

Small Scale Site Alteration Permit Application

Office Use Only

Permit Number: _____**Date of Application:** _____**Permit Start Date:** _____**Permit End Date:** _____**Project Type:** ☐ Grading ☐ Importing/Exporting Fill ☐ Pool Installation ☐ Retaining Wall

Part A | Property Information

(See Part E for Owner's Authorization, if applicant is different from the property owner)

Property Owner Name(s): _____**Property Owner Address:** _____**Owner Phone Number:** _____**Email:** _____

Part B | Project Information

Project Address/Description: _____**Contractor Company:** _____**Project Leader Name:** _____**Project Leader Phone #:** _____**Email:** _____**Description of Work** (May be supplemented by an appended detailed site plan of proposed work)

Part C | Qualified Persons

A qualified person is a professional engineer or geoscientist for the purposes of completing or supervising excess soil planning requirements under Ontario Regulation 406/19.

Full Name: _____**Company and Position:** _____**Full Address:** _____**Telephone Number:** _____**Email:** _____

Part D | Agreement and Declaration**The applicant further agrees to the following:**

1. Cease work until a permit has been approved and issued.
2. Retention of valid utility locate reports (both public and private) and service markings on site, relevant to the project/work area, for the duration of work and available for production, if required.
3. Abide by all requirements as set out in the Site Alteration By-law.
4. Ensure compliance with all applicable legislation, guidelines, and other government directives pertaining to the excavation and management of excess soil including, but not limited to, O. Reg. 406/19 and the Environmental Protection Act, as amended.
5. Complete all work to municipal standards and to the satisfaction of the Commissioner of Public Works & Engineering.
6. Maintain the cleanliness of municipal right-of-way if material is being transported. Report all damage to City of Brampton-owned infrastructure.
7. If applicable, provide a deposit in the form of a certified cheque in the amount of \$_____ as security for the performance of the work as detailed on the approved plans.
8. Allow the City or its representatives to enter upon the land to complete certain works at the Applicant's expense that the Applicant has defaulted on.
9. Provide a plan(s) satisfactory to the Commissioner of Public Works & Engineering as required by Schedule A of the Site Alteration By-law within 30 days of the application date.
10. Acknowledge that the City of Brampton is not responsible for the planning, reporting, documentation, registration, and/or implementation requirements prescribed under O. Reg. 406/19 and that such materials submitted as part of a site-alteration permit application were prepared by a Qualified Person.
11. Acknowledge and agree that if the Subject Lands are in contravention of the requirements of O. Reg. 406/19 or the Environmental Protection Act the City of Brampton is not responsible for losses or damages related to environmental orders, fines, and/or remedial activities not caused by the City of Brampton's negligence and will not sue or initiate a claim over or against the City of Brampton, except where it is alleged that the City of Brampton has been negligent.

Declaration of Property Owner(s):

I/We, _____,
property owner of _____ declare that:

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. The contractor identified above has been obtained to carry out these works.

Property Owner Signature

Date

Submit Completed Application to

The City of Brampton – Public Works & Engineering
Email: roa.permits@brampton.ca
Fax: 905.874.2599

Part E | Owner's Authorization - Authorized Legal Representative of the Owner

(Leave Blank if Not Applicable)

Complete only if the information on the owner's agent is different from the owner from Part B of the application. For example, a Consultant, Contractor and/or Qualified Person on record that has been retained to undertake the site works and comply with municipal requirements, from the point of the permit application to post-site closure.

Property Owner Information

Property Owner Name(s):	
Property Owner Address:	
Owner Phone Number:	Email:

Agent Information

Full Name:	
Company and Position:	
Full Address:	
Telephone Number:	Email:

Authorization of Property Owner(s):

I/We, _____ ,
property owner of _____ hereby
authorize the Agent listed above to act on my/our behalf and take all necessary action for the submission,
processing, issuance, and acceptance of the site alteration permit, agreement terms, and conditions and if
applicable all permit compliance and enforcement matters. I/We hereby certify the above information
submitted as part of the site alteration permit application is true and accurate to the best of my/our
knowledge.

Property Owner Signature_____
Date**Declaration of Authorized Legal Representative**

I/We, _____ ,
Agent for _____ hereby
declare that all the statements contained within the applicant are true, and I make this declaration
conscientiously believing it to be true.

Agent Signature_____
Date

Part F | Receiving Site Property Owner Authorization (Leave Blank if Not Applicable)

Complete only if the proposed site alteration includes the removal of excess soil offsite and the receiving site of the excess soil has a different property owner than the source site. Section to be completed by the landowner of the receiving site.

Receiving Site Property Owner Information

Property Owner Name(s):	
Property Owner Address:	
Owner Phone Number:	Email:

Authorization for Receipt of Soil (Permanent Placement)

I/We, _____ ,
property owner of _____ hereby
authorize _____
to transport and deposit excess soil from the Source Site at _____
to my property as described below. I have reviewed the documentation supplied by the Source Site
Owner, their Project Leader and/or their Qualified Person and accept the excess soil under the
conditions outlined within, starting on _____.

