



## Site Alteration Permit Application

☐ Site Plan      ☐ Subdivision

Office Use Only	
Permit Number:	
Date of Application:	
Permit Start Date:	
Permit End Date:	

Project Type:      ☐ Grading      ☐ Importing/Exporting Fill      ☐ Topsoil Removal

Comment and Conditions Office Use Only

### Part A | Property Information

(Fill Part E instead of Part A if applicant is different from the property owner)

Property Owner Name(s):	
Property Owner Address:	
Owner Phone Number:	Email:

### Part B | Project Information

Project Address/Description:	
Contractor/Project Leader Company:	
Project Leader Name:	
Project Leader Phone #:	Email:

Description of Work (To be supplemented by an appended detailed plan of proposed work)

### Part C | Qualified Persons

A qualified person is a professional engineer or geoscientist for the purposes of completing or supervising excess soil planning requirements under Ontario Regulation 406/19.

Full Name:	
Company and Position:	
Full Address:	
Telephone Number:	Email:



### Part D | Agreement and Declaration

#### The applicant further agrees to the following:

1. Cease work until a permit has been approved and issued.
2. Retention of valid utility locate reports (both public and private) and service markings on site, relevant to the project/work area, for the duration of work and available for production, if required.
3. Abide by all requirements as set out in the [Site Alteration By-law](#).
4. Ensure compliance with all applicable legislation, [guidelines](#), and other government directives pertaining to the excavation and management of excess soil including, but not limited to, [O. Reg. 406/19](#) and the Environmental Protection Act, as amended.
5. Complete all work to municipal standards and to the satisfaction of the Commissioner of Planning, Building and Growth Management.
6. Maintain mud tracking and cleanliness of municipal right-of-way if material is being transported at all times.
7. Maintain dust control at all times.
8. Report all damage to City of Brampton-owned infrastructure.
9. If applicable, provide a deposit in the form of a certified cheque in the amount of \$   (Security Amount) as security for the performance of the work as detailed on the approved plans.
10. Allow the City or its representatives to enter upon the land to complete certain works at the Applicant's expense that the Applicant has defaulted on.
11. Provide a plan(s) satisfactory to the Commissioner of Planning, Building and Growth Management as required by Schedule A of the Site Alteration By-law within 30 days of the application date.
12. Acknowledge that the City of Brampton is not responsible for the planning, reporting, documentation, registration, and/or implementation requirements prescribed under O. Reg. 406/19 and that such materials submitted as part of a site-alteration permit application were prepared by a Qualified Person.
13. Acknowledge and agree that if the Subject Lands are in contravention of the requirements of O. Reg. 406/19 or the Environmental Protection Act the City of Brampton is not responsible for losses or damages related to environmental orders, fines, and/or remedial activities not caused by the City of Brampton's negligence and will not sue or initiate a claim over or against the City of Brampton, except where it is alleged that the City of Brampton has been negligent.

#### Declaration of Property Owner(s) (Leave Blank if Part E is applicable):

I/We, \_\_\_\_\_, (Print name)  
 property owner of \_\_\_\_\_ (Print address) declare that:

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. The contractor identified above has been obtained to carry out these works.

\_\_\_\_\_  
 Property Owner Signature

\_\_\_\_\_  
 Date

#### Submit Completed Application to:

The City of Brampton – Development Construction  
 Planning, Building and Growth Management  
 2 Wellington Street West  
 Brampton, Ontario L6Y 4R2



Email: [planning.development@brampton.ca](mailto:planning.development@brampton.ca)

Fax: 905.874.2000

### Part E | Owner's Authorization - Authorized Legal Representative of the Owner

(Leave Blank if Not Applicable)

Complete only if the information on the owner's agent is different from the owner from Part B of the application. For example, a Consultant, Contractor and/or Qualified Person on record that has been retained to undertake the site works and comply with municipal requirements, from the point of the permit application to post-site closure.

#### Property Owner Information

Property Owner Name(s):	
Property Owner Address:	
Owner Phone Number:	Email:

#### Agent Information

Full Name:	
Company and Position:	
Full Address:	
Telephone Number:	Email:

#### Authorization of Property Owner(s):

I/We, \_\_\_\_\_ ,  
property owner of \_\_\_\_\_ hereby  
authorize the Agent listed above to act on my/our behalf and take all necessary action for the submission, processing, issuance, and acceptance of the site alteration permit, agreement terms, and conditions and if applicable all permit compliance and enforcement matters. I/We hereby certify the above information submitted as part of the site alteration permit application is true and accurate to the best of my/our knowledge.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

#### Declaration of Authorized Legal Representative

I/We, \_\_\_\_\_ ,  
Agent for \_\_\_\_\_ hereby  
declare that all the statements contained within the applicant are true, and I make this declaration conscientiously believing it to be true.

