

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 47/2012

Being a By-law to control the dumping of fill, removal of fill and alteration of grades in the Municipality of Port Hope

WHEREAS Section 142 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to prohibit or regulate the dumping of fill, removal of topsoil and alteration of grades;

AND WHEREAS Council deems it expedient to establish, approve and implement the provisions of this by-law.

NOW THEREFORE the Council of The Corporation of the Municipality of Port Hope hereby enacts as follows:

Section 1: Definitions

- 1.1 “Applicant” means each Person who seeks to obtain or obtains a Permit.
- 1.2 “Conservation Authority” means the Ganaraska Region Conservation Authority.
- 1.3 “Contaminated Fill” means a) any Soil that does not meet the Table 1 Standards, unless the Applicant has demonstrated to the satisfaction of the Director that the existing in-situ soil quality of the Receiving site does not meet Table 1 Standards or that the Placing or Dumping of Soil that meets Table 2 Standards for Residential, Parkland, Institutional Property Use, and would not have a detrimental effect on ground water; b) any Fill that contains deleterious and/or aromatic material; and c) bio-solids created by the paper manufacturing process, either in the form or pure paper fibre bio-solids or as mixed with other material to form products known as "nitro- sorb", "sound-sorb", or other products with similar composition.

Furthermore, it shall mean material which contains any solid, liquid, gas, odour, waste product, radioactivity or any combination thereof which is present in a concentration greater than that which naturally occurs in the location of the lot or parcel of land in question and which has the potential to have an adverse effect on the natural environment, human activity, and/or health and safety as defined under the *Environmental Protection Act*, R.S.O. 1990, c.E.19, and includes bio-solids created by the paper manufacturing process, either in the form or pure paper fibre bio-solids or as mixed with other material to form products known as “nitro-sorb”, “sound-sorb”, or other products with similar composition.

- 1.4 “CBO/BEO” means the Municipality’s Chief Building Official/By-Law Enforcement Officer, or designate of the Municipality.
- 1.5 “Director” means the Director of Works and Engineering Services, or designate of the Municipality.

- 1.6 “Dumping” shall be broadly interpreted for this by-law to include stripping, removing, moving, transporting, importing, exporting or placing of any Fill or Topsoil into, out of or upon lands within any single or adjacent properties within the Municipality.
- 1.7 “Fill” means any type of material deposited or placed on lands and includes soil, rock, stone, concrete less than 100 mm in any dimension which does not contain steel reinforcement, construction materials, asphalt, sod or turf either singly or in combination.
- 1.8 “Finished Grade”, means the elevation of the ground surface of land upon which Fill has been placed or dumped or after alteration of the Grade has occurred.
- 1.9 “Grade” means the elevation of an existing ground surface, except where the placing or dumping of Fill or the alteration of the then existing ground surface has occurred in contravention of this By-law in which case Grade means the elevation of the ground surface as it existed prior to such placing or dumping of Fill on or alteration of the existing ground surface occurring.
- 1.10 “Geotechnical engineer” means a person who holds a license under the Professional Engineers Act and is a specialist in providing geotechnical engineering services, with respect to fill placement, compaction and stability.
- 1.11 “Inspector” means any of the following staff members of the Municipality: Chief Building Official/By-Law Enforcement Officer, and/or designate, and such Municipal Law Enforcement officers as may be appointed by the Municipality from time to time.
- 1.12 "Large Fill Operation" means an operation that involves the Placing or Dumping more than 500m³ of Fill.
- 1.13 “Lot” means a lot or block shown on a registered plan of subdivision of land registered in the Land Titles Office for the County of Northumberland, and may also mean any parcel of land described in a deed or transfer registered in the Land Titles Office for the County of Northumberland.
- 1.14 "Minor Fill Operation" means an operation that involves the Placing or Dumping less than 100m³ of Fill; while fill operations of this size do not require a formal Municipal Permit, they must adhere to the provisions of the By-law.
- 1.15 “Municipality” means the Corporation of the Municipality of Port Hope and includes all areas within its geographic limits.
- 1.16 “Normal Agricultural Practice” includes sod-farming, greenhouse operations and nurseries for horticultural products but does not include the sale, exchange or other disposition of Topsoil.

