



THE CORPORATION OF THE CITY OF BURLINGTON
APPLICATION FOR SITE ALTERATION PERMIT

THIS APPLICATION IS AUTHORIZED BY BY-LAW No. 64-2014

1.0 Permit No: _____ File No: _____

2.0 ATTACHMENTS THIS APPLICATION MUST BE ACCOMPANIED BY:

- 2 copies of a Control Plan certified by a Professional Engineer or other qualified person.
Application fee, in accordance with attached Schedule "B".
Security in a form and amount acceptable to the Director*.
Owner's authorization if "Applicant" is not the Owner.
Reports as recommended in the "Management of Excess Soil - A Guide for Best Management Practices", MOE document dated January 2014, if required by the Director*.
Phase I, II, and other Environmental Site Assessment reports, if required by the Director*.
* These items, if applicable, may be requested after submission of the application.

3.0 PROPERTY LOCATION: _____

4.0 PROPERTY SIZE (In hectares): _____

5.0 NAME OF PROPERTY OWNER: _____

ADDRESS: _____ PHONE: _____
CITY, PROVINCE: _____ FAX: _____
POSTAL CODE: _____ CELL: _____
EMAIL: _____

6.0 NAME OF AGENT: _____

ADDRESS: _____ PHONE: _____
CITY, PROVINCE: _____ FAX: _____
POSTAL CODE: _____ CELL: _____
EMAIL: _____

7.0 CONSULTANT ENGINEER: _____

ADDRESS: _____ PHONE: _____
CITY, PROVINCE: _____ FAX: _____
POSTAL CODE: _____ CELL: _____
EMAIL: _____

8.0 CONTRACTOR'S NAME: _____
ADDRESS: _____ PHONE: _____
CITY, PROVINCE: _____ FAX: _____
POSTAL CODE: _____ CELL: _____
EMAIL: _____

9.0 WORK SCHEDULE:
START DATE: _____
END DATE: _____
CONSTRUCTION PERIOD: _____

10.0 DESCRIBED THE PROPOSED WORKS:

11.0 IF APPLICABLE, DESCRIBE THE COMPOSITION OF FILL BEING DUMPED/PLACED:

12.0 ALL SOURCE LOCATION(S) OF FILL BEING DUMPED/PLACED, INCLUDING CHEMICAL ANALYSES AND PERMEABILITY TEST RESULTS:

13.0 IS ANY PART OF THIS SITE WITHIN THE NIAGARA ESCARPMENT COMMISSION (NEC) REGULATED LANDS?

YES NO DON'T KNOW

IF YES, HAVE YOU CONFIRMED THIS WITH THE NIAGARA ESCARPMENT COMMISSION?

YES (Please attach Permit / Correspondence) NO

14.0 DOES ANY PART OF THE SITE CONTAIN A WETLAND, FLOODPLAIN, SHORELINE, TOP OF BANK FEATURE AND/OR A REGULATED AREA ADMINISTERED BY CONSERVATION HALTON?

YES NO DON'T KNOW

IF YES, HAVE YOU CONFIRMED THIS WITH CONSERVATION HALTON?

YES (Please attach Permit / Correspondence) NO

15.0 IS ANY PART OF THE SITE WITHIN 120m OF A PROVINCIAALLY SIGNIFICANT WETLAND AS IDENTIFIED BY THE MNR AND WETLANDS REGULATED UNDER O. REG. 162/06?

YES NO DON'T KNOW

16.0 DOES ANY PART OF THE SITE CONTAIN ENDANGERED OR THREATENED SPECIES, AS ADMINISTERED BY THE MINISTRY OF NATURAL RESOURCES?

YES NO DON'T KNOW

The undersigned hereby applies for a Site Alteration Permit pursuant to the provisions of City of Burlington By-law 64-2014 and agrees to comply to all aspects with the requirements of By-law 64-2014.

The undersigned hereby acknowledges that employees of the City of Burlington have permission to enter the subject land to inspect the proposed work that applies to the Permit.

Pursuant to the By-law 64-2014, the undersigned hereby acknowledges that the sole responsibility for the completion of the work undertaken, as detailed in the complete application, rests entirely with the Owner. The undersigned also agrees that the total cost of all works will be entirely the responsibility of the Owner.

