

ENGINEERING DEPARTMENT
Administration Centre
10 Wellington St. E.
Alliston, Ontario

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Email: engineering@newtecumseth.ca
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Application for Site Alteration and Fill Permit
Pursuant to the Town of New Tecumseth By-Law No. 2020-007

Application No.
SAF- - 2020 -

Please complete all applicable sections. An incomplete application will not be processed.

Part A – Property Information		
Municipal Address:	Roll No.:	
Legal Description:	Property Area Size:	m ² or ha
Part B – Property Owner’s Information and Authorization		
Primary Owner Last Name:	First Name:	
Corporation or Partnership:		
Mailing Address:		
Municipality:	Province:	Postal Code:
Tel:	Cell:	
Fax:	E-mail:	
Joint Owner Last Name:	First Name:	
Corporation or Partnership:		
Mailing Address:		
Municipality:	Province:	Postal Code:
Tel:	Cell:	
Fax:	E-mail:	
<p>If there is more than one 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 bind the corporation.</p> <p>The undersigned being the registered owner (or authorized representative of the owner(s)) of the subject property hereby submit this application for a Site Alteration and Fill Permit pursuant to By-Law 2020-007, or authorize the below named Applicant to make a Site Alteration and Fill Permit Application for the subject property with my full knowledge and agreement.</p>		
Signature:	Date:	
Printed Full Name:	Title:	
Part C – Applicant Information and Authorization		
<input type="checkbox"/> Same as Owner(s) <input type="checkbox"/> Different from Owner(s) – complete below <input type="checkbox"/> Authorized Agent Letter – attached		
Last Name:	First Name:	
Corporation or Partnership:		
Mailing Address:		
Municipality:	Province:	Postal Code:
Tel:	Cell:	
Fax:	E-mail:	
<p>The undersigned, with the permission of the owner(s) of the subject property, hereby submit this application for a Site Alteration and Fill Permit pursuant to By-Law 2020-007.</p>		
Signature:	Date:	
Printed Full Name:	Title:	

Part D – Proposed Site Alteration Activities			
<input type="checkbox"/>	Small Scale Site Alteration (less than 1,000m ³)	- Permit required and Agreement not required	
<input type="checkbox"/>	Large Scale Site Alteration (1,000m ³ or more)	- Permit and Agreement required	
<input type="checkbox"/>	Replacement of Topsoil for Agricultural Purposes	- Permit required and Agreement not required	
Site Alteration Area Size: _____ m ² or _____ ha			
Start Date: _____		Completion Date: _____	
Estimated Cut: _____ m ³		Estimated Fill: _____ m ³	
		Total Duration: _____ days	
		Total Cut and Fill: _____ m ³	
Provide brief description and rationale for conducting the site alteration and fill activities.			
Part E – Applicable Fees, Deposits and Securities			
All applicable fees, deposits and securities shall be submitted in accordance with Schedule A set out in the Planning/Engineering Fees By-Law 2019-173, or as amended from time to time.			
Application Fee Amount: \$		G/L#	
Plan & Reports Examination Fee: \$		G/L#	
Plan & Reports Examination Cash Deposit: \$		G/L#	
Municipal Fee: \$		G/L#	
Security Deposit: \$		G/L#	
<input type="checkbox"/> Cash <input type="checkbox"/> Letter of Credit (Tier 1 Chartered Bank)			
Part F – Insurance			
Attach hard copies and/or digital copies of Insurance Certificates. Insurance Certificates shall name the Town of New Tecumseth as additional party (minimum \$5,000,000 / occurrence or as specified by the Director).			
<input type="checkbox"/> Certificate of General Liability (Commercial)		<input type="checkbox"/> Certificate of Environmental Liability (Pollution)	
Part G – Supporting Documents and Information			
Attach hard copies and digital copies of all supporting documentation for review distribution. Refer to the Site Alteration and Fill By-Law 2020-007 and Town Guidelines for the information required to support a Permit Application.			
<input type="checkbox"/> Three(3) full sets of hard copies		<input type="checkbox"/> One (1) full set of digital copies	
Provide a Site Alteration Management Plan (including but not limited to the following, as required):			
- Legal and topographic surveys		- Engineering drawings	
- Fill source assessment		- Fill movement and handling	
- Site access and security control		- Operation details and hours	
- Tree inventory and preservation assessment		- Traffic control, haul route and mud tracking	
- Erosion, sediment and stormwater control		- Dust, noise and vibration control	
- Environmental impact mitigation		- Closure and restoration	
- Post closure care and monitoring		- Wells and groundwater monitoring	
Provide background studies and reports (as required):			
- Archeological investigations and assessment		- Geotechnical investigations and assessment	
- Environmental impact assessment		- Hydrogeological assessment	
- Stormwater management assessment		- Noise and air quality assessment	
- Agricultural justification or agrologist report			
Provide communication from all other regulatory agencies with jurisdiction and copies of any clearances, permit approvals and conditions imposed by those agencies directly related to the proposed site alteration.			
Provide other relevant supporting documents as required, or otherwise requested by the Director.			

Part H – Qualified Person Information		
This questionnaire must be completed and signed by an appropriate Qualified Person / Professional (QP) licensed to practice in the Province of Ontario such as a Professional Engineer or Professional Geoscientist, etc.		
The undersigned has reviewed the requirements of Town By-Law 2020-007 and has reviewed the details of this Site Alteration and Fill Permit Application and the supporting technical documentation. In my professional opinion, the application and documentation fulfill the requirements of the Site Alteration and Fill By-Law 2020-007.		
Last Name:		First Name:
Qualification Details:		
Company Name:		
Mailing Address:		
Municipality:	Province:	Postal Code:
Tel:	Cell:	
Fax:	E-mail:	
Signature:	Date:	
Part I – Declaration - Use and Disclosure of Personal Information		
<p>I, the undersigned, being the registered property owner of the above noted property hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the request, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the Town of New Tecumseth making this request and its supporting documentation available to the general public, including copying, posting on the Town's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the Town releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.</p> <p>I have the authority to bind the Corporation or Partnership, if applicable.</p>		
_____ Signature of Property Owner(s) or Signing Officer		_____ Print Name(s)
		_____ Date
Questions regarding the collection of personal information should be directed to the Records & Information Coordinator, 10 Wellington Street East, Alliston, Ontario, L9R 1A1, Tel: 705-435-3900, Ext. 1312.		
For Office Use Only		
Application Received by:		Date:
Outstanding Requirements:		
Completed Application Received by:		Date:
Application File Number:		
Comments:		