- 1.17 “Owner” means a person shown as the owner of any lot in a deed or transfer registered in the Land Title Office for the County of Northumberland or shown as owner of the lot on the last revised assessment roll of the Municipality.
- 1.18 “Permit” means a permit issued by the Director pursuant to the provisions of this By-law.
- 1.19 “Person” includes a natural individual and their heirs, executors, administrators or other legally appointed representatives, a corporation, partnership or other form of business association.
- 1.20 “Place” means the distribution of Fill on lands to establish a Finished Grade higher or lower than the Existing Grade and “Placing” and “Placed” in relation to Fill have the same meaning.
- 1.21 “Ponding” means the accumulation of surface water in an area not having drainage therefrom where the lack of drainage is caused by the Placing or Dumping of Fill or the alteration of the Grade.
- 1.22 “Proposed Grade” means the proposed elevation of the ground surface of land upon which any Fill is proposed to be placed.
- 1.23 “Qualified person” means a qualified person as defined in Part II Defined Persons of Ontario Regulation 153/04 (as amended). A qualified person shall hold a license under the Professional Engineers Act and/or a Certificate of Registration under the Professional Geoscientists Act, and shall have the necessary experience, qualifications and insurance as required under Ontario Regulation 153/04.
- 1.24 “Retaining Wall” means a wall designed to contain and support Fill which has a Finished Grade higher than that of adjacent lands.
- 1.25 "Small Fill Operation" means an operation that involves the Placing or Dumping of between 100 m³ and 500m³ of Fill.
- 1.26 “Soil” means material commonly known as earth, Topsoil, loam, subsoil, clay, sand or gravel or any combination thereof. Specifically, “soil” means unconsolidated naturally occurring mineral particles and other naturally occurring material resulting from the natural breakdown of rock or organic matter by physical, chemical, or biologic processes, and are smaller than 100 mm in any dimension.
- 1.27 “Swale” means a shallow depression in the ground sloping to a place for disposal for the purpose of providing a method of drainage of surface water.
- 1.28 "Table 1 Standards" means the standards set out in Table 1 of the Soil, Ground Water and Sediment Standards for Use under Part. XV.1 of the *Environmental Protection Act* (published by the Ministry of the Environment dated April 15, 2011, as amended from time to time).

- 1.29 "Table 2 Standards" means the standards set out in Table 2 of the Soil, Ground Water and Sediment Standards for Residential, Parkland, Institutional Property Use under Part XV.1 of the *Environmental Protection Act*, (published by the Ministry of the Environment dated April 15, 2011, as amended from time to time).
- 1.30 "Topsoil" means those horizons in a Soil profile, commonly known as the "O" and the "A" horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat.
- 1.31 "Treasurer" means the Director of Finance, or designate of the Municipality.
- 1.32 "Zoning By-law" means a by-law passed by the Municipality pursuant to section 34 of the *Planning Act* and includes the Municipality's Zoning By-law 20-2010, as amended, or superseded from time to time which is applicable to any land to which this By-law applies.

Section 2: General Prohibitions

- 2.1 No Person may Place or Dump Fill or Topsoil (or remove soil or alter the grade etc.) except in accordance with the provisions of this By-law, or pursuant to a permit issued by the Director in accordance with the provisions of this By-law.

Section 3: Exceptions

- 3.1 The provisions of this By-law do not apply to the extent that the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land is:
- (a) undertaken by the Municipality or a local board of the Municipality;
 - (b) on residential properties for the purpose of swimming pool installations;
 - (c) the subject of an approved site plan, a plan of subdivision or a consent under section 41, 51 or 53 respectively, of the *Planning Act* or as a requirement of a site plan agreement or a subdivision agreement executed and in good standing entered into under those sections; provided the Director of Works and Engineering Services is satisfied that the permit application provides sufficient information to determine compliance with those provisions of this By-law as he/she deems appropriate;
 - (d) undertaken by transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;

- (e) undertaken by a utility company (i.e. TransCanada pipeline, Interprovincial Pipeline, Bell, Veridian, Union Gas) for the purpose of constructing and maintaining a transmission system or a distribution system;
- (f) undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
- (g) undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
 - i) that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
 - ii) on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*;
- (h) undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*;
- (i) undertaken in accordance with a permit issued by the Municipality's Chief Building Official pursuant to the *Building Code Act, 1992* as amended for the erection or demolition of a building or structure (including septic systems), provided The Director of Works and Engineering Services is satisfied that the permit application provides sufficient information to determine compliance with those provisions of this By-law as he/she deems appropriate;
- (j) undertaken in accordance with an order issued pursuant to the Municipality's Property Standards By-law as amended from time to time; or
- (k) undertaken on land that is used as a Contractor's yard which imports, processes, or uses organic or granular material and which complies with the Municipality's Zoning By-law.