The undersigned certifies to the City that any and all fill used in completing any Site Alteration contains no contaminants within the meaning of the *Environmental Protection Act*, R.S.O. 1990, c. E. 19 or a Qualified Person certifies that any and all fill used in completing any Site Alteration will cause no adverse effects. The undersigned hereby forever releases and agrees to indemnify and save harmless the City, its employees, representatives, agents and contractors, from and against all claims, demands, damages, causes of action, costs, expenses and other liabilities of any nature, which may arise in the event that the fill is determined to contain contaminants.

Date

Signature of Owner / Applicant

If an agent is being used, the Owner must also complete the following:

I _____ being the registered Owner of the subject property hereby authorize _____ to prepare, submit and act on my behalf with respect to this application.

Date

Signature of Owner

Personal information on this form is collected under the authority of The Municipal Act, 2001, S.O. 2001 c.25 as amended and will be used to process the applications and issue Permits for site alterations. Questions about this collection should be directed to: Senior Environmental Engineer, Capital Works Department, 426 Brant Street, Burlington, ON, L7R 3Z6, 905-335-7600 extension 7486.

OFFICE ADMINISTRATION PURPOSES ONLY

A. Permit Fee:	_____	Receipt No.:	_____
B. Letter of Credit Amount:	_____	Receipt No.:	_____
C. Niagara Escarpment Permit No.:	_____	Date:	_____
D. Conservation Halton Permit No.:	_____	Date:	_____
E. Planning Approval:	_____	Date:	_____
F. Haul Route Approval:	_____	Date:	_____
G. Capital Works Approval:	_____	Date:	_____
H. Permit No. Issued:	_____	Date:	_____
I. Expiry Date:	_____		

SCHEDULE "B" TO BY-LAW No. 64-2014

SITE ALTERATION PERMIT FEES

The following Site Alteration Permit Fees are in effective as of September 22, 2014 by City Council approval.

1. For Calculated Site Alteration Volumes less than 5000 m³:
 - 1.01 Site Alteration Application Fee = \$300 plus \$200/ha (full ha) for the first 20 ha and plus \$300/ha for each additional full ha, over 20 ha.
 - 1.02 Application Fee for extension or renewal = ½ of the original "Site Alteration Application Fee" (Subsection 1.01).
 - 1.03 Additional Inspections Fee = \$250 per inspection, according to Section 12.04
 - 1.04 Revocation Fee = \$100.
 - 1.05 Amendment of Application = Up to ½ of the original "Site Alteration Application Fee", at the discretion of the Director.

2. For Calculated Site Alteration Volumes greater than 5000 m³
 - 2.01 Site Alteration Application Fee = \$1,000.
 - 2.02 Additional Fee based on calculated site alteration volume = \$1.00/m³
 - 2.03 Application Fee for extension or renewal = ½ of the original "Site Alteration Application Fee" (Subsections 2.01)
 - 2.04 Additional Inspections Fee = \$250 per inspection according to Section 12.04.
 - 2.05 Revocation Fee = \$100.
 - 2.06 Amendment of Application = Up to ½ of the original "Site Alteration Application Fee", at the discretion of the Director.

3. Where lands are designated for development uses within the Urban Planning Area Boundary and within and Draft Plan approved lands in the North Aldershot Planning Area, as detailed in the City of Burlington Official Plan, application for a Site Alteration Permit can be made in order to proceed with pre-grading of the site prior to the execution of a development agreement with the City.
 - 3.01 Site Alteration Application Fee = \$300 plus \$200/ha (full ha) for the first 20 ha and plus \$300/ha for each additional full ha, over 20 ha.
 - 3.02 Additional Fee based on calculated site alteration volume
 - 3.02.01 \$0.30/m³ (up to 25,000 m³)
 - \$0.20/m³ (25,000 – 50,000 m³)
 - \$0.10/m³ (over 50,000 m³)
 - 3.03 Application Fee for extension or renewal = ½ of the original "Site Alteration Application Fee" (Subsection 1.01).
 - 3.04 Additional Inspections Fee = \$250 per inspection, according to Section 12.04
 - 3.05 Revocation Fee = \$100.
 - 3.06 Amendment of Application = Up to ½ of the original "Site Alteration Application Fee", at the discretion of the Director.

4. Administration Fee for Appeal Process:
 - 4.01 Calculated Site Alteration Volume less than 5000 m³ = \$150.
 - 4.02 Calculated Site Alteration Volume greater than 5000 m³ = \$500