

# Site Alteration Permit Guide

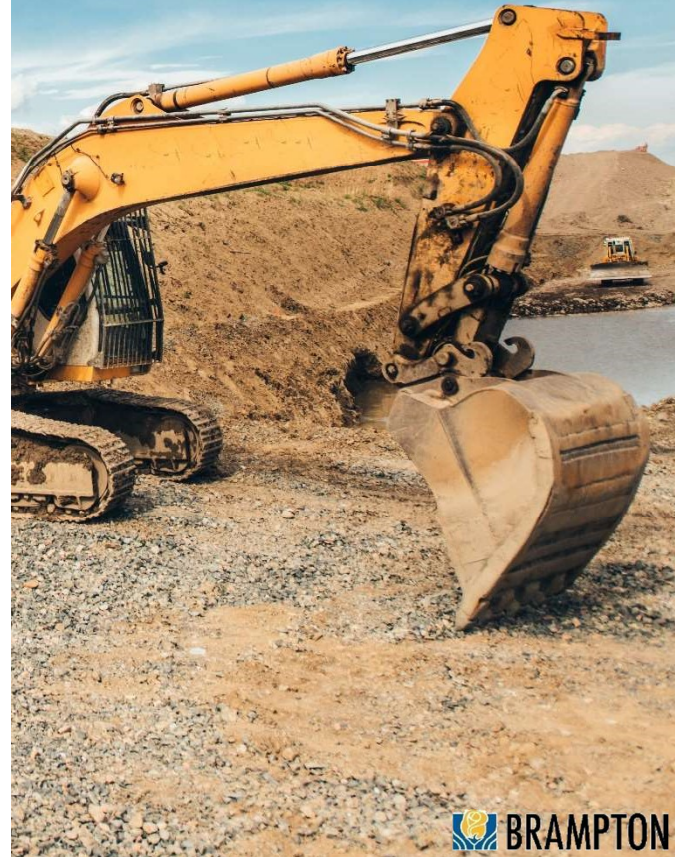
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An Applicant Guide for Permit  
Requirements and Processes

JULY, 2024

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Public Works and Engineering and Planning  
Building and Growth Management



 **BRAMPTON**

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# Preamble

Site alterations involve activities such as placing or removing fill or altering the grade of land. Site alterations are an essential aspect of land development and routine activities such as property enhancements.

In December 2019, the Province of Ontario introduced a regulation under the Environmental Protection Act titled “On-Site and Excess Soil Management” (“the regulation”). The regulation intends to promote the beneficial reuse of excess soil and ensure contaminated soil does not end up on clean sites. The responsibility for site-specific site alteration or fill operations management oversight remains with municipalities, as does the determination of appropriate beneficial purposes in conjunction with land use planning and transportation activities.

The City of Brampton Site Alteration By-law incorporates provisions that are aligned with provincial excess soil management rules and aims to ensure responsible and environmentally conscious site alteration practices. Managing excess soil is important to effectively prevent adverse impacts on drainage systems (natural and artificial), water quality, the natural environment and agricultural areas.

***“When performed correctly, a site alteration mitigates potential adverse effects on soil and water quality, vulnerable natural areas such as wetlands, woodlands and valleylands, agricultural land productivity and adjacent properties.”***

References to the Site Alteration By-law in this Guide should be understood as referring to the current Site Alteration By-law, as amended periodically. This Guide and other supporting documents will be reviewed and updated as required to maintain consistency with changing regulations, best practices and the needs of the City of Brampton.

Permit requirements and procedures may change at any time without notice. Please ensure to reference the most recent version of this Guide and other resources available on the City’s site alteration permit [webpage](#). Applicants should refer to By-law [119-2024](#) for definitions and specific details regarding site alteration activities, permit conditions and enforcement beyond what is provided in this guide.

For further details on excess soil regulations and best practices, please visit the Ontario Ministry of Environment, Conservation and Parks [website](#).

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# Introduction and Background

## 1 Applicant Guideline Purpose

This Site Alterations Permit Guide, herein referred to as the ‘Guide’ is an accompanying document to and must be read in conjunction with the City of Brampton Site Alteration By-law 119-2024. The Guide has been prepared to assist with the site alteration permit application process.

## 2 Site Alteration By-law

The Site Alteration By-law establishes a municipal framework for regulating, intervening in and enforcing site alteration activities. This by-law plays a critical role in safeguarding the environment by focusing on the responsible management of imported fill materials.

The importation of fill from off-site locations poses a significant potential environmental risk if the materials are incompatible with the existing soil conditions. Unsuitable fill materials can have detrimental impacts on the quality of the soil, contaminate groundwater resources and disrupt established surface water management systems within the city.

## 3 On-Site and Excess Soil Management Regulation O. Reg 406/19

In 2019, Ontario Regulation 406/19 (the “Regulation”) was introduced under the Environmental Protection Act. This regulation sets clear guidelines for the reuse of excess soil and minimizing unnecessary landfilling. Below is a summary of key amendments:

1. The Regulation encourages the reuse of clean soil for appropriate projects, reducing waste and promoting environmental sustainability.
2. The Regulation provides new rules for the reuse, movement and disposal of excess soil.
3. The Regulation enhances reuse planning for larger sites generating more than 2,000 cubic metres.
4. The Regulation requires larger reuse sites that receive over 10,000 cubic metres of excess soil to post on the Environmental Registry and develop procedures to track and inspect every truck load of excess soil received on-site.
5. The Regulation provides restrictions on landfilling clean soil that is suitable for reuse at sensitive sites such as schools and agricultural sites.

