



# **SITE ALTERATION PERMIT INFORMATION PACKAGE FOR LAND OWNERS**

**Requirements for obtaining a site alteration permit vary depending on the type of project being proposed. This information package will assist in understanding the submission requirements for a permit application, and will provide a general overview of the permitting process.**

**Detailed information regarding the application requirements can be found in By-law 2018-42, available on the Township of Chatsworth website at [www.chatsworth.ca](http://www.chatsworth.ca) or by contacting the Public Works at 519-794-3232, Ext. 126.**

**Landowners looking to undertake any of the following projects will be required to obtain a Site Alteration Permit:**

- Construction of a new dwelling or accessory structure (unless the lot is within a plan of subdivision);
- Construction of an addition to an existing dwelling or accessory structure;
- Foundation repairs or replacement, or construction of new foundations;
- Installation of in-ground pools;
- Installation or replacement of septic systems;
- The placement of fill material in excess of 20m<sup>3</sup> for the purposes of landscaping or site alteration;
- The placement of fill for a large scale site alteration where fill material is in excess of 20m<sup>3</sup>;

**Fees associated with the various types of site alteration projects are attached.**

## 1. **SMALL SCALE RESIDENTIAL PROJECTS**

Small scale residential projects include all work where more than 20m<sup>3</sup> and less than 250m<sup>3</sup> of fill material is proposed to be imported onto the site (including material used for driveway and septic system construction). Some small scale residential projects include the following, except where the property is located within an approved plan of subdivision. (Properties within approved plans of subdivision shall follow all approved drainage and lot grading plans for that subdivision).

- Building a new house, accessory structure or addition unless the house or structure is within an approved plan of subdivision
- Repairing, replacing or installing a foundation;
- Installing an in-ground pool;
- Installing or replacing a septic system;
- Repairing settlements or low areas where more than 20m<sup>3</sup> of fill is used;
- Landscaping or topdressing where more than 20m<sup>3</sup> of fill is used.

**In order to obtain a permit for any of the above projects, the following will be required to be provided at the time of application:**

- A completed application form, available on our website at [www.chatsworth.ca](http://www.chatsworth.ca) or from the Department of Engineering and Public Works;
- A site alteration/lot grading plan which indicates:
  - The property lines;
  - The location of all existing storm sewers, ditches, swales, creeks, ponds, watercourses and wetlands;
  - The location of all existing buildings, trees, shrubs, hedges, driveways, easements and right of ways;
  - Existing and proposed grades and drainage patterns;
  - All erosion, sediment and tree protection measures (if required).
- If fill material is being imported, a description of the source of the fill will be required along with the quantity of fill material and a letter from the party from whom the fill material was acquired confirming that the fill meets clean fill requirements as set out in By-law 2018-42. Contact information for the party from whom the fill was acquired will also be required;
- Copies of all approvals/clearances from the appropriate Conservation Authority, Ministry of Transportation, Ministry of Natural Resources, County of Grey, or any other required Federal, Provincial, Municipal or other agency. These are required to be obtained prior to submission for a Site Alteration Permit;

***\*\*NOTE: All surface and roof runoff must be directed to an approved outlet being a road ditch, private or Township storm sewer, pond, watercourse, creek, stream, river, lake, etc.***

**Once a completed application form has been received along with all of the required drawings, documents and fees, the application will be reviewed. Incomplete applications will be returned.**

## **2. MEDIUM SCALE SITE ALTERATION PROJECTS**

**Medium scale site alteration projects include all work where fill material of 250m<sup>3</sup> to a maximum of 2000m<sup>3</sup> is proposed to be imported onto the site (including material used for driveway construction). Some medium scale site alteration projects include:**

- Building a new house or accessory structure where more than 250m<sup>3</sup> of fill is used;
- Repairing settlements and low areas where more than 250m<sup>3</sup> of fill is used;
- Raising the existing elevation of land where more than 250m<sup>3</sup> of fill is used including the construction of driveways;
- Landscaping or topdressing where more than 250m<sup>3</sup> of fill is used.

**The requirements to obtain a permit for these types of projects are much different than for small scale residential projects. In order to obtain a permit for a medium scale site alteration the following will be required to be provided at the time of application (Note – A public meeting is not required for a medium scale site alteration approval).**

- A completed application form, available on our website at [www.chatsworth.ca](http://www.chatsworth.ca) or from Public Works;
- A site alteration/lot grading plan which includes a topographic survey certified by a Professional Engineer or Ontario Land Surveyor which indicates:
  - The property lines;
  - The location of all existing storm sewers, ditches, swales, creeks, ponds, watercourses and wetlands;
  - The location of all existing buildings, trees, shrubs, hedges, driveways, easements and right of ways;
  - Existing and proposed grades and drainage patterns;
  - All erosion, sediment and tree protection measures (if required).
- If fill material is being imported, a description of the source of the fill will be required along with the quantity of fill material and a letter from the party from whom the fill material was acquired confirming that the fill meets clean fill requirements as set out in By-law 2018-42.
- Contact information for the party from whom the fill material was acquired;
- Copies of all approvals/clearances from the appropriate Conservation Authority, Ministry of Transportation, Ministry of Natural Resources, County of Grey (if required) any other required Federal, Provincial, Municipal or other agency. These are required to be obtained prior to submission for a Site Alteration Permit;
- Payment of the applicable fees and securities in the form of cash, certified cheque or letter of credit.

