



**Township of Uxbridge
Site Alteration Permit Application**

Application Number: _____ For Use By Township Permit Number: _____			
Application Received		Roll Number	
Approved By		Date	
Permit Period Issue Date		Expiry Date	
Comments			
A. Receiving Site Information			
Building number, Street name		Unit Number	Lot/Con
Municipality	Postal Code	Plan number/other description	
Reason Site Alteration Required			
B. Applicant			
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent of Owner			
Last Name		First Name	
Street Address		Unit Number	Lot/Con
Municipality	Postal Code	Province	E-Mail
Telephone Number	Fax	Cell Number	
C. Owner (If different from applicant)			
Last Name		First Name	
Street Address		Unit Number	Lot/Con
Municipality	Postal Code	Province	E-mail
Telephone Number	Fax	Cell Number	

D. Origin/Source of Fill			
Name of Owner (Please Print)		Title	
Address		E-mail	
Telephone Number	Fax	Cell Number	
Signature		Date	
<p>Physical description of fill: _____</p> <p>Topsoil/Sod/Turf can be used only as cover material up to 0.5 m thickness _____</p> <p>Attach Letter from the party from whom the fill was acquired attesting that the fill meets the requirements for clean fill as set out in Sections 4.5 (s) or 4.6 if applicable, the quantity of fill and proposed location of the fill.</p>			
E. Qualified Person Acting for Land Owner			
Name (Please Print)		Title	
Address		E-mail	
Telephone Number	Fax	Cell Number	
Signature		Date	
F. Additional Information Required (Attach Plans and Reports)			
<input type="checkbox"/> Placing/Removing Fill _____ m ³ <input type="checkbox"/> Placing/Removing Topsoil _____ m ³ <input type="checkbox"/> Alteration of Grade of Land _____ m ³ <input type="checkbox"/> Proposed Start Date _____ <input type="checkbox"/> Proposed Completion Date _____ <input type="checkbox"/> Soils Report from source of the fill and receiving site <input type="checkbox"/> Source Site Management Plan <input type="checkbox"/> Receiving Site Management Plan <input type="checkbox"/> Erosion and Sediment Control Plan and Design Report		<input type="checkbox"/> Detailed Lot Grading Plan <input type="checkbox"/> Number of Trucks per day _____ <input type="checkbox"/> Proposed Haul Route _____ <input type="checkbox"/> Any other applicable requirements pursuant to By-law #2010-084 Part 4 <input type="checkbox"/> Security: _____ <input type="checkbox"/> Permit issued by Council (Site alteration involving greater than 1000 cu. metres of fill or 2 metres above or below grade) <input type="checkbox"/> Agreement	

G. Declaration of Applicant

Owner's Authorization (to be signed by the Owner if an Agent has been appointed). For more than one owner a separate authorization form for each individual or corporation is required. Attach an additional page in the same format as this authorization, if necessary.

As of the date of this application, I am the registered Owner of the lands described in this application, and I have examined the contents of the application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I concur with the submission of this application by _____ of _____ who I have appointed as my Agent.

Printed Name of Owner

Date _____ Signed _____

AFFIDAVIT:

I _____ of the _____ in the Region
(Print Name)

_____ solemnly declare that all of the above statements contained herein all exhibits transmitted herewith are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Evidence Act." I also agree to abide by **By-law 2010-084** and the terms and conditions outlined in the By-law, the General Prohibitions and Regulations and the Requirements for Issuance of a Permit in the Township of Uxbridge.

I hereby grant the officers of the Township of Uxbridge and/or any person in the company of the officers, permission to enter the site for the purpose of inspection for compliance with the conditions in this application and/or performing any work necessary to bring the site into compliance with said conditions.

DECLARED BEFORE ME AT _____

in the Region of _____ this _____ day of _____ 20_____.

Signature of Registered Owner(s) or Agent A Commissioner, Etc.

Information:

Approval of this application for Site Alteration shall be based on conformance to the Township of Uxbridge's **By-law 2010-084**.

Any person and/or corporation who contravenes the provisions of this By-law, the terms or conditions of a permit issued pursuant to this By-law, or an order issued, pursuant to this By-law may be subject to a penalty as indicated in Part II of **By-law No. 2010-084**.

This application shall be considered approved and shall act as the Site Alteration Permit only when

signed by the Chief Building Official indicating approval of the alteration of grade as per the information supplied in this application, with amendments as necessary. Any proposed modifications to an existing approved Site Alteration application must be reviewed and approved by the Development Services staff prior to implementation. Any physical modifications made to the infill elements deemed to be significantly different from the approved application or which contravene **By-law 2010-084** shall invalidate this permit.

Invalidation of the permit will require the applicant to re-apply for a new permit, and/or will require removal of all fill elements from the public right-of-way. The Township of Uxbridge has the right to remove fill elements from the public right-of-way which differ from the approved application and/or pose a safety hazard to the patrons and/or the general public.

The Applicant submitting this Site Alteration Permit Application acknowledges, fully understands and agrees that any review of any plans by the Township of Uxbridge, engineering or otherwise for the subject site to determine whether to grant the relief being sought in this application does not constitute an engineering peer review, a regulatory review or a technical review or an opinion of any kind by the Township as to the suitability of such plans, evaluation of a design, analysis, calculation, instruction or opinion, engineering or otherwise, or constitute an opinion as to the safety aspects or that the plans meet all applicable and appropriate engineering specifications.