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The City of Brampton's Site Alteration Permit aligns with the new Regulation and industry best practices, by requiring:

1. Confirmation of Environmental Registry posting (if applicable)
2. Advance planning for reuse, including landowner authorization
3. Submission of a Site Alteration Management Plan (SAMP)

## Site Alteration Permits

A Site Alteration Permit is required for any activity not covered under [Section 4.0](#) exemptions, that will alter the grade (topography) of land through the movement, removal or placement fill. The site alteration permit authorizes the start of earthworks that are necessary to prepare the site for development.

Small scale site alteration permits are administered by the Public Works and Engineering Department, while large scale, site plan and subdivision site alteration permits are administered by the Planning Building and Growth Management Department.

### 4 Permit Types

Permit categories and requirements are based on the scope and scale of the proposed project. There are different types of Site Alteration Permits, including:

1. Small Scale Site Alteration Permit (<1,000 m<sup>3</sup>)
2. Large Scale Site Alteration Permit (>1,000 m<sup>3</sup>)
3. Subdivision Site Alteration Permit (Subject to Subdivision Agreements)
4. Site Plan Site Alteration Permit (Subject to Site Plan Control)

#### **Small Scale Site Alteration Permit (*effective July 10, 2024*)**

Small Scale Site Alterations involve less than one thousand cubic metres (1,000 m<sup>3</sup>) of fill within a twelve-month period and the total area of the property subject to the site alteration (excluding all buildings, structures and fixed features) does not exceed one hectare (1ha).

#### **Large Scale Site Alteration Permit (*effective November 1, 2024*)**

Large Scale Site Alterations involve more than one thousand cubic metres (1,000 m<sup>3</sup>) of fill within a twelve-month period or where the elevation of the site significantly increases or decreases from the existing grade and the project is not subject to Site Plan Control. These permits have additional requirements, including entering into an agreement with the City with approval from City Council.

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## Site Plan or Subdivision Site Alteration Permit

This permit category applies to site alterations related to a Site Plan Approval or Subdivision Agreement. Site alteration permits may be issued for a development project in advance of an executed development agreement.

The site alteration permit authorizes the initiation of earthworks in advance of an executed development agreement. In addition to the technical reports and plans included in the Permit Application Requirements section, permit applications must also include, as applicable:

1. Total volume of material (m<sup>3</sup>) for cut and fill operation, including the total volume of excess soil (m<sup>3</sup>) to be imported or exported.
2. Source site details for excess soil import.
3. Receiving site details for excess soil export.
4. Off-site location details for temporary storage of excess soils.

Where the source site, receiving site and/or temporary storage site for the same project are located within the City of Brampton, the applicant may be required to obtain a site alteration permit for each site. Applicants are encouraged to [planning.development@brampton.ca](mailto:planning.development@brampton.ca) for more Information.

## 5 By-law and Permit Exemptions

The City of Brampton's Site Alteration By-law operates within the framework established by the Municipal Act. This means certain activities may be exempt from the by-law or its permit requirements such as projects subject to a separate provincial or federal statute (law). While some activities may be exempt from requiring a permit under the by-law, they may still be subject to other provisions within the by-law itself.

For a comprehensive listing of all exemptions, applicants are encouraged to review Section 4 of the Site Alteration By-law.

### Minor Residential Landscaping and Lot Grading Maintenance

The Site Alteration By-law is not applicable to most minor landscaping projects on residential properties. It is the homeowner's responsibility to maintain the grading of their property and ensure that landscaping projects do not alter an existing drainage pattern or system, or cause ponding on adjacent lands.

The following activities on residential properties do not require a permit: yard maintenance activities, lawn dressing, driveway resurfacing, installation of flower beds and vegetable gardens,



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installation of walkways or pathways and similar landscaping features on residential properties that do not adversely alter an existing drainage system approved by the City, a Stormwater Management Facility or easement in favour of the City. The installation or removal of retaining walls or the installation of an in-ground pool on residential properties still require a permit.

If you are not sure if your project requires a permit, or are unsure which permit application applies to you, you may contact [roa.permits@brampton.ca](mailto:roa.permits@brampton.ca).

## 6 Prohibited Activities and Areas

### Commercial Fill Operations

Commercial fill operations are prohibited in Brampton and cannot be permitted by a permit or agreement. A commercial fill operation is considered a large-scale site alteration where fill involves one or more of the following:

1. Used for a commercial purpose, benefit or gain to the owner, occupier of the land or a third party whether the remuneration or consideration is the sole reason for placing or fill or not.
2. Obtained from more than one source site for benefit or gain and there is no fill management plan in effect.
3. Generated as a function of a waste soil treatment and/or remediation facility, whether or not such facility is operated under an environmental compliance approval.