3.2 The provisions of this By-law do not apply to the extent that Fill is Placed on lands zoned for residential use within the meaning of the Zoning By-law for the purpose of lawn dressing, landscaping, adding to flower beds or vegetable gardens, provided that:

- (a) the elevation of the land within 0.3 metres of the property line is not changed;
- (b) there is no change in the location, direction or elevation of any natural or artificial watercourse, open channel, Swale or ditch used to drain land; and
- (c) the functionality of any drainage infrastructure is not impeded.

3.3 The provisions of this By-law do not apply to the extent that Topsoil is removed or placed as an incidental part of bona fide Normal Agricultural Practice.

- 3.4 The provisions of this By-law do not apply in an area to the extent of any conflict with a regulation made under section 28 of the *Conservation Authorities Act* respecting the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land in such area.
- 3.5 The provisions of this By-law do not apply in an area to the extent to any conflict with a regulation made under Ontario Regulation 140/02 – The Oak Ridges Moraine Conservation Plan respecting the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land in such area.

Section 4: Specific Prohibitions and Regulations

- 4.1 No Person may Place or Dump Fill or cause or permit Fill to be Placed or Dumped and no Person may remove Topsoil or cause or permit the removal of Topsoil and no Person may alter the Grade of any land or cause or permit the Grade of any land to be altered within the Municipality in any of the following circumstances:
- (a) where the Owner has not consented in writing to the Placing or Dumping of Fill or to the removal of Topsoil or to alteration of the Grade;
 - (b) where the Fill is Placed or Dumped or the Grade is altered for storage purposes and such storage is not permitted pursuant to the Zoning By-law;
 - (c) where the Placing or Dumping of Fill is in contravention of any Federal, Provincial or Municipal Laws, By-laws, Regulations or Agreements;
 - (d) where the Placing or Dumping of Fill or alteration of the Grade will result in changing any Grade established by a grading and drainage plan approved by the Director of Works and Engineering Services including, without limitation, a grading and drainage plan approved by the Municipality in relation to any subdivision, re-zoning, site plan or building permit approval, and such Placing or Dumping or Fill or alteration occurs without a valid Permit therefore;
 - (e) where Municipal pavement, ditches, culverts, sidewalks, facilities or other infrastructure or services are, or may be, in any way impacted. The Municipality may invoke its right to post a No Heavy Trucks route in the event that a hauler is damaging Municipal infrastructure;
 - (f) where the Fill includes material from the demolition of any structure, toxic or hazardous materials, glass, raw sewage, Contaminated Fill, construction refuse, debris or other deleterious materials; or
 - (g) where the Placing or Dumping of Fill or alteration of the Grade is on or with respect to any land zoned within any of the Open Space or environmental protection zones provided in the Zoning By-law, unless either approval therefore has been issued by the Conservation

Authority with jurisdiction over such land, or a Permit has been issued pursuant to this By-law.

Section 5: Issuance of a Permit (Schedule “A”)

- 5.1 The Director of Works and Engineering Services is hereby authorized and directed to issue a Permit where an Applicant has satisfied the requirements of this By-law.
- 5.2 An Applicant shall submit the following to The Director of Works and Engineering Services:
- (a) a completed application (see Schedule “A”: Site Alteration & Fill Permit”) in the form prescribed from time to time by The Director of Works and Engineering Services in accordance with the information required in this By-law. The Director of Works and Engineering Services at his sole discretion may require proof of liability insurance showing the Municipality as an additional named insured. The proof of insurance must be submitted in a form satisfactory to the Treasurer of the Municipality.
 - (b) the Permit fee prescribed by the Municipality shall be as follows:

