



## Township of Puslinch Site Alteration Permit Application

Effective August 13, 2015, the Township has placed a moratorium to restrict site alteration projects to no more than 1000m<sup>3</sup>. If your project requires more than 1000m<sup>3</sup> do not fill out this form and please contact the Township.

### 1. Owner/Applicant Information

1.1. Name of Property Owner/Applicant

1.2. Property Owner/Applicant's Phone Number

1.3. Property Owner/Applicant's Email

1.4. Property Owner/Applicant's Address

### 2. Agent/Contractor

2.1. Name of Agent/Contractor

2.2. Agent/Contractor's Phone Number

2.3. Agent/Contractor's Email

2.4. Agent/Contractor's Address



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### 3. Engineer's Information

3.1. Name of Engineer

3.2. Engineer's Phone Number

3.3. Engineer's Email

3.4. Engineer's Address

### 4. Property Information

4.1. Address of proposed Site Alteration Permit Application

4.2. What is the current use of the property? (Example: Residential purposes, business or farming purposes)

4.3. What is the size of the property?

4.4. What is the zoning of the property? (Indicate if unknown)



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4.5. Is any part of the property regulated by a conservation authority?

Yes

No

Unknown

4.6. What conservation authority regulated the property?

Grand River Conservation Authority

Halton Conservation Authority

Hamilton Conservation Authority

4.7. Does any part of the site contain a watercourse?

Yes

No

4.8. Are trees being removed as part of the site alteration project

Yes

No

4.9. Is the Site Alteration Permit application associated with a building permit?

Yes

No

4.10. Is the Site Alteration Permit associated with a By-law Enforcement Order?

Yes

No

4.11. Is the Site Alteration Permit associated with an approved Site Plan Control Agreement?

Yes

No



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### 5. Site Alteration Applications Requirements

Note: Once a complete application including payment is submitted it can take a minimum of four weeks to issue a Site Alteration Permit. If the Site Alteration Application requires further reports this process may take longer than four weeks to complete.

5.1. Anticipated start date of the work?

5.2. Anticipated completion date of the work?

5.3. Are you applying for an exemption under Normal Farm Practice per the *Farming and Food Production Protection Act, 1998*?

Yes

No

**If you answered yes to the above question, please complete questions 5.3.1 through 5.3.6. If you answered no, please proceed to question 5.4.**

5.3.1. Name of farmer responsible for agricultural operation.

5.3.2. Email of farmer responsible for the agricultural operation.

5.3.3. Phone number of the farmer responsible for the agricultural operation.

5.3.4. Provide a statement of the nature of the agricultural operation.



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5.3.5. Provide the farm business registration number of the agricultural operation.

5.3.6. Provide a description of the normal farm practice.

5.4. Provide a brief description of the proposed works that been identified on the Plan or Site Plan (Example: Constructing laneway, filling an impression, building a retaining wall).

5.5. What is the size of the proposed work area of the site alteration in hectares?

5.6. What is the source of fill for this project?

Imported fill (Imported from secondary location)

Native fill (Fill that is being moved from one part of the property to another)

**If you answered yes to the above question, please complete questions 5.6.1 through 5.6.6. AND Section 6. If you answered no, please proceed to question 5.8 and do not complete Section 6.**

5.6.1. Has any fill already been brought into the property?

Yes

No

5.6.2. Proof from an accredited laboratory that any fill being imported to the site complies with the clean fill parameters as set out in Table 1 of Ontario Regulation 153/04 as amended. (This report must be stamped and signed by a Qualified Person under Ontario Regulation 153/04.)

Attached

5.6.3. Letter of Permission from all property owners that the fill being received will be in accordance with the Site Alteration Permit.

Attached



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5.6.4. Describe the composition of fill being imported to the property.

5.6.5. Provide the source of fill including the name of the supplier, source location address and contact information of the supplier.

5.6.6. Provide the amount of fill to be brought into the property in cubic metres (m<sup>3</sup>). (Effective August 13, 2015, the Township has placed a moratorium to restrict site alteration projects to no more than 1000m<sup>3</sup>.)

5.6.7. Provide the haul route for the fill.

5.7. Does this project include a retaining wall?

Yes

No

5.7.1. Provide a plan showing the design details to proper scale of any retaining wall.

Attached

5.8. Provide a plan and supporting documents which meets the requirements from Section 5 of the Site Alteration By-law Outlined below.

Attached



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5.9. Please check that you have satisfied all the required components for the plan and support documents submitted above.

