



CONSOLIDATED PRE-BUILDING PERMIT APPLICATION FOR DETACHED, DUPLEX OR SEMI-DETACHED DWELLINGS

(Zoning Clearance Certificate; Grading and Drainage
Clearance Certificate & Forestry Review)

Site Address:	
Detailed Project Description:	

Scope of Work (check all that apply)			
New Dwelling		Accessory Building or Structure	
Addition to dwelling		Roofed over patio or deck	
Internal or external renovation		Uncovered deck	
Accessory Dwelling Unit		Other:	

Applicant Information: Note the City will only communicate with the applicant	
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other: _____	
Name:	Phone #:
Company Name (if applicable):	
Mailing Address:	
City:	Province: Postal Code:
Email:	

Registered Property Owner: If different from above	
Name:	Phone #:
Mailing Address:	
City:	Province: Postal Code:
Email:	

Declaration of Applicant: I, _____, certify that:
 (Print name)

1. The information contained in this application, attached documents, plans and specifications, and any other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).
3. Where a Grading and Drainage Clearance Certificate is required, I acknowledge and accept the Grading and Drainage Clearance Certificate "Terms and Conditions" listed in Schedule A.

 (Signature of Applicant)

 (Date)

Property Owner Authorization (required if Applicant is not the Property Owner)

I/We _____, being the registered Owner(s) of the subject
 (Print name)
 lands hereby authorize _____ to prepare and submit this
 (Print name)
 Consolidated Pre-Building Permit Application (Zoning Clearance Certificate, Grading and Drainage
 Clearance Certificate and Forestry Review), and to act on my/our behalf as the authorized Applicant.

 (Signature of Owner(s))

 (Date)

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, to process Zoning Clearance Certificate applications, Grading and Drainage Clearance Certificate applications and Tree Permit applications. Questions regarding the collection of this information may be addressed to the Manager of Development Planning, Community Planning.

Submission process for applications while City Hall is closed due to COVID-19 pandemic:

- Complete pages 1-8 of application and submit to zoning@burlington.ca along with all required checklists, plans and reports.
- Subject line should state: "New ZC application_applicant name_property address"
- Staff will contact you concerning payment of fees.

For office use only

ZC File #: _____ ZC Fee: _____
 GDCC File #: _____ GDCC Fee: _____
 Method of payment: _____ Receipt #: _____
 Date: _____ File taken in by: _____

A. FEES SUBMITTED AT TIME OF APPLICATION

(submit this form with application)

ZONING CLEARANCE CERTIFICATE – ZCC	Fee	Select applicable fee
* New Detached, Semi-detached or Duplex dwelling unit including residential reconstruction	\$465.00	
* Renovation to create an Accessory Dwelling Unit	\$455.00	
* Addition to Residential Dwelling Unit	\$305.00	
* Deck, Porch, Accessory Building or Residential Basement Finish	\$225.00	
* Zoning Exemption	\$100.00	
GRADING & DRAINAGE CLEARANCE CERTIFICATE – GDCC (select one)		
* New Detached or Semi-Detached Dwelling, Large Addition ($\geq 75 \text{ m}^2$), Large Accessory Building/Structure ($\geq 75 \text{ m}^2$)	\$1,400.00	
* Second Storey Addition, Small Addition, Small Accessory Building/Structure, Porches and Patios	\$310.00	
* Uncovered decks with no grading alterations (Exempt from GDCC)	No fee	
FORESTRY REVIEW FEE	No fee	
FEES PAYABLE AT TIME OF APPLICATION:		

B. ADDITIONAL FEES DETERMINED DURING PROCESSING

ZONING CLEARANCE REVIEW FEES	Paid during processing if applicable
ZCC Plan Revision Fee	50% of base zoning review fee
* applicable from 3 rd plan submission onwards	
GRADING & DRAINAGE CLEARANCE CERTIFICATE FEES	Paid during processing if applicable
* GDCC Additional Inspection Fee (per inspection)	\$150.00
* GDCC Extension or Renewal	50% of initial application fee
* GDCC Securities (minimum \$5,000.00)	Determined by Site Engineering Staff
FORESTRY FEES (submitted to RPF Dept):	Paid during processing if applicable
* Tree Permit for Development Application (per property)	\$680.00
* Tree Permit for Non-Development Application (per property)	\$390.00
* Tree Replacement Compensation	Determined by Forestry Staff
* Securities – Tree Permit	Determined by Forestry Staff

SUBMISSION FORM

This Submission Form must be completed by the applicant and will be reviewed by staff. Incomplete applications will not be accepted.