### Prohibited Areas

In accordance with the Municipal, Regional and Provincial plans, there are certain areas in the City where site alterations are prohibited. These include:

- Environmentally sensitive or significant areas,
- Natural Heritage System designated areas,
- Core areas of the Greenlands System,
- Provincially Significant Wetlands,
- Valleylands or watercourse corridors,
- Core woodlots,
- Significant wildlife habitat,
- Floodplains and hazardous lands,
- Hydrogeologically sensitive areas,
- Conservation plan or as designated by the official plan,
- Wellhead Protection Areas, significant ground water recharge areas, or high aquifer vulnerability areas as designated in Source Water Protection Plans, or the City of Brampton Official Plan,
- Lands previously licensed or permitted and used as a pit or quarry under the *Aggregate Resources Act*.

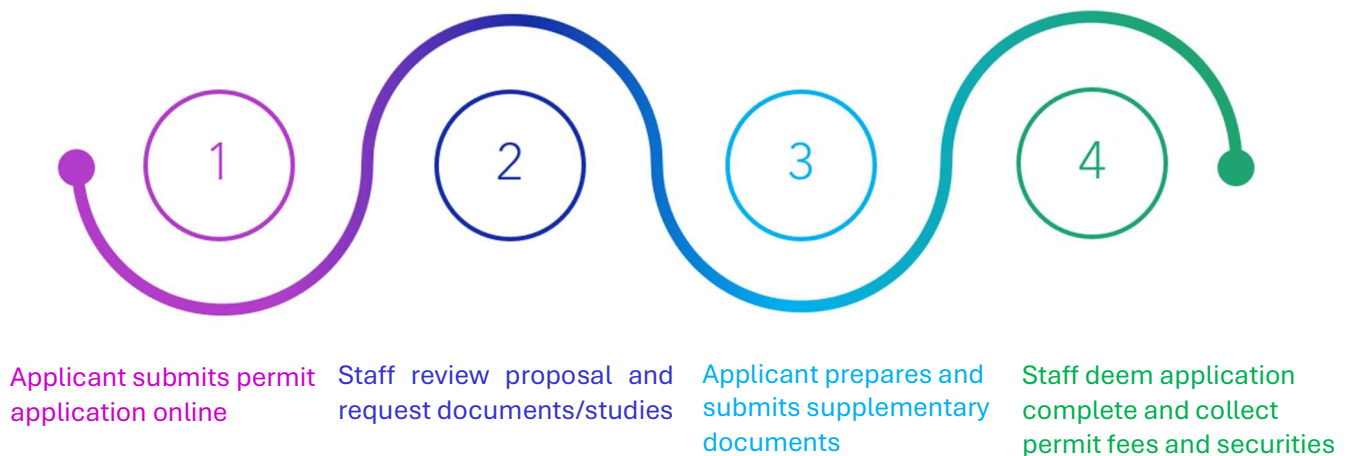
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# Permit Application Requirements

## 7 General Requirements

### Small Scale Site Alteration Permits

Permit application requirements may vary based on the proposed site alteration and site-specific conditions. The project leader is responsible for including all necessary documentation to support the proposed work. The Commissioner of Public Works and Engineering (or designate) may also waive certain permit requirements or conditions for the same reason.



### Site Plan and Subdivision Site Alteration Permits

Where an applicant seeks to conduct site alteration following Site Plan Approval or Draft Plan approval, the applicant must complete a Site Alteration permit application package and submit it to the City/Development Construction for review. Development Construction will review and internally circulate the application and supporting documents. Once the application package is deemed complete and it is determined that the proposed work is supported, Development Construction will issue the permit and associated terms and conditions.

If the applicant wishes to seek a pre-servicing agreement prior to Site Plan Approval, they submit a request for Pre-servicing/Conditional Permit approval to the Building Department through Planning. Planning in consultation with Development Engineering and other relevant Departments, will issue a recommendation memo to communicate no objection to the Building Department for a conditional permit, provided the Engineering Drawings are approved in principle.



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## **Application Completeness and Review**

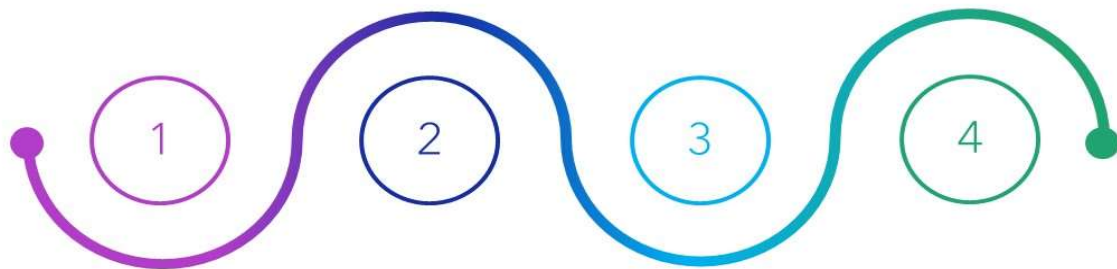
Once you submit your completed application form, the City will provide you with a checklist to verify any additional information needed. Your application will only be considered complete once the City receives all required documents. You may be required to include reports, studies, drawings or other relevant materials. Incomplete applications will be returned to the applicant with a notification of missing components. Processing won't begin until your application is deemed complete.