Minor Fill Operation	No fee
Small Fill Operation	\$500.00
Large Fill Operation	\$500.00
	(plus \$1.00/ tonne of Fill)
 - (c) a certificate of the Owner, Applicant and/ or each qualified expert referenced in the Permit application certifying that the Fill contains no Contaminated Fill;
 - (d) such other studies and reports as are necessary to properly assess the application, including studies and reports required under the Port Hope Official Plan and the Oak Ridges Moraine Conservation Plan, and fees to cover the peer review of such studies and reports if deemed necessary by the Director;
 - (e) security in a form and in an amount satisfactory to both the Director and the Treasurer to secure the proper Dumping or Placing of Fill as described in the Permit and all work required as a condition of Permit issuance including erosion and sediment control; signage, mud cleanup, dust control and road damage;
 - (f) a Fill-control plan (as determined by The Director of Works and Engineering Services) in order to assess the impact of the Fill or alteration on the environment affected, which shall include any or all of the following as shall be specified by The Director of Works and Engineering Services, and prepared by an Ontario Land Surveyor or engineer:

- i) a key map showing the location of each Lot, including the nearest major intersection and north arrow;
- ii) the Lot's boundaries and area (expressed in hectares) of each such lot or parcel of land;
- iii) the existing and proposed use of the land and the location and use of the buildings and other structures adjacent to each Lot;
- iv) the location, dimensions and use of any building and other structures existing or proposed to be erected on each Lot;
- v) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of 30 metres beyond each Lot's boundaries;
- vi) the location of all Regulatory Flood Lines and Conservation Authority Fill Regulation lines;
- vii) the location and identification of the predominant existing Soil types on the Lot;
- viii) the species, Grade at base and size of all trees greater than 250 mm in calliper, all shrubs, trees and hedges within three (3) metre(s) of the property line and driveways on each Lot and all easements and rights-of-way over, under, across or through the Lot;
- ix) the location and dimensions of any existing and proposed storm water drainage systems and natural drainage patterns on and within a minimum of 30 metres beyond each Lot's boundaries;
- x) the location and dimensions of utilities, structures, rail lines, roads, highways and paving located within a minimum of 30 metres beyond each Lot's boundaries;
- xi) the existing topography on the Lot and extending a minimum of 30 metres beyond the Lot's boundaries;
- xii) the Proposed Grades of each Lot;
- xiii) the location and dimensions of all proposed land disturbance activities, including construction of access roads;
- xiv) the location and dimensions of all temporary Soil, dirt or Fill stockpiles;

- xv) the location, dimensions, design details and design calculations of all construction site erosion control measures that may be necessary to minimize the impact of the proposal;
 - xvi) a schedule of the anticipated starting and completion dates of each land disturbance or land development activity;
 - xvii) provisions for the maintenance of the construction site erosion control and dust control measures during construction and after as required;
 - xviii) a plan (which may include a “Chain of Custody Program”) of proposed external haul routes and daily schedule for hauling, including a plan showing signage as required by The Director of Works and Engineering Services;
 - xix) the scale of drawing, ranging from 1:250 to 1:1000 as deemed appropriate by The Director of Works and Engineering Services (each drawing control plan to be in metres);
 - xx) an indication on the drawing of directions of overland water flow and overland flow route;
 - xxi) any information, plans or studies required by Ontario Regulation 140/02.
- (g) Proposed Grades and drainage system to be used upon completion of the Placing or Dumping of Fill on a Lot;
 - (h) a description of the proposed Fill, including a list of the sources, content, and quality, prepared by a qualified person(s);
 - (i) a certificate of the Owner, Applicant and each qualified person referenced in paragraph (e) certifying that the Fill contains no contaminants as defined in the *Environmental Protection Act*, R.S.O. 1990, c. E.19, and this By-law;
 - (j) a plan showing the design details to proper scale of any Retaining Wall that may be required and the dimensions of any materials to be used in construction of such Retaining Wall; and
 - (k) security in a form and amount to be determined by The Director of Works and Engineering Services to secure performance of the work for which the Permit is being applied.

5.3 The Director of Works and Engineering Services shall have the Authority to designate all truck routes and trucking schedules, including any revisions, in order to minimize impacts to the public and Municipal infrastructure. Public notification and signage may also be required by The Director of Works and Engineering Services.

