 Topsoil for Agricultural Use (≤ 0.20m)
- b) Compliance with ORMCP required? (Part 1.1.2) Yes No
- c) Road replacement fee required? (Part 3.4) Yes No
- Road replacement fee cost estimate \$ _____
- d) (Part 3.5) Standard permit (6 months)
- Approved development site (1 year)
- Infrastructure project only site (1 year)
- e) CLOCA permit required? (Part 3.6) Yes No
- f) (Part 3.7) Notes: _____



Site Alteration Pre-Screening Questionnaire received and reviewed by:

_____ date
Public Works Department (staff name and signature)

Confirmed by: _____

Copy of Permit Application Form and requirements provided to the Applicant via

_____ (format) on _____ (date)



Part 5 – Site Alteration Permit Application Requirements:

For detailed requirements for Site Alteration Permit refer to Site Alteration By-Law 7425-18 and Guide to Site Alteration. Shaded items are for Town Staff use only.

Site Alteration Permit Required: Category: _____ Yes No

	Required	Applicant Provided	Received	Accepted
1. Site Alteration Permit Application Form(all pages, signed on page 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Permit Application Fee (non-refundable)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Compliance with Oak Ridges Moraine CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Site Alteration Works Brief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Site Sketch or Engineering Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Securities Estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Soil Quality Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Agrology Practitioner Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. CLOCA Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Underground Water Monitoring Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other Items				



The Applicant shall **not** submit the following items until Town staff have provided acceptance of the information / estimates listed above.

	Required	Applicant Provided	Received	Accepted
12. Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Financial Security	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Road Damage Contribution/ Inspection Fee	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Road Replacement Fee (Non-Refundable)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Part 6 – Application Fee

Permit Application Fee (Fill): #13103-40337 \$ _____

H.S.T. 13% (#1219206182): #10000-21162 \$ _____

Total: \$ _____

Receipt Number: _____

<p>Town of Whitby Cashier Stamp</p>	
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Part 7 – Permit Approval

I agree to abide by By-Law 7425-18 and the terms and conditions outlined herein to Regulate the Placing/Dumping or Removal of Fill/Topsoil, and the Alteration of the Grade of Land in the Town of Whitby.

Statutory Declaration

I, the undersigned, as the owner or as an agent authorized to act on behalf of the owner of the subject property identified in this application, declare that the information contained in this application is true and correct to the best of my knowledge. I further declare that I will abide by the provisions of Town of Whitby Site Alteration By-law 7425-18 and any applicable terms or conditions.

By completing this declaration and signing below, I understand that failure to comply with Town of Whitby Site Alteration By-law 7425-18 and any applicable terms or conditions is an offence, and that upon conviction, I, as the owner/agent of the subject property may be liable to penalties prescribed pursuant to the Municipal Act, 2001.

Hold Harmless and Indemnification:

The applicant shall indemnify and save harmless The Corporation of the Town of Whitby (“Town of Whitby”), its employees, officers and/or agents, from and against any and all claims, actions, losses, expenses, costs, demands, suits, liabilities or damages of every nature and kind whatsoever arising out of or as a result of the actions of the applicant, its agents or employees.

Insurance:

The applicant, at its sole cost and expense, shall carry and maintain in full force and effect the following forms of insurance:

Comprehensive General Liability:

Comprehensive general liability insurance including personal injury, contractual liability, owners’ and contractors protective coverage, contingent employer’s liability, property damage, medical payments, products and completed operations, and non-owned automobile liability in an amount of not less than two million dollars (\$2,000,000) for claims arising out of one occurrence.

Such insurance policy shall be in the name of the applicant and shall name the Town of Whitby as additional insured. The applicant’s broker or insurer will complete the attached Town of Whitby Certificate of Insurance form with no amendments.



**The Corporation of the Town Of Whitby
Public Works Department**

File No: FP - _____ - _____

Automobile Liability:

Automobile liability coverage, for all licensed vehicles and equipment, evidencing two million dollars (\$2,000,000) per occurrence against claims for bodily injury and/or property damage.

I hereby grant the officers of the Town of Whitby and/or any person in the company of the officers permission to enter the site for the purpose of inspection for compliance with the conditions in this application and/or for performing any work necessary to bring the site into compliance with said conditions.

Print Applicant Name: _____

Applicant Signature: _____ **Date:** _____

Complete Application Received:	_____
	Public Works Department

	Date
Approved:	_____
	Public Works Department

	Date
See attached letter for additional permit conditions.	
Permit Period	
Issued: _____	Expires: _____
Earthworks on-site are not permitted until the necessary Erosion Control Measures have been inspected and approved by the Town of Whitby.	
Erosion Measures Inspected:	_____
	Public Works Department

	Date