

Internal office Information

Site Alteration File Number: _____ Date of Application: _____
Permit Fee: \$ _____ **Refundable Securities:** \$ _____
Permit Issued Date: _____ **Permit Expiration Date:** _____

Property Information:

Address of **Site:** _____
 Legal Description: _____ Lot Size: _____
 Type of Alteration: _____

*(e.g., **Placing Fill**, removing **Topsoil**, altering **Grade**, and description of **Site Alteration**):*

Estimated Volume (Import, Export, Stockpile) of **Fill** (Cubic meters): _____

*(For **Large Scale Site Alterations** ,greater than 5000 cum., a **Site Alteration Agreement** must be entered into with the **Town**)*

Owner Information:

Name of **Owner:** _____ Telephone: _____
 Address: _____ Postal Code: _____
(If different than noted above)
 Email Address: _____

Agent Information (If applicable, and must be accompanied with a signature below):

Name of Agent: _____ Telephone: _____
 Address: _____ Postal Code: _____
 Email Address: _____

I, _____, being the registered **Owner** of the subject **Site(s)** hereby authorize _____ to prepare, submit, and act on my behalf as the **Applicant** with respect to this application.

Print Name

Print Name

Signature of **Applicant**

Signature of **Owner**

Engineering Staff Approval

Date of Approval

Acknowledgement

The **Owner/Applicant** above, hereby apply for a **Site Alteration Permit** pursuant to the provisions of the **Town** of Halton Hills By-law No. 2025-0009.

Pursuant to the **Site Alteration** By-law, the **Owner/Applicant** hereby acknowledges that the sole responsibility for the completion of the work undertaken as part of this application including compliance with any conditions rests entirely with the **Owner** and/or Applicant acting on their behalf.

The **Owner/Applicant** also agrees that the total costs of all the work will be entirely the responsibility of the **Owner**.

The **Owner/Applicant** certify to the **Town** that any and all **Fill** material used in completing the **Site Alteration** contains no **Contaminants** within the meaning of the **Environmental Protection Act**, R.S.O. 1990, c.E.19. The **Owner/Applicant** hereby release and agree to indemnify and save harmless the **Town**, its employees, representatives, agents and contractors from and against all claims, demands, damage, causes of action, costs, expenses and other liabilities of any nature which may arise if the **Fill** is determined to contain **Contaminants**.

The **Owner/Applicant**, by way of submitting this application acknowledge that they have read and understood the **Town** of Halton Hills **Site Alteration** By-law (as amended) and further agrees to comply with all conditions and requirements as set out in the **Site Alteration** By-law and **Schedule A, B and C** attached within this application **Permit**. A copy of the **Site Alteration** By-law is available for review on the **Town** of Halton Hills website at www.haltonhills.ca and the **Owner** and **Applicant** may contact **Town** Staff prior to making their application with any questions related to the By-law.

The **Owner/Applicant**, by way of submitting this application, acknowledges and understands that failure to comply with the **Site Alteration** By-law, **Permit** terms as identified herein, approved plans, and any verbal instructions provided by the **Inspector** and/or **Officer**, in accordance with the By-law, may result in enforcement actions which may include but is not limited to issuance of orders to comply, fines, and other penalties.

An **Owner** may appeal the conditions noted herein in **Schedule C** of this **Permit**, in accordance with the **Site Alteration** By-law No. 2025-0009 under (Section 16): Request for a Hearing, **within seven (7) days of the Date of Service**, which for this **Permit** is the date the **Permit** is issued as noted above. All appeals shall be submitted to the **Clerk** in writing in accordance with the requirements of the **Site Alteration** By-law. If no appeal requests from the **Owner** are received within seven (7) days, per the By-law, the **Permit** will be considered uncontested, subject to terms and conditions, and will be deemed served.

Schedule A

The following list highlights key responsibilities from By-law No. 2025-0009 the **Town** would like to highlight to the **Owner**. This list is not exhaustive and does not relieve the **Owners** responsible for reviewing and understanding the **Site Alteration** By-law prior to making their application.