Once City staff have reviewed your application to ensure completeness, a recommendation for processing will be provided. The City reserves the right to request additional materials throughout the review process if deemed necessary for a thorough assessment

## **Large Scale Site Alteration Permits**

Where an applicant seeks to conduct site alteration that fits into the definition of a Large-Scale Site Alteration, the following additional requirements are applicable. The permitting process mandates public consultation and Council consideration before approval. Additionally, a comprehensive Site Alteration Agreement, registered on the land title, is obligatory, outlining specific plans and information. This agreement mandates oversight from a Qualified Person, assurances of compliance, security deposits, indemnification, insurance, security plans, and reports.

The Large Site Alteration permit process requires the Applicant to participate in a Pre-Application Consultation Meeting (PAC Meeting) with an assigned City Staff before submitting an application for a review of the proposed alteration work. At the PAC Meeting, the Applicant's site alteration proposal will undergo a preliminary technical review and the Applicant will be given guidance on what additional materials will need to be submitted in connection with the applicable review. The Applicant will be provided with an Application Submission Requirements Checklist (Checklist) and, if necessary, additional comments from the Staff will be sent to the Applicant by e-mail within two (2) business days after the PAC Meeting. The Checklist and comments provided will be used by the Applicant to assemble an initial submission package for the Application Review. The Checklist will also be used by the City to confirm that all required items are included in the submission before the Applicant's package is accepted.

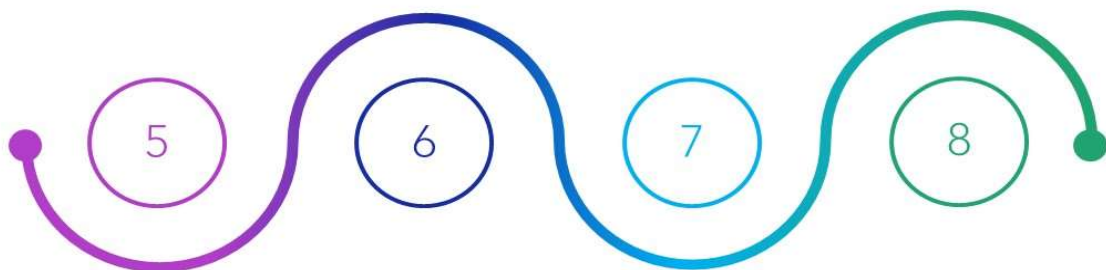


Applicant consults with City Staff, on, zoning, permit process and submission requirements

Applicant submits permit application online/through email, along with Rezoning application, if required

Applicant prepares and submits the supplementary documents

Staff deem the application complete and issue Public Notification



Public Consultation. Applicant addresses all comments from the public consultation satisfactorily

Staff prepare Draft Recommendation Report, Draft Site Alteration Agreement with Conditions of Approval (incl. securities amount)

Final Recommendation report to Council

Upon Council Approval, staff collect securities and finalize the Site Alteration Agreement. Site Alteration permit is issued

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## 8 Completing the Permit Application Form

### **Application Part A – Owner Information**

Part A of the permit application will include information on the registered owner(s), contractor company and project leader(s). This information will help identify entities the permit will address and determine which documents or studies may be required.

### **Application Part B – Project Information**

Part B of the permit application will include information on the location of the proposed site alteration, as well as the detailed information on the reason and end purpose of the proposed site works and site alteration activities. This information will assist in establishing the applicable alteration category, calculate fees and deposits and determine necessary supporting documents and information.

### **Application Part C - Qualified Persons**

Part C of the permit application will identify the Qualified Person retained for the project. A Qualified Person is a professional engineer or geoscientist responsible for completing or supervising excess soil planning requirements under Ontario Regulation on 406/19. While retaining a Qualified Person is only recommended for managing excess soil projects, some projects require one in accordance with the Regulation. City staff will inform the applicant if a Qualified Person is required.

The Qualified Person should have the experience to exercise professional judgment, advising on appropriate reuse options for the excavated soil or excess soil based on appropriate analysis and characterization. Depending on the intended beneficial reuse of the excess soil, the Qualified Person may need to consult with others to make decisions on the appropriateness of the excess soil for reuse, such as an agrologist if the soil is to be used for agricultural purposes.

### **Application Part D – Agreement and Declaration**

Part D of the application must be completed by the property owner, who is responsible for the information contained in the permit application, the project leader(s) and the work performed. By completing the acknowledgement, the owner accepts full responsibility to ensure compliance with O. Reg 406/19 and all other applicable environmental regulations. The owner also acknowledges that the City will not be held responsible for losses or damages that occur due to non-compliance of the regulations.

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## **Application Part E – Owner’s Authorization**

Part E of the permit application will provide information on the owner's agent if different from the owner(s) described in Part D. The agent is typically the owner’s consultant, contractor and/or Qualified Person on record that has been retained to undertake the site works and comply with municipal requirements, from the permit application to post site closure.

## **Application Part F – Receiving Site Property Owner Authorization**

**Permanent off-site placement of excess soil:** If the proposed site alteration involves the removal of excess soil and the receiving site is owned by a different party, the permit application package must include a signed authorization from the landowner of the receiving site.