Zoning Information	Provide below
Zone Designation:	
Is property within a designated area for lot coverage?	
Is property in a Character Area (Roseland, Shoreacres or Indian Point)?	
Provide deemed street width (see Zoning By-law, Part 1, Section 2.27):	
Is street(s) at deemed width? (contact geomatics@burlington.ca if necessary)	

Grading & Drainage Information (see pages 7-12)	Yes or No
Is a Grading & Drainage Clearance Certificate required?	
Is a Grading & Drainage Plan required?	
Is a Stormwater Management Brief required?	
Is a Geotechnical Investigation required?	

Plan Submission Requirements	✓
Electronic submission of all plans. Site Plan and Grading & Drainage Plan must be prepared at same metric scale with legible dimensions.	
Applicable Zoning Clearance Certificate Checklist (select from new dwelling; additions; accessory dwelling units; accessory buildings and structures; or decks & roofed over patios)	
Forestry Checklist (pages 5-6)	
Grading and Drainage Plan Requirements Checklist (pages 7-8)	

Is approval from other agencies required? If yes, approval must be submitted with application.	Yes or No
Conservation Halton Permit or approval	
MTO Permit	
Niagara Escarpment Commission Development Permit	
Pipeline approval	
Burlington Hydro	
Other: _____	

FORESTRY REVIEW

Checklist to be submitted with Application

FORESTRY REQUIREMENTS	Applicant's initials or n/a
Arborist Report and Tree Preservation Plan	
Location and radial dimension of Tree Protection Zones indicated	
Tree Replacement Plan	
Completed Table of Tree Details	

TREE PERMIT FEES	Fee
Development Related Application * new dwelling, additions, accessory buildings & structures	\$680.00
Non-Development Related Application: * new deck, patio, fence, pool and tree removal for maintenance purposes	\$390.00

Compensation: Trees that are injured or removed under the provisions of a tree permit will need to be replaced using the City's method of calculation. The tree's size as well as the overall condition rating will impact the total number of cm required to be replaced.

TABLE OF TREE DETAILS

The Table of Tree Details must be submitted with the Tree Permit application for both public and private trees within the City of Burlington.

Note:

- All work within a tree’s critical root zone constitutes injury
- Removal of City trees may require Council approval
- Shared and neighbours trees are protected by the Provincial Forestry Act (RSO 1990) Section 10. Signed approval from the neighbour will be required.

Instructions:

- Complete one row for every tree, row one is completed as an example
- Use the information from your Arborist Report
- Add additional rows as required on a separate sheet

Tree No. (as indicated on site plan)	Tree species	Diameter at Breast Height (1.37m above grade)	Injure or remove	Tree ownership (private, public, shared, neighbours)
1	Norway maple	30cm	remove	Private

GRADING & DRAINAGE PLAN REQUIREMENTS – BY-LAW 52-2018

Checklist to be submitted with Application

Is a Grading & Drainage Clearance Certificate required?		✓ if applicable
YES	New dwellings, large additions, large accessory buildings and structures	
	Second storey additions, small additions, small accessory buildings and structures, porches and patios	
NO	Uncovered deck with no grading alterations	