- A key map showing the location of the Site
- The Site boundaries and number of hectares of the Site
- The use of the Site and the location and use of the buildings and other structures adjacent to the Site
- The location, dimensions and use of existing and proposed buildings and other structures existing or proposed to be erected on the Site
- The location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on the Site and within thirty (30) metres beyond the Site boundary
- The location of the predominant Soil types
- The location size, species and condition of all trees 100 mm in diameter or greater, including their dripline, and the composite dripline of all other Vegetation
- The location of driveways on the lands and all easements and rights of-way over, under, across or through the Site
- The location and dimensions of any existing and proposed storm water Drainage systems and natural Drainage patterns on the Site and within thirty (30) metres of the Site boundaries
- The location and dimensions of utilities, structures, roads, highways and paving
- The existing Site topography at a contour interval not to exceed 0.5 metres and to extend a minimum of thirty (30) metres beyond the Site boundaries
- The Proposed Grade(s) and Drainage system(s) to be used upon completion of the work which is the subject of the Permit
- The location and dimensions of all proposed work which is the subject of the application for a Permit
- The location and dimensions of all proposed temporary Topsoil or Fill stockpiles
- The location, dimensions, design details and specifications of all work which is the subject of the application including all Site siltation control measures or Retaining Walls necessary to meet the requirements of this by-law and the estimated cost of the same



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- A schedule of the anticipated starting and completion dates of all proposed work which is the subject of the application for a Permit, including the installation of construction Site control measures needed to meet the requirements of this by-law
- A list of the type of equipment and machinery that will be used during the site alteration process including the expected days and times of operation
- Provisions for the maintenance of construction Site Erosion and Dust Control measures during construction and after as required
- Typical notes on the final rehabilitation plan to indicate the final ground cover materials, type and size of plantings, depth of topsoil, tree removals or tree protection measures
- Proposed site access location(s) and haul route(s) to and within the property
- A description of the proposed Fill
- The scale of drawing, either 1:500 or 1:1000
- Operational procedures manual

### 6. Qualified Persons Information (This section is required if fill is being imported)

A Qualified Person (QP) within the meaning of Section 5 of Ontario Regulation 153/04. QPs are professional geoscientists and professional engineers. A QP who is retained should be someone who can exercise professional judgement based on his or her experience in order to advise on appropriate reuse options for the excavated soil or excess soil, and make these decisions based on appropriate analysis and characterization of the soil. The QP should use a risk-based approach and take into consideration the effects of loading associated with the concentration of individual contaminants in soil and the impacts on the pre-existing, ambient conditions at the site. This will likely require a QP who is qualified to prepare or supervise a risk assessment, as set out in Section 6 of Ontario Regulation 153/04. Depending upon the intended beneficial reuse of the excess soil, the QP may need to consult with others to make decisions on the appropriateness of the excess soil reuse.

#### 6.1. Qualified Person's Name

#### 6.2. Qualified Person's Email





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6.3. Qualified Person's Phone Number

6.4. Qualified Person's Address

6.5. Is the QP qualified under the Professional Engineers Act or the Professional Geoscientists Act, 2000?

Professional Engineers Act

Professional Geoscientists Act, 2000

6.6. Provide Licence Number under the Professional Engineers Act

6.7. Provide Certificate Number under the Professional Geoscientists Act, 2000

6.8. A letter signed and dated by the QP as defined in O. Reg. 153/04, as amended, confirming that all fill imported to the property is in compliance with O. Reg. 153/04 and the amount of fill to be imported to the property in cubic metres (m3).

Attached



## Township of Puslinch Site Alteration Permit Application

### Terms and Conditions

That this application and all studies submitted in support of this Application may be made available for public review, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

I shall not submit or cause or permit my application for a Permit to be submitted to the Township that is misleading or contains false information. Where it is revealed that the applicant or a Permit contained misleading or false information, the said Permit may be revoked by the Chief Building Official and the Permit Holder shall forthwith cease all work which was the subject of the revoked Permit.

I understand that, effective August 13, 2015, the Township has placed a moratorium to restrict site alteration projects to no more than 1000m<sup>3</sup>. Applications for Site Alterations with an excess of 1000m<sup>3</sup> of fill will not be approved. Save and except projects deemed Normal Farm Practices under Farming and Food Production Protection Act, 1998.

I agree that I have reviewed and understand the Township's Site Alteration By-Law 031/2012 and further that I will comply with all requirements set out in that By-Law.

I understand further requirements may be imposed by the Chief Building Official that may be included as conditions to the approval of the permit.

I understand that it is the responsibility of the owner/applicant to ensure the Township is notified when the Site Alterations project is complete and provide the Township with as-built engineering drawings for final inspection by the Township's Engineers.

In accordance with the Township's User Fees and Charges By-law 052/2021, I agree to pay all third party costs associated with any necessary third party review of the application as deemed necessary by the Township. This includes applications made under Normal Farm Practices.

The owner will, both during and following the term of the Permit indemnify and save harmless the Township from all costs, losses, damages, judgements, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attribute to anything done or omitted to be done by the Owner, its directors, officers, employees, agents, sub-contractors or volunteers in connection with site alteration and fill activities conducted pursuant to the Permit.

I have read, understood, and will comply to the attached Terms & Conditions which form part of this permit application.

### Terms and Conditions

I have read, understood and agree to the Terms and Conditions.



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## **Township of Puslinch Site Alteration Permit Application**

**Signature**

Personal information on this form is collected under the authority of the Municipal Act and will be used to determine the eligibility of a permit. The information is used for the purpose of processing this application and administering the entrance permit program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.