Key Responsibilities for Applicants:

1. Compliance with the By-law:

- All **Site Alterations** must comply with the by-law, **Permit** terms, and approved plans (Section 4.3).
- No **Site Alteration** is permitted without a complete and signed **Permit** (Section 4.1) issued by the **Director**.

2. Documentation and Proof:

- The **Owner** or their Agent shall maintain and produce records, **Permits**, authorizations, and other documents upon request (Section 3.1).

3. Proposed Lot Grading for In-Fill Construction Design and Drawing Requirements:

- A certified lot grading plan will be required.
- Show existing and proposed elevations of the **Site**.
- Include sufficient elevations of adjacent properties to indicate existing **Drainage** patterns.
- All plans are to be drawn in metric.
- Ensure all information is legible and clear.
- Superimpose the proposed building(s) on the plan.
- Include proposals to eliminate potential **Drainage** problems for the **Site** and adjacent properties.
- Show all driveways, sidewalks, walkways, and location of structures.
- Include all easements and catch basins.
- Show any other features that may affect the **Drainage** proposal.
- Display **Erosion** control measures.
- All elevations shall be tied into existing **Town** benchmarks and be related to geodetic data.
- A certificate on the drawing, executed by a Professional Engineer, or a Registered Ontario Land Surveyor, should be in the following form as noted below:

"I have reviewed plans for the construction of _____ located at _____ and have prepared this plan to indicate the compatibility of the proposal with existing adjacent properties and municipal services. It is my belief that adherence to the proposed grades, as shown, will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to the existing drainage patterns of adjacent properties."

Signature and Stamp of Applicant's Engineer/Surveyor



4. Environmental Protection:

- All **Fill Dumped** or **Placed** on the **Property** shall be clean and free of **Waste**, and meets **Environmental Protection Act** standards, providing required clearance documentation from a **Qualified Person** (Section 1.1 of Schedule H).
- Implement and maintain **Erosion** and sediment control measures (Section 1.13 of Schedule H).

5. Drainage and Water Protection:

- Prevent alteration of existing **Drainage** patterns and protect watercourses and **Bodies of Water** (Section 4.8, 1.4 of Schedule H).
- Establish and maintain temporary **Drainage** patterns during construction until the final ultimate **Drainage** pattern is established.

6. Site Restoration:

- Restore the **Site** to its original or better condition and stabilize it to the satisfaction of the **Director** if the **Permit** expires or is revoked (Section 10.5, 1.25 of Schedule H).

7. Sales of Property:

- **Permits** are not transferable. Where the registered **Owner** of the **Property** transfers the **Property** to another **Owner** before the work under the **Permit** is completed and the **Permit** closed, the **Permit** shall be deemed expired as of the date of the transfer of the **Property**, securities forfeited to the **Town** and the **Permit** closed. To avoid this occurrence and for the proper closure of the **Permit**, contact **Town** staff a minimum of several weeks in advance prior to the transfer of ownership (Section 11.13).

8. Insurance and Securities:

- Maintain valid insurance and provide securities as required (Section 11, 1.10 of Schedule H). (For Current fees and rate schedule refer to the Fees and Rate By-law located at the **Town** of Halton hills By-law page <https://www.haltonhills.ca/en/your-government/user-fees-and-fee-by-law.aspx>
 - **Insurance Certificate:** Naming the **Town** as an additional insured with a minimum coverage of \$5 million.
 - **Securities:** Provide a letter of credit or certified cheque as required by the **Director**.

9. Operational Restrictions:

- Obtain all applicable authorization from the **Conservation Authority, NEC, Region, Ministry**, any other government body or agency. (Section 1 of Schedule C, E).

10. Operational Restrictions:

- Adhere to operational hours and **Haul Routes** (Section 4.7, 1.17, 1.18 of Schedule H) including the requirement as noted below:



This information will be provided by the Director

- **Approved Haul Route (Map):** _____
- **Maximum Daily Quantity of Truck Loads:** _____
- **Dates and Times Restrictions of Haul Route Usage:** _____

Schedule B

Application documents Submitted with forms

(The Permit consists of the following documentation as approved with required noted versioning)

Schedule C

Special Conditions

(Conditions to be noted as required)

Should you have any questions, please call or email inf@haltonhills.ca Town staff to request a meeting.