Is a Grading & Drainage Plan prepared by an OLS or Professional Engineer required?		✓ if applicable
YES	New dwellings, including reconstruction on existing foundation	
	Large and small additions to dwellings	
	Large and small accessory buildings and structures	
	Basement walkout	
	Applications including the creation of additional impervious area (i.e. covered decks and porches) in the side or rear yard	
	Applications including new catchbasins, area drains, infiltration galleries and/or low impact development measures	
	Applications requiring an NEC permit where the permit conditions indicate that a Grading and Drainage Plan is required by Site Engineering staff	
NO	Second storey addition only	
	Applications including the creation of additional impervious area (i.e. covered porches) in the front yard	
	Uncovered decks with no grading alterations	
	Applications requiring an NEC permit where the permit conditions indicate that a Grading and Drainage Plan is not required by Site Engineering staff	

Grading Plan Requirements	Applicant's Initials or n/a
Stamped and certified by Ontario Land Surveyor or Professional Engineer	
Drawn to a metric scale of 1:100, 1:200, 1:250 or 1:300	
Show road widening if street is not at deemed width	
All existing and proposed elevations shall be derived from a City of Burlington control monument and reference to the monument shall be provided on the plan	
Existing and proposed grading and/or drainage system appurtenances	
Existing and proposed location, dimensions, elevations and use of any buildings and other structures, including fencing	
Existing and proposed location, dimensions and elevations of any retaining walls to protected, demolished or erected	
Existing and proposed location, dimensions, elevations and grades of any driveways and/or walkways	
Existing and proposed total hard surface area indicated (i.e. asphalt + concrete + roof = xx m ²)	
Existing and proposed locations and discharge directions of any sump pumps and downspouts	
Existing and proposed location and details of any existing and proposed underground and aboveground services	
Existing and proposed location, dimensions and instrument numbers of any existing or proposed easements	
Proposed location and details of all silt/erosion control and tree protection measures	
Location of any Environmentally Sensitive Areas	
Location and dimensions of Conservation Halton's regulated area	
Location and diameter at breast height of any City-owned or privately-owned trees on the site and within 3 metres of the property line on adjacent lands	

Grading and Drainage Clearance Certificate Detailed Plan Requirements

1. The Grading and Drainage Plan (the “Plan”) shall be stamped and certified by an Ontario Land Surveyor or a Professional Engineer, pursuant to Section 5.03 of By-law 52-2018.
2. Submit three (3) copies of a Grading and Drainage Plan, for approval, pursuant to Section 6 of By-law 52-2018 and in accordance with the following requirements:
 - a) Only a Plan drawn to a metric scale of 1:100, 1:200, 1:250 or 1:300 will be accepted.
 - b) All property lines shall be shown on the Plan.
 - c) If the City’s right-of-way is not at its deemed width, an Ontario Land Surveyor will need to determine the required right-of-way widening (measured from the original centreline of the City’s right-of-way and to 3 decimal places) and the deemed right-of-way shall be shown on the Plan.
 - d) All site engineering, as defined in Section 1 of By-law 52-2018, shall be shown on the Plan and shall not encroach onto the City’s deemed right-of-way or adjacent lands.
 - e) All site engineering shall be in accordance with City of Burlington Lot Grading Standard Drawings S-118 and S-119.
 - f) All restoration of the City’s right-of-way shall be shown on the Plan and shall be in accordance with City of Burlington Reinstatement Standard Drawings S-114, S114-A and S-114-B, as required.
 - g) All existing and proposed elevations shall be derived from a City of Burlington control monument and reference to the monument shall be provided on the Plan. For a complete list of control monuments, visit the City’s Navigate Burlington webpage:
<https://navburl-burlington.opendata.arcgis.com/pages/apps>.
 - h) The location, dimensions and elevations of the existing grade, including swales, ditches and any drainage system appurtenances, on the site and 5 metres beyond the property line for the adjacent lands and the location, dimensions, elevations and grade of any proposed site engineering, including swales, ditches and any drainage system appurtenances, to address site runoff shall be shown on the Plan. The proposed site engineering shall be in accordance with the following:
 - i) Drainage system appurtenances shall be designed to accommodate the stormwater runoff of a 5-year storm event and the design shall be certified by a Professional Engineer;
 - ii) Minimum slope for side and rear yard swales shall be 2% or shall require subdrain;
 - iii) Minimum slope for finished ground (except impervious surfaces) shall be 1%;
 - iv) Maximum slope for finished ground (except impervious surfaces) shall be:
 - 2:1 for slopes less than 0.6 metres in height;
 - 3:1 for slopes from 0.6 metres to 1.25 metres in height;
 - 4:1 for slopes greater than 1.25 metres in height; and
 - v) Minimum slope for impervious surfaces (except driveways) shall be 0.5%.
 - i) The location, dimensions, elevations and use of any buildings and other structures, including fencing, to be protected or demolished or proposed to be erected on the site and adjacent lands shall be shown on the Plan. The provided elevations of any buildings and other structures on the site shall include and be in accordance with the following (where applicable):
 - i) Top of Foundation Wall (TFW) – shall be a minimum of 0.15 metres above surrounding finished ground elevations;