- 5.4 Any person Dumping Fill or Topsoil or altering grades within the Municipality shall implement and maintain an approved mud tracking and dust control program. Such program shall be provided in writing to and be approved by The Director of Works and Engineering Services and shall include the provision of mud mats and dust control measures at both the removal and dumping sites, and the continuous monitoring thereof. Emergency contact names and numbers shall also be provided to The Director of Works and Engineering Services. Where mud and dust are not controlled to the satisfaction of The Director of Works and Engineering Services, The Director of Works and Engineering Services may, without notice, have such mud or dust controlled by Municipal forces or a third party contractor and such costs, including a 30% management and administration charge, shall be paid by the applicant upon invoicing. Any associated Permit may also be considered revoked, until such invoices are fully paid and any additional letters of credit provided, to the sole discretion of The Director of Works and Engineering Services.
- 5.5 The Director of Works and Engineering Services may draw upon the security posted pursuant to the By-law to recover the costs incurred by the Municipality in performing any required work which the Owner or the Applicant has failed to perform.
- 5.6 The issuance of a Permit does not relieve the Owner or the Applicant from the obligation to secure all other applicable approvals and act in compliance with any other applicable Federal, Provincial or Municipal Laws, By-laws, notices, regulations, permits or agreements.

Section 6: Permit Requirements

- 6.1 In addition to placing certain Conditions on a Permit, the Director of Works and Engineering Services may, prior to the issuance of a Permit, require the Owner or Applicant or both to enter into an agreement containing such requirements of this By-law as The Director of Works and Engineering Services considers necessary to ensure that all proposed works are done in accordance with the prevailing design standards of the Municipality and proper engineering principles, and that prior to the commencement of the Placing or Dumping of Fill, a mud tracking and dust control program containing measures considered to be appropriate by The Director of Works and Engineering Services to control mud tracking and dust both on the Lot or other land from which the Fill is proposed to be removed and on the land on which Fill is to be Placed or Dumped and the truck routes proposed to be used by the Applicant, if any, to move the Fill to the Lot on which it is proposed to be Dumped or Placed.
- 6.2 Requirements contained in an agreement may include the Owner or Applicant releasing and indemnifying the Municipality, certifying that the Fill contains no contaminants as defined in the *Environmental Protection Act*, posting with the Municipality the required security and where, in the opinion of The Director of Works and Engineering Services, extensive activities are proposed, certification by a qualified Person and/or a geotechnical engineer, both prior to the issuance of a

Permit and upon completion of the work. All such certification shall state that the Owner or Applicant can and has complied with all of the obligations and conditions contained in the applied for and issued Permit.

- 6.3 The Director of Works and Engineering Services may, from time to time and at the Applicant's expense, require the testing of any Fill by a qualified person and/or a geotechnical engineer retained by the Municipality and such costs, at the direction of the Director of Works and Engineering Services, shall be paid by the applicant upon invoicing. Dumping and/or Fill Removal may be suspended pending test results at the direction of The Director of Works and Engineering Services.
- 6.4 The Director of Works and Engineering Services may require the Applicant to install such site remediation measures, including Topsoil, seeding, sodding and installation of berms and landscaping, as are necessary to minimize the visual impact of Fill or Grade alteration proposals and to provide for stabilization of the altered grades.

Section 7: Permit Expiry or Renewal

- 7.1 A Permit shall expire one (1) year after the day on which it is issued pursuant to this By-law.
- 7.2 A Permit may be renewed at any time prior to its expiry for an additional one (1) year period [only one (1) extension shall be permitted] by an Applicant making a written application to The Director of Works and Engineering Services accompanied by a payment of 100% of the original Permit fee, provided that the Permit requirements imposed by this By-law and any agreement made in accordance with this By-law are not amended or changed.

Section 8: Permit Revocation

- 8.1 It is a condition of each Permit that the Permit may be revoked by The Director of Works and Engineering Services, subject to consultation with the Chief Administrative Officer, under the following circumstances:
 - (a) if it was obtained on mistaken, false or incorrect information;
 - (b) if it was issued in error;
 - (c) if the Owner or Applicant requests in writing that it be revoked;
 - (d) if the terms of an agreement under this By-law have not been complied with; or
 - (e) if an Owner or an Applicant fails to comply with the provisions of this By-law or with an order requiring work to be done to correct any contravention of this By-law.