**Temporary off-site storage of excess soil:** If the proposed site alteration requires temporary storage of excess soil at an off-site location with a different owner, the application package must include a signed authorization from the landowner of the temporary storage site.

## **Application Attachment A – Fees and Deposits**

An application cannot be deemed complete until the applicable application fees are paid in full. All fees under the Site Alteration By-law are collected in accordance with the [User Fee By-law 380-2003](#). Payment instructions will be provided to the applicant once the application has been deemed complete.

Type	Fee
Small Scale Site Alteration Permit Application	\$450
Small Scale Site Alteration Permit Renewal	\$225
Large Scale Site Alteration Permit Application	\$1,800
Large Scale Site Alteration Permit Renewal	\$900
Large Scale Site Alteration Tipping Fees	\$1/m <sup>3</sup>
Site Alteration Permit Subdivisions	\$1,800
Site Alteration Permit Site Plan	\$750

The Commissioner may require a security deposit as financial assurance to remedy non-compliance or to restore the land to a condition satisfactory to the Commissioner. Security deposits are accepted in the form of a certified cheque or letter of credit from a financial institution. Security amounts will be determined by the Commissioner on a case-by-case basis, considering the magnitude of the project and the risks involved.

### **Application Attachment B – Application Requirements**

Attachment B of the permit application contains a list of documents and information such as plans, drawings, reports, studies, letters and information that may be required at the time of application submission. All mandatory background studies, reports and technical drawings must be prepared by a qualified technical specialist. Your application will not be deemed completed until all documents are submitted and prepared to the satisfaction of the Commissioner. The requirements for these supplementary documents are outlined in Attachment 1 to this Guide and Section 2 the Site Alteration By-law.

### **Additional Agency Review**

An application may be subject to review, approval and/or permit processes by other agencies or authorities, which may involve separate applications and fees. It is the applicant's responsibility to submit the permits, approvals and conditions from other regulatory agencies with jurisdiction over the proposed site alteration at the time of application.

A common example of projects requiring additional approval is where the subject property is located within a Conservation Authority Act regulated area (O.Reg.166/06), which may include lands with a watercourse, river or stream valley, wetland, shoreline and/or hazardous land like a steep slope or flood plain. These authorities regulate activities including the movement and placement or removal of fill.

The applicant should contact the following selected organizations to confirm their review requirements:

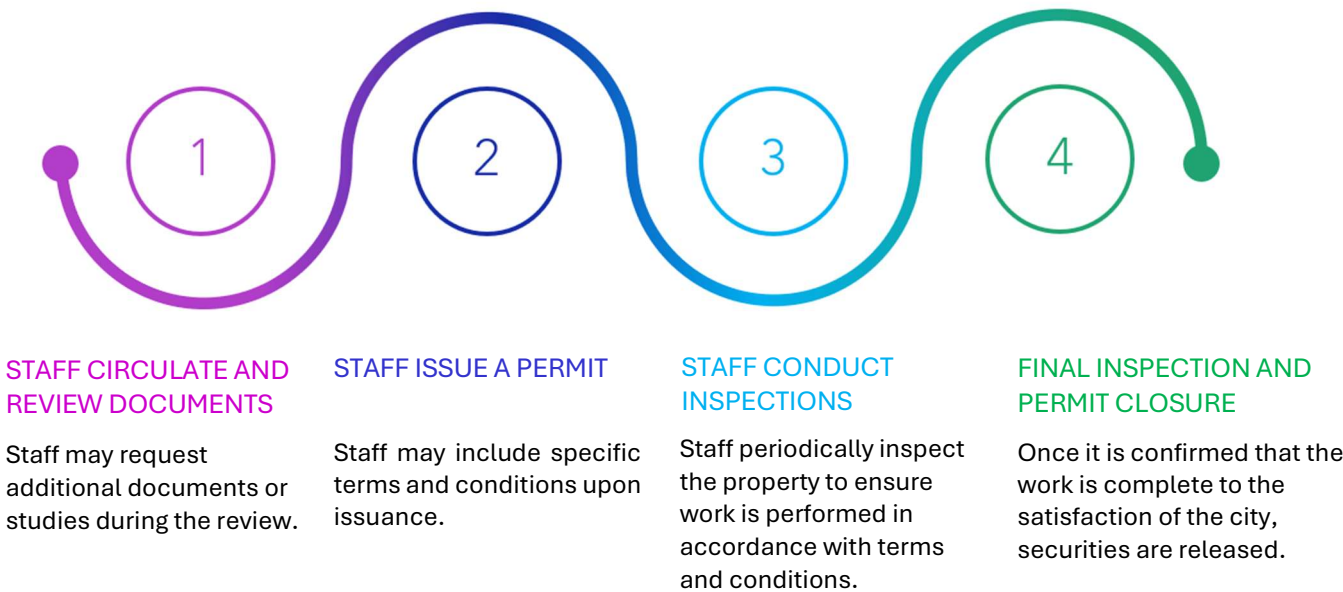
- Toronto Region Conservation Authority
- Credit Valley Conservation Authority
- Ministry of Environment, Conservation and Parks
- Region of Peel
- Ministry of Natural Resources and Forestry
- Adjacent Region/Municipality

This list is not exhaustive and is offered as a courtesy only. It is the applicant’s responsibility to confirm what other reviews may be needed regarding their proposal.