### **3. LARGE SCALE SITE ALTERATION PROJECTS**

Large scale site alteration projects include **ALL** work where fill material of greater than 2000m<sup>3</sup> is proposed to be imported onto the site (including material used for driveway construction).

The requirements to obtain a permit for these types of projects are much different than for small scale residential projects. Please note that any application for a Large Scale Site Alteration Permit will require a public meeting. Property owners in the surrounding area will be notified in keeping with the Township's Notice Provision By-law. In order to obtain a permit for a large scale site alteration the following will be required to be provided at the time of application:

- A completed application form, available on our website at [www.chatsworth.ca](http://www.chatsworth.ca) or from Public Works;
- A site alteration/lot grading plan which includes a topographic survey certified by a Professional Engineer or Ontario Land Surveyor which indicates:
  - The property lines;
  - The location of all existing storm sewers, ditches, swales, creeks, ponds, watercourses and wetlands;
  - The location of all existing buildings, trees, shrubs, hedges, driveways, easements and right of ways;
  - Existing and proposed grades and drainage patterns;
  - All erosion, sediment and tree protection measures (if required).
- If fill material is being imported, a description of the source of the fill will be required along with the quantity of fill material and a letter from the party from whom the fill material was acquired confirming that the fill meets clean fill requirements as set out in By-law 2018-42;
- Contact information for the party from whom the fill material was acquired;
- Copies of all approvals/clearances from the appropriate Conservation Authority, Ministry of Transportation, Ministry of Natural Resources, County of Grey (if required) any other required Federal, Provincial, Municipal or other agency. These are required to be obtained prior to submission for a Site Alteration Permit;
- Payment of the applicable fees and securities in the form of cash, certified cheque or letter of credit.

#### 4. SITE ALTERATION AGREEMENTS

**A landowner engaged in a large scale fill operation will also be required to enter into a Site Alteration Agreement with the Township as a condition of approval which prescribes environmental controls, safety controls, etc. to be implemented for the duration of the project. The agreement requires that a landowner fulfills certain obligations which include but are not limited to the following:**

- To retain a qualified engineer or environmental consultant who is responsible for ensuring that the *site alteration* is in accordance with reasonable engineering and environmental practices; is in accordance with the protocol outlined in By-law 2018-42 and is in accordance with the plans submitted for the permit;
- To require the environmental consultant to report in writing on a regular basis that the *placing* and *dumping* of fill is in accordance with sub-section (a) above;
- To require that the *site alteration* be completed by a specified date;
- Not to contaminate the natural environment and to abide by all applicable environmental laws and regulation, including measures that permit Township enforcement officials to enter on to the site for soil sampling.
- Ensure that all *fill* used is material that does not contain any putrescible material and which meets prescribed criteria:
- To provide reports from the qualified Engineer or Environmental Consultant as required;
- To provide financial securities to be used to remedy any breach of the by-law or agreement and to indemnify the Township for any liability, costs, damages or losses incurred directly or indirectly caused by the issuing of a permit;
- Ensure that all *fill* meets standards prescribed by the Ministry of the Environment for any current land use and any future land use for the land designated under the Township's comprehensive Zoning By-law, an Official Plan or amendment to an Official Plan approved by Council of the County of Grey;
- Install and maintain the *erosion* and sediment control measures as identified in the approved *site alteration* plan and the latest *Conservation Authority* guidelines for erosion measures;
- Install temporary signage in accordance with Ministry of Transportation Book 7 regulations on all roadways immediately adjacent to the site where *fill* is being *dumped* or *placed*;

**Once an application for a large scale site alteration is received and processed, the agreement will require the approval of the Operations for projects proposing 250m<sup>3</sup> to 2000m<sup>3</sup> of fill.**

**Once a permit or agreement has been issued, it will be valid for a period of one (1) year from the date of issue and may be renewed upon written request. The permit will expire six (6) months from the date of issue should no work be commenced by that date.**

**For further information or to view By-law 2018-42, visit our website at [www.chatsworth.ca](http://www.chatsworth.ca) or contact Public Works at 519-794-3232, ext. 126**

**FEE SCHEDULE – SITE ALTERATION (FILL PLACEMENT)**

DESCRIPTION	APPLICATION FEE	SECURITY DEPOSIT
<i>Fill</i> Less than 250 cubic metres	\$70.00	None
<i>Fill</i> greater than 250 cubic metres but less than 2000 cubic metres	\$500.00	\$2,000.00
Extension of permit for <i>Fill</i> 250 cubic metres or less (sec. 5.1(b))	\$150.00	Deposit remains with the Township until extended period has lapsed and all work completed.
<i>Fill</i> greater than 2000 cubic metres	\$2,000.00	\$5,000.00 per hectare of Site Alteration Area plus \$5,000.00 damage deposit including mud tracking and dust control measures

\*The above application fees are non-refundable.

**\*NOTE:** The above fees shall be doubled in the event that the Applicant has performed any *site alteration* in contravention of this by-law.

**OTHER APPLICABLE FEES**

Preparation of Site Alteration Agreement –	Medium Scale - \$1,000.00
	Large Scale - \$2,500.00
Amendment to Agreement	Medium Scale - \$ 500.00
	Large Scale - \$1,000.00