- ii) Finished Floor Elevation (FFE) – shall be a minimum of 0.30 metres above TFW;
 - iii) Basement Slab Elevation (BSE);
 - iv) Underside of Footing Elevation (USF); and
 - v) Garage Floor Elevation (GFE).
- j) The location, dimensions and elevations of any retaining walls to be protected or demolished or proposed to be erected on the site shall be shown on the Plan. Any proposed retaining walls shall be located a minimum of 0.3 metres from the property line. Any proposed retaining walls greater than 1 metre in height shall be designed by a Professional Engineer. Any proposed retaining walls greater than 0.6 metres in height may require a barrier.
- k) The location, dimensions, elevations and grade of existing or proposed driveways, including the locations of existing and proposed driveway curb cuts shall be shown on the Plan. Proposed driveways shall be in accordance with the following:
- i) Normal Driveway – shall be between 2% (minimum) and 8% (maximum); and
 - ii) Reverse Driveway – shall be between 2% (minimum) and 5% (maximum) and shall only be permitted when it is proven by a Professional Engineer that the driveway will not flood during a 100-year storm event.
- l) The location and discharge direction of all existing and proposed sump pumps and downspouts shall be shown on the Plan. Sump pumps shall not discharge to a side yard and both sump pumps and downspouts shall discharge to a permeable surface via concrete splash pads or outlet extensions.
- m) The location of any existing and proposed underground services (water, sanitary, storm, gas and hydro) and appurtenances and any aboveground utilities (overhead lines, poles, boxes, etc.) and any connections to services or utilities on the City's right-of-way shall be shown on the Plan.
- n) The location, dimensions and instrument number of any existing or proposed easements shall be shown on the Plan.
- o) The location and details of all site control measures shall be shown on the Plan.
- p) The location of Environmentally Sensitive Areas, as identified in the Halton Region Environmentally Sensitive Areas Consolidation Report dated April 2005, as amended, lakes, streams, channels, ditches, swales, water courses and other bodies of water on the site and 15 m beyond the property lines for sites less than 0.2 ha, and 30 m beyond the property lines for site greater than 0.2 ha shall be shown on the Plan.
- q) The location and dimensions of Conservation Halton's regulated area shall be shown on the Plan (where applicable).
- r) The location and diameter at breast height (DBH) for any City owned trees shall be shown on the Plan. All City owned trees require tree protection, in accordance with City of Burlington Tree Protection and Preservation Specification SS12A, the location and details of which shall be shown on the Plan. Please Note: The proposed removal of any City owned trees may require Council approval.
- s) The location and diameter at breast height (DBH) for any privately-owned trees on the site and within 3 metres of the property line on adjacent lands and with a DBH of 0.1 metres or shall be shown on the Plan. All other vegetation shall be shown as massed outlines.