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date

## Attachment A | Fees and Deposits

Type		Fee
<input type="checkbox"/>	Site plan Site Alteration Permit application fee	\$750
<input type="checkbox"/>	Subdivision Site Alteration Permit application fee	\$1800
<input type="checkbox"/>	Security Deposit	\$3,000 per Ha. Minimum \$10,000.00. Whichever is greater.

### Security Deposits

The Owner may be required to provide a security deposit, which shall act as Financial Assurance, to be used to remedy any breach of the By-law, Permit, or Site Alteration Agreement to be drawn on by the City at its sole discretion. Without limiting the generality of the foregoing, the Financial Assurance may be used to but is not limited to:

- (1) return the land to a condition satisfactory to the Commissioner;
- (2) pay any outstanding amounts owed by the Owner related to the Permit;
- (3) cover 100% of the estimated cost to maintain Site control measures and stabilize the Site;
- (4) undertake other works as identified by the Commissioner in Section 33.1 & 27 of the By-law.

The Financial Assurance must be in the form of an irrevocable Letter of Credit in a form acceptable to the City Treasurer, a certified cheque, or cash. A Letter of Credit or other securities must remain in effect for the full life of the Permit. Any Letter of Credit and its subsequent renewal forms shall contain a clause stating that 60 days written notice must be provided to the City prior to its expiry or cancellation. The Financial Assurance must be replenished in full by the Permit Holder within 30 days whenever it is drawn upon.

It is the responsibility of the Permit holder to obtain the written approval of the Commissioner that the Site has been adequately reinstated and stabilized in accordance with this By-law and the plans and the Permit and to request that the City carry out a final inspection of the Site and obtain the written approval of the Commissioner that this By-law and terms and conditions of the Permit have been complied with by the Permit holder. When the provisions in section 33.8 have been fully complied with, to the satisfaction of the Commissioner, the Financial Assurance shall be released.

If the Permit expires or is revoked, the securities are to remain in effect until the Site is restored to a condition acceptable to the Commissioner and within a timeframe approved by the Commissioner.

## Attachment B | Application Requirements

### Documents and Studies

This checklist is provided to identify the information required in addition to a completed application form (e.g. reports, studies, drawings, and other materials) to commence processing of a complete application. The City of Brampton reserves the right to ask for additional studies and materials as deemed necessary to complete the review. An application is only considered complete when all materials are received.

Office Use Only		
Document	Received	Comments
Permit Application completed and signed	<input type="checkbox"/>	
Erosion and Sediment Control Plan (Digital & Physical)*	<input type="checkbox"/>	
Grading Plan or Site Plan*		
Archeological Survey & Clearance letter from Ministry	<input type="checkbox"/>	
Send archeological reports and ministry clearance (digitally) Heritage Planner for approval	<input type="checkbox"/>	
Phase 1 Environmental report and any subsequent report	<input type="checkbox"/>	
CVC or TRCA approval for works within regulated areas	<input type="checkbox"/>	
Soil Management Plan including details on importing and/or exporting of soil, onsite management, or a Declaration Letter stating otherwise*	<input type="checkbox"/>	
Open Space clearance regarding tree preservation.	<input type="checkbox"/>	
Favourable comments from City Planner	<input type="checkbox"/>	
Road Occupancy Permit for City Road or Region Road	<input type="checkbox"/>	
Permit Fee	<input type="checkbox"/>	
Security Deposit, Letter of Credit	<input type="checkbox"/>	

\*Note, refer to Schedule 2 of the [Site Alteration By-Law](#) for guidance on the required documents.

### Additional Agencies Review

This application may be subject to other agencies' review, approval and/or permit processes (which may involve separate applications and fees). The Applicant should contact the following selected organizations to confirm their review requirements:

Office Use Only			
<input type="checkbox"/>	Toronto Region Conservation Authority	<input type="checkbox"/>	Credit Valley Conservation Authority
<input type="checkbox"/>	Ministry of Environment, Conservation and Parks	<input type="checkbox"/>	Region of Peel
<input type="checkbox"/>	Ministry of Natural Resources and Forestry	<input type="checkbox"/>	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.