



Grading, Servicing and Drainage Permit Pre-Screening Questionnaire and Permit Application Form

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

1.1 Site Location

Address: _____

Lot and Concession No.: _____

Lot/Block No.: _____

Roll No.: _____

40M/40R Plan No.: _____

1.2 Property Owner Information:

Name/Company: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

If there is 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 Grading, Servicing and Drainage Permit (GSDP), pursuant to By-Law #8067-24, or authorize the below named Applicant to make an Infill Development 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.

I acknowledge that, a GSDP is a pre-requisite for a Building Permit (BP) and the GSDP shall be obtained prior to applying for the BP.

Printed Name: _____

Owner Signature: _____ Date: _____



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 Grading, Servicing and Drainage Permit pursuant to By-Law 8067-24.

Printed Name: _____

Applicant Signature: _____ **Date:** _____

For Office Use Only:	
Staff Confirmation that Address, Applicant and Owner information complete and signature provided.	<input type="checkbox"/>
Initials: _____	



Part 2 – Exemptions

2.1 Grading, Servicing and Drainage Permit Exemptions:

Does any exemption listed in Section 3 of Infill Development By-Law 8067-24 apply?

- Yes, identify Sub-Section No. _____, 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	<input type="checkbox"/>
Staff confirmation of exemption per Section 4 of By-Law	<input type="checkbox"/>
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 Infill Development By-Law #8067-24 and any applicable terms or conditions.

By completing this declaration and signing below, I understand that failure to comply with Town of Whitby Infill Development By-Law 8067-24 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 Infill Development:

3.1 Building and Site Statistics:

	Pre-Development	Post-Development
Site Area (ha)		
Total Building Size (m ²)		
Lot Coverage (%)		
Imperviousness (%)		

3.2 Proposed Work Schedule:

From: _____ To: _____

For Office Use Only:

Permit term reviewed: Yes Initials: _____

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

4.1 Permit is not required

a) Exemption confirmed – Sub-Section No. _____ (Part 2.1) Yes

b) Applicant reviewed and signed Part 2.2 Yes

4.2 Permit cannot be issued

Reason _____ Yes

Part 5 – Application Requirements:

For detailed requirements for a Grading, Servicing and Drainage Permit, refer to Infill Development By-Law 8067-24 and Guideline to Infill Developments. Shaded items are for Town Staff use only.

	Required	Not Required	Received	Accepted
1. Grading, Servicing and Drainage Permit Application Form Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Permit Application Fee (non-refundable, as per current Fees for Services By-law)	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Engineering Review / Inspection Fee for External Works	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Grading and Servicing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Stormwater Management Design Brief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Construction Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Infiltration Trench Deposit	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. LID/Retaining Wall Deposit	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Sodding Deposit	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. External Works Deposit	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Grading, Drainage and Erosion Control Works Deposit	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Part 6 – Application Fee

Permit Application Fee:	#13103/40339	\$	_____
H.S.T. 13% (#1219206182):	#10000-21162	\$	_____
Total:		\$	_____

Receipt Number: _____

Extension Fee

Permit Extension Fee:	#13103/40339	\$	_____
H.S.T. 13% (#1219206182):	#10000-21162	\$	_____
Total:		\$	_____

Receipt Number: _____

Engineering Review and Inspection Fee (External Works)

Review & Inspection Fee:		\$	_____
H.S.T. 13% (#1219206182):	#10000-21162	\$	_____
Total:		\$	_____

Receipt Number: _____