# Application Review Process

## 9 Circulation and Clearance

Once a permit application submission is deemed to be complete, the technical review will begin by circulating the application through multiple divisions to confirm compliance with City standards and requirements. Each division must provide clearance for the application to continue through the process. If required, the Commissioner may request additional information to complete the review or address site specific concerns.





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## 10 Cancelled and Abandoned Permits

A permit application will be deemed abandoned and cancelled once a period of six months has elapsed, and the applicant has either not:

1. provided all requirements including permit fees, security deposit etc. and/or
2. resolved the deficiencies identified during a technical review.

In the event of a cancellation, the applicant will receive a written explanation for the decision. Once an application is cancelled, a new application package must be submitted, including payment of the permit fee.

## Permit Issuance

### 11 Conditions for Issuance

The Site Alteration By-law grants the Commissioner the authority to impose specific terms and conditions on a permit, if necessary, to address any unique concerns or considerations related to your site. A permit may be issued where the Commissioner is satisfied that the proposed site alteration does not contravene this By-law and the primary use of the site is not for the depositing of fill. The proposed site alteration must be necessary for the purpose identified in the application and the applicant has entered into any required agreements with the City. In addition to compliance with all other requirements, the intended use for the filled areas, where applicable, must be a permitted use under the City's Official Plan, the City's Zoning By-law, Conservation Plan and all applicable agencies and authorities must have been notified and approved of the work.

#### Refusals

A permit will not be issued where the proposed final elevations and resulting drainage pattern or the type of fill to be used, and the method of placing fill, are not in accordance with City of Brampton design standards. A permit will also not be issued where the main haulage routes and proposed truck traffic to and from the site pose detrimental effects to the immediate area or nearby communities. In the event of a refusal, the applicant will receive a written explanation for the decision.

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## 12 Appeals

Where the applicant objects to a condition in a permit, they may appeal to the Brampton Appeal Tribunal (the "Tribunal") within thirty days from the issuance of a permit. Where the City refuses to or does not issue a permit within forty-five days from the date the application is received, the applicant may appeal to the Brampton Appeal Tribunal (the "Tribunal") within thirty days from the expiration of the forty-five days.

The Tribunal has the authority to uphold the City's decision, change permit conditions or require the City to issue a permit with conditions the Tribunal deems are appropriate. The Tribunal's decision is final.

## 13 Permit Terms and Conditions

The owner will be responsible for notifying the City about the various stages of the project and allowing inspections of the site for the duration of the permit. There may be specific requirements for the fill material used in accordance with O. Reg. 406/19, including its composition and contaminant levels. The conditions on a permit may also detail procedures for handling archeological discoveries, erosion control and proper fill compaction. The Commissioner has the authority to restrict work hours, designate haul routes and limit the daily volume of truckloads. For more information, review Schedule 3 to the Site Alteration By-law.

The Site Alteration Permit will include the condition that all the requirements of all other agencies with jurisdiction must be always satisfied. It is up to the applicant to provide sufficient documentation to the satisfaction of the Commissioner that they follow all other agencies with jurisdiction.

## 14 Permit Renewal

Should additional time be required to complete the original approved scope of work, the approved permit may be renewed within three months before the date of expiry upon the submission of a written request to the Commissioner accompanied by a payment of one-half of the original Permit Application Fee, provided that the proposed work which was the subject of the Permit has not changed. The renewed permit will thereafter be treated as a new permit. The following shall be required:

1. The Applicant shall have demonstrated to the Commissioner's satisfaction that all permit conditions are in good standing and,
2. A complete permit renewal application must be received by the Public Works Department prior to the existing permit expiration.

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## 15 Permit Revocation

The Commissioner may at any time and without notice revoke a site alteration permit for any of the following reasons:

1. It was obtained on mistaken, false, or incorrect information,
2. It was issued in error,
3. The owner or permit holder requests in writing that it be revoked,
4. The terms of a site alteration agreement and/or permit under this By-law have not been complied with,
5. Work authorized under the permit has not commenced prior to its expiry date,
6. The owner has failed to comply with the provisions of this By-law, or
7. The land has been transferred and the new owner has not complied with the requirements under this section of the By-law.

Once a permit has been revoked, all site alteration must stop. The owner and permit holder are responsible to stabilize or restore the site to its original condition.

## 16 Change in Property Ownership

Where a property is sold while the permit is open, the permit will be automatically cancelled on the day of the sale. Any existing securities held by the City will only be released upon replacement of the securities by the new owner if the project will continue or requires work to restore or bring the site to a satisfactory and compliance condition.

The new owner may maintain the existing permit by submitting a completed application form (confirming to comply with all conditions of the permit, including compliance with the by-law and financial assurance in a form and amounts acceptable to the Commissioner) and make payment to the City in the amount of the initial permit application to facilitate the changing of records associated with the permit.

Should a different source of fill or receiving site be utilized by the new owner, new soil reporting and receiving site authorization must be completed. Where the quantity of fill required changes, a current site survey with updated cut/fill analysis shall be provided to confirm the remaining quantity of material to be imported/exported will be required.