Section 9: Enforcement

- 9.1 The Chief Building Official/Municipal By-law Enforcement Officers are hereby authorized to carry out inspections in relation to this By-law and are delegated such powers as are within the jurisdiction of the Municipality in order to administer and enforce this By-law including, without limitation, the power to make orders requiring the discontinuance of activities and requiring work to be done to correct contraventions of this By-law.
- 9.2 Outside of regular Municipal working hours (8:30 a.m. to 4:30 p.m., Monday thru Friday) the enforcement of this By-law shall be delegated as determined by the Municipality.
- 9.3 If an Owner fails to carry out any work required by an order issued under section 9.1, the work may be done by the Municipality at the Owner's expense and the cost of such work shall be added to the tax roll and collected in the same manner as property taxes.
- 9.4 If requested by the Director of Works and Engineering Services or the Chief Building Official/ Municipal By-law Enforcement Officer, an Owner shall be required to produce documentation in a form acceptable to the Director of Works and Engineering Services showing the amount of Fill being deposited and the source of the Fill pursuant to a Permit.

Section 10: Remedies and Penalties

- 10.1 Each person who Places or Dumps Fill or who causes or permits Fill to be Placed or Dumped contrary to this By-law or to a Permit shall forthwith remove such Fill and restore the existing Grade of the land.
- 10.2 In accordance with Sections 444 and 445 of the *Municipal Act*, the Municipality may issue an Order to discontinue an activity that is in contravention of the By-law. Contravening such an Order is an additional offence.
- 10.3 Each Person who alters the Grade of land or who causes or permits the alteration of the Grade of land contrary to this By-law or to a Permit shall forthwith restore the land to its original condition including the Existing Grade of the land.
- 10.4 Where an Owner fails to do any work required in an order issued pursuant to this By-law within the period specified, The Director of Works and Engineering Services may cause the work to be done at the Owner's expense and, for this purpose, The Director of Works and Engineering Services, Inspectors and the Municipality's employees and agents may enter on the Owner's land at any reasonable time.
- 10.5 Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction shall be liable to a fine as set out in The *Provincial Offences Act*.

- 10.6 Should any section, clause, or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

Section 11: General Provisions

- 11.1 The provisions of this By-law shall apply to all lands and premises within the Municipality.
- 11.2 All references to legislation in this By-law are references to legislation of the Province of Ontario, as amended from time to time, including successor legislation, whether enacted prior to or subsequent to the enactment of this By-law.
- 11.3 This By-law shall be administered by The Director of Works and Engineering Services.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 29th day of May, 2012.

Linda Thompson, Mayor

S.C. Dawe, Municipal Clerk

The Corporation of the Municipality of Port Hope
Works & Engineering Services
Site Alteration & Fill Permit Application
Schedule "A": Site Alteration & Fill Permit

- For Dumping Fill, Removing Fill or Altering Grades within the Municipality
- Permit Fees are non-refundable
- Applications require ten (10) business days to review once a complete application has been submitted
- Applications must be complete with all required documentation

OFFICE USE ONLY		
Permit No:		
Permit Date (submitted)		
Permit Date (approved)		
Renewal (Y/N)		
Fee	<input type="checkbox"/> Minor Fill Operation (<100m³) no fee required <input type="checkbox"/> Small Fill Operation (100m³ - 500m³) \$500.00 <input type="checkbox"/> Large Fill Operation (>500m³) \$500.00 (plus \$1.00/ tonne of Fill) \$ _____ Total Permit Fee	
APPLICANT INFORMATION		
Permit Location		
Owner Information	Name	
	Address	
	Telephone#	
	Cell #	
	E-mail	
	Applicant Information (if different form Owner)	Name
	Address	
	Telephone#	
	Cell #	
	E-mail	
Source of Fill	Name: _____ Address: _____ Municipality: _____ Owner of Source lands: _____ (if different from Applicant)	

Purpose of Fill Operation	
Securities Cost Estimate	Estimated collective cost of fill installation, sediment & erosion control, seeding/sodding and required restoration (detailed explanation may be required) \$
Other Affected Lands?	Please provide Municipal address (if applicable)
Truck Route	
GRCA Permit Required?	

Required Additional Information

- Certificate of the Owner, Applicant and/or qualified person and/or geotechnical engineer referenced in the Permit application certifying that the Fill contains no Contaminated Fill**
- Site Plan Drawing**
- Grading Plan**
- Tree Preservation Plan**
- Erosion & Sediment Control Plan**
- Mud & Dust Control Plan**
- Trucking Route**
- Additional Information Attached (please specify)**_____

Signature of Applicant

Signature of Owner (if not applicant)

Date

***** OFFICE USE ONLY *****

Permit issued by _____ on _____(date)

Permit Conditions (if applicable):_____