Schedule A

Grading and Drainage Clearance Certificate Terms and Conditions

1. It is the responsibility of the Owner and Applicant to ensure that all works on the subject site (the "Site") are completed in accordance with the approved Grading and Drainage Plan (the "Plan") that details the site engineering and forming part of the Grading and Drainage Clearance Certificate (the "Certificate") issued by the City of Burlington (the "City") pursuant to By-law 52-2018, as amended.
2. It is the responsibility of the Owner and Applicant to execute a Drainage System Appurtenances Agreement (the "Agreement"), if required by the Executive Director of Capital Works (the "Director") and register the Agreement against title on the Site when the Plan includes drainage system appurtenances on the Site and for the Site's drainage only, pursuant to By-law 52-2018. The Agreement shall be to the satisfaction of the City Solicitor and shall be in accordance with Schedule "C" of By-law 52-2018, as amended.
3. It is the responsibility of the Owner and Applicant to ensure that any changes in grading and drainage will not have a negative impact on neighbouring properties, pursuant to City Drainage By-law 17-2018, as amended, and to comply with all other City by-laws.
4. It is the responsibility of the Owner and Applicant to document (i.e. photograph/video) the pre-construction condition of the City's right-of-way that is adjacent to the Site and provide copies of this documentation to the City, at its discretion, in order to assess any damage to the City's right-of-way that may have been caused during construction. All damage to the City's right-of-way will be attributed to the construction if the pre-construction condition is not documented.
5. It is the responsibility of the Owner and Applicant to ensure that an Entrance Permit is obtained from the Capital Works Department, if required by the Director, prior to the commencement of any construction.
6. It is the responsibility of the Owner and Applicant to ensure that a Tree Permit is obtained from the Roads, Parks and Forestry Department, if required by the Director of Road, Parks and Forestry, prior to the commencement of any construction, pursuant to Public Tree By-law 68-2013, as amended, and Private Tree By-law 43-2018, as amended.
7. It is the responsibility of the Owner and Applicant to ensure that a Permit for Construction on Public Property is obtained from the Capital Works Department, if required by the Director, prior to the commencement of any construction on the City's right-of-way and to ensure that any restoration of the City's right-of-way is completed in accordance with City of Burlington Reinstatement Standard Drawings S-114, S114-A and S-114-B, as required. Contact City's Utility Coordinator at 905-335-7600 ext. 7668 for permit and additional security requirements.
8. It is the responsibility of the Owner and Applicant to ensure that a Road Occupancy Permit is obtained from the Transportation Services Department, if required by the Director of Transportation Services, for storage of equipment/bins/materials/etc. on the City's right-of-way.
9. It is the responsibility of the Owner and Applicant to ensure that throughout the duration of construction that all City's right-of-ways and adjacent lands are kept in good condition and clear of construction materials and debris. If deemed damaged by the Director, the City's right-of-ways and/or adjacent lands will be restored immediately and to the satisfaction of the Director. All costs associated with restoration of the City's right-of-ways and/or adjacent lands shall be borne by the Owner and Applicant. Failure to complete the restoration works in a period of time deemed satisfactory to the Director may result in the necessary works being carried out by the City's contractor and charged against the security, pursuant to By-law 52-2018, as amended.

10. It is the responsibility of the Owner and Applicant to contact Capital Works staff and request that the City carry out a final inspection of the completed works on the Site, the adjacent lands and the City's right-of-way. If the completed works are deemed acceptable and the terms and conditions of the Certificate have been complied with the securities shall be released.
11. The City of Burlington, its employees, officers, and/ or agents are not responsible for any errors, omissions, or inaccuracies, due to negligence or otherwise. All information should be verified.
12. The Owner and Applicant agree to indemnify and forever save harmless the City, its officers, employees and agents and City Council, from any claim, suit, demand, action, costs or causes of action against the City by any other party, arising out of or in connection with the Certificate or any work, act, matter or thing done or omitted to be done by the City, its officers, employees or agents or City Council pursuant to or in connection with this Certificate.
13. The Owner and Applicant authorize Capital Works Department staff to enter onto the property (exterior only) for the limited purpose of inspecting the proposed, approved and/or constructed works associated with this Certificate, pursuant to By-law 52-2018, as amended.
14. The Owner and Applicant agree to provide "As Constructed" certification in the form of an "As Built" survey plan completed by an Ontario Land Surveyor, to the satisfaction of the Director, prior to staff undertaking a final inspection of the completed works.
15. The Owner and Applicant agree to implement the City's Construction Mobility and Management Policy as outlined in Schedule "B" for low density residential as required by the Director.