The Applicant specifically acknowledges, fully understands and agrees that any review of plans as to their suitability for the subject site, aspects of meeting proper engineering specifications, safety regulations and all applicable and relevant policies and conventions is solely their responsibility and the Township is not warranting anything as to these aspects of any plans engineering or otherwise in assessing the Site Alteration Permit Application and the Applicant fully agrees that the Township of Uxbridge is completely free of liability from any negligence resulting from the execution of such plans, engineering or otherwise that may be submitted with the Site Alteration Permit Application by the Applicant following the granting and approval of the Site Alteration Permit, being the Township of Uxbridge's only function, pursuant to the submittal of the Site Alteration Permit Application and any plans engineering or otherwise that are submitted along with it.

This application and permit shall only be valid within the permit period as noted.

Township of Uxbridge documents are available in alternate format upon request. Please fill out the Accessibility Request for Alternate Formats Form at www.uxbridge.ca or contact the Accessibility Coordinator at 905-852-9181 ext 209 or at accessibility@uxbridge.ca.

Note: Personal information on this form is being collected under the authority of the Freedom of Information and Protection Act R.S.O. 1990, c. F. 31.s 39 (2) for the purpose of improving customer service. Questions about collection of personal information may be directed by mail to the attention of the Clerk, Township of Uxbridge, 51 Toronto Street South, Uxbridge, Ontario. L9P 1T1.

TOWNSHIP OF UXBRIDGE

**SITE ALTERATION APPLICATION
APPLICANT CHECKLIST FORM**

Application # _____

Required Information	Submitted	Explanation/Reference
Complete Application Form. Three (3) copies of plans and reports required.	<input type="checkbox"/> Yes	
Appropriate Fees (rates set out in Schedule A of the By-law and the Township of Uxbridge Fees By-law.	<input type="checkbox"/> Yes	
Scale 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"/> Yes	
Scale Drawing of area to be filled	<input type="checkbox"/> Yes	
Security in an amount of \$3,000 or 100%, whichever is greater of the estimated cost to the total project from start to finish as determined by the CBO of performing the work for which the permit is to be obtained.	<input type="checkbox"/> Yes	
Site alteration plan based on an identified legal survey accurately indicating the following.	<input type="checkbox"/> Yes	
Property Lines of lands for the site alteration with dimensions.	<input type="checkbox"/> Yes	
For site alteration quantity less than 1000 cubic meters existing spot elevations on three (3) meter grids across the lands and three meters beyond the property lines to clearly show the existing drainage patterns on the lands and on the abutting lands.	<input type="checkbox"/> Yes	
For site alteration quantity in an amount greater than 1000 cubic meters, a topographic survey at one meter contour intervals certified by a professional engineer or surveyor defining all material and man made features, including top and bottom of slopes, drainage patterns, tree lines, buildings and stockpiles on the lands and within 30 meters on abutting lands and water bodies.	<input type="checkbox"/> Yes	

TOWNSHIP OF UXBRIDGE

**SITE ALTERATION APPLICATION
APPLICANT CHECKLIST FORM**

Application # _____

Required Information	Submitted	Explanation/Reference
All existing storm sewers, ditches, swales, creeks, watercourses, and wetlands on the lands and on abutting lands and public highways.	<input type="checkbox"/> Yes	
All existing buildings, the species and size in caliper of all trees, the location of all shrubs and driveways on the lands and of all easements and right-of-ways over, under, across or through the lands.	<input type="checkbox"/> Yes	
Proposed grades and drainage systems upon completion of the site alteration operation.	<input type="checkbox"/> Yes	
All proposed ground covering to be used upon completion of the site application operation.	<input type="checkbox"/> Yes	
All erosion, sediment and tree protection measures for the site alteration operation.	<input type="checkbox"/> Yes	
A description of the fill proposed to be dumped or placed including a detailed description of the source of the fill with a letter from the party from whom the fill was acquired attesting that the fill meets the requirements for clean fill set out in Section 4.5(s) or 4.6 if applicable, of By-law, the quantity of the fill (expressed in cubic metres), and the proposed location of the fill on the lands, and may include contact information if required by the CBO.	<input type="checkbox"/> Yes	
Fill Analysis Report	<input type="checkbox"/> Yes	
A signed authorization by the owner of the land on which the work is to be performed, or by a person authorized, in writing, to act as an agent for such owner, certifying the correctness of all the information in the application.	<input type="checkbox"/> Yes	
A signed authorization of a grantee(s) of any easements within the property accepting the placing or dumping of fill or other site alteration on or abutting any easements.	<input type="checkbox"/> Yes	

TOWNSHIP OF UXBRIDGE

**SITE ALTERATION APPLICATION
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Application # _____

Required Information	Submitted	Explanation/Reference
The official Plan designation and Zoning of the property.	<input type="checkbox"/> Yes	
Where the land designation as Countryside by the Oak Ridges Moraine Conservation Plan or the land is subject to the Greenbelt Plan, the application shall be accompanied by any and all documents, reports or studies required by such plan(s) to demonstrate compliance with their provisions.	<input type="checkbox"/> Yes	
Such tree reports prepared by a qualified tree consultant as may be required by the CBO or other By-laws or policies of the Corporation.	<input type="checkbox"/> Yes	
Any other study, report, plan, drawing or material related to the application as deemed necessary by the CBO to constitute a complete application	<input type="checkbox"/> Yes	