

Site Alteration Application Submission Checklist

Owner:	
Agent:	
Date Checklist Prepared:	
Subject Property Address:	
Proposal:	

Application Requirements

Large Scale	Small Scale	FORMS/DOCUMENTS/FEES
		Application Form
		Application Fee
		Security
		Proof of Ownership
		Owner's authorization
		REPORTS/PLANS/DRAWINGS
		Report demonstrating: <ul style="list-style-type: none"> • Conformity to Best Management Practices Report • Conformity and consistency with the Provincial Policy Statement, Town and County Official Plans
		Fill Management Plan (see Section 19, 22 and 23 of By-law 16-30 for more information)
		Retaining Wall Details, if applicable
		Archaeological Report

Application Requirements

Large Scale	Small Scale	FORMS/DOCUMENTS/FEES
		Vegetation Analysis
		Chemical Soil Analysis
		Chemical Groundwater Analysis
		Hydrogeological Report
		Traffic Report
		Noise Study
		Environmental Impact Assessment
		Final Rehabilitation Plan
		Geotechnical Report
		Laboratory Report signed by a qualified person, to demonstrate that any fill imported to the site complies with the clean fill parameters (O. Reg. 153/04)
		Agricultural Justification Report
		OTHER
		Permit from relevant Agency (Conservation Authority, MTO, MNR)
		Written confirmation from the County Roads Department (if applicable)

NOTES:

- (i) For Large Scale Alterations, a Public Meeting before Council is required. Notice requirements for this Public Meeting will be the responsibility of the owner or applicant, in accordance with Section 20. b) of By-law 16-30.
- (ii) For Large Scale Alterations, the owner or applicant will be required to enter into a Large Scale Site Alteration Agreement with the Town in accordance with Section 21. of By-law 16-30, which shall be registered on title to the lands on which the site alteration is to be performed.