Authorization for Receipt of Soil (Temporary Storage)

I/We, _____ ,
property owner of _____ hereby
authorize _____
to transport and deposit excess soil from the Source Site at _____
to my property as a temporary soil storage site as described above.

I have reviewed the documentation supplied by the Source Site Owner, their Project Leader and/or their
Qualified Person and accept the excess soil on a temporary basis under the conditions outlined within,
starting on _____ (the Proposed Start Date). As a temporary soil storage
site, the excess soil must be removed from the Receiving Site and finally placed at a reuse site no later
than two years after the Proposed Start Date; therefore, all excess soil will be removed from the
Receiving Site by _____ (Final Removal Date, at most two years after Proposed Start Date),
unless otherwise authorized an extension by the Director as defined under the *Environmental
Protection Act, R.S.O. 1990*.

Receiving Site Property Owner Signature_____
Date

Attachment A | Fees and Deposits

Type Office Use Only		Fee
<input type="checkbox"/>	Small Scale Site Alteration Application	\$450
<input type="checkbox"/>	Small Scale Site Alteration Renewal	\$225
<input type="checkbox"/>	Security Deposit	To be determined upon review

Security Deposits

The Owner may be required to provide a security deposit, which shall act as Financial Assurance, to be used to remedy any breach of the By-law, Permit, or Site Alteration Agreement to be drawn on by the City at its sole discretion. Without limiting the generality of the foregoing, the Financial Assurance may be used to but is not limited to:

- (1) return the land to a condition satisfactory to the Commissioner;
- (2) pay any outstanding amounts owed by the Owner related to the Permit;
- (3) cover 100% of the estimated cost to maintain Site control measures and stabilize the Site;
- (4) undertake other works as identified by the Commissioner in Section 33.1 & 27 of the By-law.

The Financial Assurance must be in the form of an irrevocable Letter of Credit in a form acceptable to the City Treasurer, a certified cheque, or cash. A Letter of Credit or other securities must remain in effect for the full life of the Permit. Any Letter of Credit and its subsequent renewal forms shall contain a clause stating that 60 days written notice must be provided to the City prior to its expiry or cancellation. The Financial Assurance must be replenished in full by the Permit Holder within 30 days whenever it is drawn upon.

It is the responsibility of the Permit holder to obtain the written approval of the Commissioner that the Site has been adequately reinstated and stabilized in accordance with this By-law and the plans and the Permit and to request that the City carry out a final inspection of the Site and obtain the written approval of the Commissioner that this By-law and terms and conditions of the Permit have been complied with by the Permit holder. When the provisions in section 33.8 have been fully complied with, to the satisfaction of the Commissioner, the Financial Assurance shall be released.

If the Permit expires or is revoked, the securities are to remain in effect until the Site is restored to a condition acceptable to the Commissioner and within a timeframe approved by the Commissioner.

Attachment B | Application Requirements

Comment and Conditions <small>Office Use Only</small>

Documents and Studies

This checklist is provided to identify the information required in addition to a completed application form (e.g. reports, studies, drawings, and other materials) to commence processing of a complete application. The City of Brampton reserves the right to ask for additional studies and materials as deemed necessary to complete the review. An application is only considered complete when all materials are received.

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Document	Required	Received	Comments
Site Plan and Detailed Description of Proposed Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Survey and/or Legal Plan (Most current easements)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Contact Information for Qualified Person	<input type="checkbox"/>	<input type="checkbox"/>	
Receiving Site Authorization	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion and Sediment Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Soil/ Site Alteration Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Design Details of Retaining Wall	<input type="checkbox"/>	<input type="checkbox"/>	
Grading and/or Site Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic and Transportation Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Fill Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Ground Water Monitoring Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Mud and Dust Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Haul Route Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Tree Preservation Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Noise Mitigation Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Public Consultation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	
Draft Public Notice Signage (Draft)	<input type="checkbox"/>	<input type="checkbox"/>	
Planning Justification Report	<input type="checkbox"/>	<input type="checkbox"/>	
Urban Design Brief	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainability Score and Summary	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehensive Development or Tertiary Plan	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Agencies Review

This application may be subject to other agencies' review, approval and/or permit processes (which may involve separate applications and fees). The Applicant should contact the following selected organizations to confirm their review requirements:

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<input type="checkbox"/>	Toronto Region Conservation Authority	<input type="checkbox"/>	Credit Valley Conservation Authority
<input type="checkbox"/>	Ministry of Environment, Conservation and Parks	<input type="checkbox"/>	Region of Peel
<input type="checkbox"/>	Ministry of Natural Resources and Forestry	<input type="checkbox"/>	Adjacent Region/Municipality

This list is not exhaustive and is offered as a courtesy only. It is the Applicant's responsibility to confirm what other reviews may be needed regarding their proposal.