

ENGINEERING AND PUBLIC WORKS COMMISSION

111 SANDIFORD DRIVE
 STOUFFVILLE, ON, L4A 0Z8
 TEL: 905-640-1900 OR 905-895-2423
 FAX: 905-640-7957

APPLICATION FOR SITE ALTERATION AND FILL PERMIT
 Pursuant to the Town of Whitchurch-Stouffville By-law No. 2024-037-RE

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

PROPERTY INFORMATION	
Address (Street and Number):	
Lot and Concession No.:	Lot/Block No.:
Roll No:	19TM No.:
OWNER'S INFORMATION AND AUTHORIZATION	
Name:	
Address:	
Tel:	Cell:
Fax:	E-mail:
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. 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 2024-037-RE, or authorize the below named Applicant to make a Site Alteration and All Permit Application for the subject property with my full knowledge and agreement.	
Signature:	Date:
Printed Name:	Title:
APPLICANT (IF DIFFERENT FROM OWNER) INFORMATION AND AUTHORIZATION	
Name:	
Address:	
Tel:	Cell:
Fax:	E-mail:
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 2019-068-RE.	
Signature:	Date:
Printed Name:	Title:

PROPOSED SITE ALTERATION AND FILL ACTIVITIES		
Proposed start date:		Proposed completion date:
Estimated cut in m³:	Estimated fill in m³:	Total Cut and fill in m³:
A total cut and fill volume of 4,000 m ³ or greater will require an Agreement approved by Council or Delegated Authority.		
Briefly describe the reason for conducting the site alteration and fill activities. What is the end purpose?		
FEES AND DEPOSITS AS PER USER FEE BY-LAW		
Application Fee Amount: \$	11-20-220-8135 (ENGFI)	
Cash Account: \$	11-40-400-0712	
Security Deposit: \$		
☐ Cash ☐ Letter of Credit ☐ Required Prior to Permit Issuance	11-00-000-0525	
Municipal Service Fee: \$	11-20-220-8135	
☐ Required Prior to Permit Issuance		
INSURANCE		
Certificate of Liability and Environmental Insurance (minimum \$5,000,000) or as specified by the Director – Attach copy		
SUPPORTING DOCUMENTS AND INFORMATION		
Attach hard copies and/or digital copies of all supporting documentation. Refer to the Site Alteration and Fill By-law for the information required to support a Permit Application.		
Provide a Site Alteration and Fill Plan (including, as required):		
– Topographic surveys; – Engineering drawings; – Fill source assessment; – Material movement and handling; – Surface water control; – Environmental impact mitigation;	– Traffic control and mud tracking on roads; – Operating hours; – Dust and noise control; – Closure and restoration; – Post closure care and monitoring; and – Groundwater monitoring.	
Provide Background studies and reports (as required):		
– Archeological; – Geotechnical; – Environmental impact assessment; – Surface water assessment; – Hydrogeological assessment;	– Noise and air quality assessment; – Trees and vegetation assessment; and – Assessment of the need for a Record of Site Condition due to a land use change as per O.Reg. 153/04, as amended.	
Provide responses from all other regulatory agencies with jurisdiction and copies of any permits, approvals or conditions imposed by those agencies directly related to the proposed site alteration.		
Provide other relevant information as required.		

PRE-SCREENING QUESTIONNAIRE

This questionnaire must be completed and signed by an appropriately qualified person 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 2024-037-RE 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 fulfills the requirements of the Site Alteration and Fill By-Law 2024-037-RE.

Name:

Signature:

Qualifications:

Company Name:

Address:

Phone:

Cell:

Fax:

Email:

FOR OFFICE USE ONLY

Completed Application Received by:

Date:

Property Management System Entry by:

Date:

File/Tracking Number:

Comments: