



**Municipal Works Section
Site Alteration Permit Application Conditions**

1. Site Alteration Permit

Yes	No	The inspector shall determine which of the following items should be included on the required drainage plan:
<input type="checkbox"/>	<input type="checkbox"/>	a complete application in the form prescribed by the Inspector
<input type="checkbox"/>	<input type="checkbox"/>	the applicable permit fee calculated in accordance with Schedule “B” to this Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	a scaled drawing of any retaining wall that may be required and a description, including dimensions, of any materials to be used in the construction of such retaining wall
<input type="checkbox"/>	<input type="checkbox"/>	a description of the fill proposed to be dumped including a description of the source of the fill; and
<input type="checkbox"/>	<input type="checkbox"/>	if the Inspector so requests, an accurate plan meeting the requirements set out below, and/or a written agreement contemplated by Section 8. Plans for the alteration and grading or for the placing or dumping of fill shall be prepared in accordance with the standard drawings and to the satisfaction of the City, in accordance with the City’s Municipal Servicing Standards and as follows:
<input type="checkbox"/>	<input type="checkbox"/>	1) indicate the north arrow on the plan swales - inverts and typical cross section all grade breaks direction of flow arrows title block - including lot and plan number scale used
<input type="checkbox"/>	<input type="checkbox"/>	2) refer all elevations to the closest municipal bench mark (metric geodetic)
<input type="checkbox"/>	<input type="checkbox"/>	3) show all proposed catch basins, leads, top of grade elevations and inverts
<input type="checkbox"/>	<input type="checkbox"/>	4) show existing contours
<input type="checkbox"/>	<input type="checkbox"/>	5) show regional flood lines if applicable
<input type="checkbox"/>	<input type="checkbox"/>	6) show existing and proposed elevations at lot corners and all building corners
<input type="checkbox"/>	<input type="checkbox"/>	7) show specified building grade (ie. highest ground elevation at outside of wall), driveway elevations, top of foundation and lowest opening in foundation
<input type="checkbox"/>	<input type="checkbox"/>	8) show existing and proposed road grades, lengths and elevations on all streets with symbols at grade changes indicating direction of slope
<input type="checkbox"/>	<input type="checkbox"/>	9) comply with all lot grading requirements specified in the Ontario Building Code
<input type="checkbox"/>	<input type="checkbox"/>	10) show all easements - existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	11) illustrate that all drainage outlets for abutting properties are maintained
<input type="checkbox"/>	<input type="checkbox"/>	12) the approval of a drainage plan is related to drainage only; it is the responsibility of the developer to ensure that the drainage plan complements the land
<input type="checkbox"/>	<input type="checkbox"/>	13) show temporary erosion control measures to be in place during the construction period, ie. silt fence, sedimentation traps, and permanent erosion control works to be left in place after construction and lot grading is completed, ie. siltation ponds

Access Across City Property Information

Upon authorization it is agreed that:
Access only be made at the point(s) indicated on this permit.

Parkland must not be crossed when wet, or if precipitation has occurred in previous 24 hours.

The applicant will indemnify and save harmless the City from all liabilities, damages, costs, claims, suits or actions arising out of any breach or non-performance of any covenant herein contained on the part of the permit holder, and any damage to the property howsoever occasioned by the use and occupation of the property by the permit holder or any person or persons including death, resulting at any time therefrom, occurring on or about the property or any part thereof or resulting from the use of the property during their term of the permit for any purpose whatever.

Any such damage occurring during the time of the permit shall be reported to the Municipal Works Department forthwith.

Permits are valid for the location, date and time specified only, and may not be changed or altered unless approval is obtained from the Municipal Works Department.

The Municipal Works Department reserves the right to cancel permits wherever and whenever it is deemed necessary.

This permit is valid only after pre-construction inspection has been made.

Restoration of the site shall be completed within ten (10) days of the substantial completion of the project.

Refund of security deposit by the City will be within thirty (30) days of the final acceptance of the whole restoration, or expiration of the warranty period, whichever occurs last.

Final acceptance for sod shall be a minimum of thirty (30) days after installation.

Final acceptance of trees and shrubs will be a minimum of 1 year from the date of successful planting and replanting.

The City reserves the right to require the permit holder to provide proof of insurance coverage to the form and satisfaction of the City.