



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
 www.haltonhills.ca

Site Alteration Permit

Schedule 'B' to By-law Number 2010-0119

Site Alteration File Number: _____ Date of Application: _____

Permit Fee: \$ _____ Refundable Securities: \$ _____

Address of Site: _____

Name of Owner: _____ Telephone: _____

Address: _____ Postal Code: _____

The undersigned hereby applies for a Site Alteration Permit pursuant to the provisions of the Town of Halton Hills By-law Number 2010-0119.

Pursuant to the Site Alteration By-law, the undersigned hereby acknowledges that the sole responsibility for the completion of the work undertaken as part of this application including compliance with any conditions rests entirely with the Owner and/or Applicant.

Then undersigned also agrees that the total costs of all works will be entirely the responsibility of the Owner.

The undersigned certifies to the Town that any and all Fill used in completing the Site Alteration contains no contaminants within the meaning of the Environmental Protection Act, R.S.O. 1990, c. E.19. The undersigned hereby releases and agrees to indemnify and save harmless the Town, its employees, representatives, agents and contractors from and against all claims, demands, damages, causes of action, costs, expenses and other liabilities of any nature which may arise in the event that the Fill is determined to contain contaminants.

If an agent is being used, the Owner must also complete the following:

Agent's Name: _____ Telephone: _____

Address: _____ Postal Code: _____

I, _____, being the registered Owner of the subject Site(s) hereby authorize _____ to prepare, submit and act on my behalf with respect to this application.

 Signature of Agent

 Signature of Owner/Applicant

 Engineering Staff Approval

 Date of Approval

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Planning & Infrastructure at 905-873-2601 ext. 2300.



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Proposed Lot Grading for In-fill Construction Design and Drawing Requirements

Two copies of a lot grading plan, certified as specified below, will be required showing existing elevations of the Site, and sufficient elevations of adjacent properties to indicate existing drainage patterns. All grading plans are to be metric and printed from original drawings with all information legible and clear. All plans are to be folded to 8.5 inches by 11 inches size, with title blocks visible.

On this plan, the proposed building is to be superimposed, indicating the proposed elevations along with any proposals that may be necessary to eliminate potential drainage problems to the subject Site, of any adjacent property. The plan must also show all driveways, sidewalks, walkways, easements and catchbasins along with any other features that may affect the drainage proposal.

All elevations shall be tied into existing Town benchmarks and be related to geodetic data.

A certificate on the drawing, executed by a Professional Engineer, or a Registered Ontario Land Surveyor, should be in the following form:

"I have reviewed plans for the construction of _____ located at _____ and have prepared this plan to indicate the compatibility of the proposal to existing adjacent properties and municipal services. It is my belief that adherence to the proposed grades, as shown, will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to the existing drainage patterns of adjacent properties."

Signature and Stamp of Applicant's Engineer/Surveyor



Planning & Infrastructure User Fees

Description of Site Alteration	Permit Fees are Non-refundable	Refundable Security (L.C., cash or cheque)	Renewal fee after 12 months from the date of issue
Alteration of a Site.	\$1,398.00 plus \$50.00 per hectare	Securities to be determined (\$5,000.00 minimum)	\$1,229.55
Alteration of a site subject to a Subwatershed Impact Study (SIS) or Agreement.	\$3,462.00 plus \$125.00 per hectare	Securities to be determined	\$3,075.52
Construction of or addition to a Commercial, Industrial of Institutional Building.	\$770.00	Securities to be determined (\$5,000.00 minimum)	\$491.83
Major landscaping relative to a Residential Dwelling, including backfilling and installation or decommissioning of in-ground pools.	\$141.00	Securities to be determined	\$54.65
Residential Dwelling Construction on an infill lot.	\$612.00	Securities to be determined (\$3,000.00 minimum)	\$430.62