## 17 Termination of Site Alteration Work

A site alteration project may be terminated only where the termination does not cause an adverse impact on the neighbouring property including drainage, land grading, erosion control and/or

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dust mitigation. The submission of post-alteration survey, cut/fill analysis, soil testing, etc. as appropriate will be required to terminate the existing permit. Securities held by the City will only be released upon confirmation by the applicant that all permit requirements have been satisfied.

## 18 Change in Scope of Work

If the scope of the site alteration work significantly changes, the existing permit will be terminated and a new permit will be required.

## Permit Closure

## 19 Final Inspection

When all on-site site alteration related activities are complete, a declaration or closure letter, prepared by a Qualified Person or other professional must be submitted confirming the site work has been completed in accordance with the Site Alteration Agreement or Permit.

Upon receipt, City staff will inspect the site to confirm that the proposed site alteration work has been completed to the satisfaction of the City and that there are no adverse impacts to adjacent areas.

## 20 Release of Securities

The release of securities will only occur upon the receipt of a satisfactory closure letter, any accompanying documentation and the completion of a final inspection by City staff. The site must be in an approved condition prior to the release of securities.

## Contacts

### **Public Works and Engineering (Site Alteration Permits – Small Scale)**

Williams Parkway Operations Centre - 1975 Williams Parkway Brampton, Ontario L6S 6E5  
905.874.2000 | [roads@brampton.ca](mailto:roads@brampton.ca)

### **Planning and Development (Site Alteration Permits - Site Plan and Subdivision)**

City Hall - 2 Wellington Street West Brampton, ON L6Y 4R2  
905.874.2000 | [planning.development@brampton.ca](mailto:planning.development@brampton.ca)

### **Planning and Development (Site Alteration Permits – Large Scale)**

City Hall - 2 Wellington Street West Brampton, ON L6Y 4R2  
905.874.2000 | [environment@brampton.ca](mailto:environment@brampton.ca)

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# Attachment 1 | Additional Documents and Studies

## 1 Detailed Description of Proposed Work

This information should be as detailed as possible to allow City staff to complete an evaluation of the proposed operation. The applicant is required to provide details of the proposed site alteration activity, including where applicable but not limited to:

**Purpose of proposed work:** The applicant must describe in detail the work to be completed, the purpose of performing the work, the result and the intended future use of the property (if changing).

**Compliance with zoning requirement:** The proposed site alteration activities and end state must be compliant with the City of Brampton Zoning By-Law. If the proposed site alteration activity or end state does not comply with the zoning for the property, a Site Alteration Permit cannot be issued. For example, soil cannot be stockpiled on the site where outside storage is not permitted, or the fill and grading work is being performed to accommodate a non-compliance use such as a truck parking yard in a commercial zone.

**Material type and volume:** Indicate the type(s) of material being proposed to move to, from and/or within the site and provide an estimated volume in cubic meters of each.

**Proposed work schedule:** Provide an estimate of the time for the completion of the proposed site alteration works. Indicate the approximate schedule for the movement of material within, to or from the subject property, including the start and end times.

**Proposed haul route:** Indicate the highways and directions within the City of Brampton that will be used to transport fill.

## 2 Site Plan

The Site Plan must be prepared by a Qualified Person based on a legal survey of the property and shall include the following:

### Site and Property Information

- A key plan showing the location of the site and a minimum of 30 meters beyond its boundaries.
- The drawing scale in meters, ranging from 1:500 to 1:1000 as determined by the Commissioner.

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- Property lines of the lands where proposed site alterations occur, including dimensions and the site's area in hectares.

### **Existing Site Conditions**

- The location, dimensions, elevations and use of existing and proposed buildings and structures on the site.
- The current and proposed site use, along with the location, dimensions and use of adjacent buildings and structures.
- Detailed locations, including dimensions, identifying proposed fill placement areas.
- A scale drawing of any required retaining wall, including description, dimensions and construction materials, as determined by the Commissioner if:
  - adjacent land erosion may result from permitted work and/or
  - the site's finished grade exceeds the adjacent lands' existing grade at the property line.

### **Topography and Site Features**

- For calculated site alteration volumes below 1000 m<sup>3</sup>, existing spot elevations on a 3 m grid across and 15 m beyond the property to clearly show existing and adjacent land topography.
- For calculated site alteration volumes exceeding 1000 m<sup>3</sup>, a topographic survey with a 0.5 m contour interval, certified by a licensed professional engineer or Ontario Land Surveyor, defining all natural and man-made features, including slope tops and bottoms, drainage patterns, tree lines, buildings and stockpiles on and 30 m beyond the lands.
- Property lines to clearly show detailed existing topography of the property and adjacent lands.
- The location of Environmentally Sensitive Areas, lakes, streams, channels, ditches, swales, watercourses and other water bodies on the site and within 30 m of property lines.
- The location, dimensions and invert elevations of existing and proposed stormwater drainage systems, sewers, drainage pipes, culverts, inlet chambers, drainage tiles, septic beds and natural drainage patterns on and within 30 m of property lines.
- The location and dimensions of utilities, roads and highways.

### **Vegetation and Soil**

- The location, diameter, species and drip line of all trees with a caliper measuring 75 mm or greater diameter at breast height (dbh), and all other vegetation and field crops identified in masses showing canopy or vegetation limits.
- All existing vegetation within 3 m of property lines, including municipal trees, with individual location of trees having a caliper measuring 75 mm or greater at dbh. Other vegetation identified in masses showing canopy or vegetation limits.



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- The location and description of predominant soil types.

### **Proposed Site Alterations**

- The location and dimensions of all proposed temporary soil or fill stockpiles.
- The location, dimensions, height and slopes of any proposed berms.
- The proposed final elevations of site alteration work.
- The location and dimensions of all proposed land disturbances.

### **Environmental Considerations**

- The location of wetlands, floodplains, shoreline, top-of-bank features and approximate regulation limits of the applicable Conservation Authority.
- Detailed erosion control plans subject to subsequent approval.
- The location of Provincially Significant Wetlands within 120 m of the property.
- Any additional information required by the Commissioner.

## **3 Survey and/or Legal Plan**

Provide a legal plan of the property prepared by licensed Ontario Land Surveyor and specify the location and extent of the site alteration activities, identify the volume and location of any fill placed, dumped, cut or removed as part of the site alteration. This plan must include the most current easements and restrictions.

## **4 Erosion and Sediment Control Plan**

An Erosion and Sediment Control Plan must be prepared to identify erosion risks and determine controls to minimize erosion and sedimentation that can occur because of the planned site alteration activity. The Plan shall comply with The Canadian Standards Association (CSA) W202 Erosion and Sediment Control Inspection and Monitoring Standard, the Erosion and Sediment Control Guideline for Urban Construction 2019 by TRCA (as amended) and the sediment control guidelines prepared by the Credit Valley Conservation Authority and Ministry of Natural Resources for the Province of Ontario (dated April 1991).

## **5 Soil/Fill and Site Management Plans**

A Soil or Site Management Plan shall be prepared by a Qualified Person as defined under the O. Reg. 153/04, and should include but not limited to the following:

**Soil excavation and management:** All areas to be excavated, estimated volumes, soil quality, reuse options, waste disposal and detailed on-site soil management instructions.

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**Best management practices:** Implementation of best management practices including soil segregation, surface runoff/off-site migration prevention and excess soil management.

**Contaminated soil management:** If soil is determined to be contaminated and unsuitable for reuse, a handling and disposal methodology/plan for contaminated soil.

**Stockpile management:** Stockpile management in compliance with excess fill regulations, if temporary stockpiles are permitted on site or at a temporary storage facility.

**On-site contaminated soil management:** On-site contaminated soil management and disposal requirements.

**Soil transportation:** Soil transportation management procedures.

**Haulage record:** Acceptable format for haulage records (showing minimum required information).

**Small quantity excess soil:** Management and disposal of small quantity excess soil at appropriate receiving sites.

**Soil tracking and reporting:** Soil tracking and reporting requirements.

**Imported fill:** Identification of acceptable imported fill soil quality for the project area, in accordance with excess soil standards, if anticipated.

## 6 Design Details of Retaining Wall

A plan showing the design details to proper scale of the required retaining wall including the dimensions of any materials to be used in the construction must be prepared. The design of any retaining wall, the type of fill to be used and the method of placing or dumping of fill, must be in accordance with prevailing City of Brampton design standards and proper engineering practice. The height of any retaining wall cannot exceed one metre. The design and installation of the retaining wall which exceeds one metre in height must be certified by an engineer.

## 7 Traffic and Transport Management Plan

The Traffic and Transport Management Plan must outline the strategies for managing the impacts of the site alteration work zone. The scope, content and level of details will vary depending on the project's site location, project length, quantity of soil, etc. The Plan must establish requirements to effectively manage traffic flow and the safety needs of the public/road users, construction workers, businesses, community and pedestrians, in accordance with MTO standards where applicable.

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The Plan must include the methodology of traffic and site access management to and from the source site and the receiving site including haul routes, traffic volume and control, road maintenance, impacts and mitigation.

## **8 Ground Water Monitoring Plan**

The Groundwater Monitoring Plan must evaluate the potential for the site alteration to impact groundwater on and around the site including existing groundwater conditions, groundwater sensitivities (i.e., well head protection area, aquifer vulnerability, source water protection, groundwater discharge areas, etc.), and potential impacts. It must propose required monitoring during and post site alteration to confirm groundwater conditions and mitigation methods.

## **9 Mud and Dust Control Plan**

The Mud and Dust Control Plan must evaluate specific permit conditions, seasonal weather patterns, particle sizes, causes of emissions, workplace safety, community safety and specific dust-related environmental impacts. It must propose required control measures, monitoring and mitigation methods.

## **10 Tree Preservation Plan**

The Tree Preservation Plan must be in accordance with the City of Brampton's Tree Preservation [By-law](#). Any removal, rehabilitation/restoration work requires prior review and approval from City staff prior to commencing. The Plan should evaluate anticipated impacts of the proposed work, consider least disturbance where possible and incorporate appropriate protection measures.

## **11 Noise Mitigation Plan**

The Noise Mitigation Plan must assess predicted noise sources/levels and impacts on the representative receptors in the vicinity because of the project. It must recommend short-term and long-term mitigation measures to prevent nuisance complaints.