



TOWN OF
GEORGINA

SITE ALTERATION PERMIT
INFORMATION PACKAGE FOR LAND OWNERS

Requirements for obtaining a site alteration permit vary depending on the type of project being proposed. This information package will assist in understanding the submission requirements for a permit application, and will provide a general overview of the permitting process.

Detailed information regarding the application requirements can be found in By-law 2011-0044 (REG-1), available on the Town of Georgina website at www.georgina.ca or by contacting the Department of Engineering and Public Works at 905-476-4305, ext. 232.

Landowners looking to undertake any of the following projects will be required to obtain a Site Alteration Permit:

- Construction of a new dwelling or accessory structure;
- Construction of an addition to an existing dwelling or accessory structure;
- Foundation repairs or replacement, or construction of new foundations ;
- Installation of in-ground pools;
- Installation or replacement of septic systems;
- The placement of fill material in excess of 20m³ for the purposes of landscaping or site alteration;
- The placement of fill material for the purpose of storage. Storage of fill materials shall not exceed 1000m³.

Fees associated with the various types of site alteration projects are attached.

1. SMALL SCALE RESIDENTIAL PROJECTS

Small scale residential projects include all work where less than 50m³ of fill material is proposed to be imported onto the site (including material used for driveway and septic system construction). Some small scale residential projects include:

- ✓ Building a new house, accessory structure or addition;
- ✓ Repairing, replacing or installing a foundation;
- ✓ Installing an in-ground pool;
- ✓ Installing or replacing a septic system;
- ✓ Repairing settlements or low areas where more than 20m³ of fill is used;
- ✓ Landscaping or topdressing where more than 20m³ of fill is used.

In order to obtain a permit for any of the above projects, the following will be required to be provided at the time of application:

- A completed application form, available on our website at www.georgina.ca or from the Department of Engineering and Public Works;
- A site alteration/lot grading plan which indicates:
 - ✓ The property lines;
 - ✓ The location of all existing storm sewers, ditches, swales, creeks, ponds, watercourses and wetlands;
 - ✓ The location of all existing buildings, trees, shrubs, hedges, driveways, easements and right of ways;
 - ✓ Existing and proposed grades and drainage patterns;
 - ✓ All erosion, sediment and tree protection measures (if required).
- If fill material is being imported, a description of the source of the fill will be required along with the quantity of fill material and a letter from the party from whom the fill material was acquired confirming that the fill meets clean fill requirements as set out in By-law 2011-0044. Contact information for the party from whom the fill was acquired will also be required;
- Copies of all approvals/clearances from the Lake Simcoe Region Conservation Authority, Ministry of Transportation, Ministry of Natural Resources, Regional Municipality of York or any other required Federal, Provincial, Municipal or Regional agency. These are required to be obtained prior to submission for a Site Alteration Permit;

*****NOTE: All surface and roof runoff must be directed to an approved outlet being a road ditch, private or Town storm sewer, pond, watercourse, creek, stream, river, lake, etc.***

Once a completed application form has been received along with all of the required drawings, documents and fees, the application will be reviewed. Incomplete applications will be returned.

2. LARGE SCALE SITE ALTERATION PROJECTS

Large scale site alteration projects include all work where fill material of 250m³ or more is proposed to be imported onto the site (including material used for driveway and septic system construction). Some large scale site alteration projects include:

- ✓ Building a new house or accessory structure;
- ✓ Repairing settlements and low areas where more than 250m³ of fill is used;
- ✓ Raising the existing elevation of land where more than 250m³ of fill is used including the construction of driveways;
- ✓ Landscaping or topdressing where more than 250m³ of fill is used.

The requirements to obtain a permit for these types of projects are much different than for small scale residential projects. In order to obtain a permit for a large scale site alteration the following will be required to be provided at the time of application:

- A completed application form, available on our website at www.georgina.ca or from the Department of Engineering and Public Works;
- A site alteration/lot grading plan which includes a topographic survey certified by a Professional Engineer or Ontario Land Surveyor which indicates:
 - ✓ The property lines;
 - ✓ The location of all existing storm sewers, ditches, swales, creeks, ponds, watercourses and wetlands;
 - ✓ The location of all existing buildings, trees, shrubs, hedges, driveways, easements and right of ways;
 - ✓ Existing and proposed grades and drainage patterns;
 - ✓ All erosion, sediment and tree protection measures (if required).
- If fill material is being imported, a description of the source of the fill will be required along with the quantity of fill material and a letter from the party from whom the fill material was acquired confirming that the fill meets clean fill requirements as set out in By-law 2011-0044.
- Contact information for the party from whom the fill material was acquired;
- Copies of all approvals/clearances from the Lake Simcoe Region Conservation Authority, Ministry of Transportation, Ministry of Natural Resources, Regional Municipality of York or any other required Federal, Provincial, Municipal or Regional agency. These are required to be obtained prior to submission for a Site Alteration Permit;
- Payment of the applicable fees and securities in the form of cash, certified cheque or letter of credit.

3. SITE ALTERATION AGREEMENTS

A landowner engaged in a large scale fill operation will also be required to enter into a Site Alteration Agreement with the Town as a condition of approval which prescribes environmental controls to be implemented for the duration of the project. The agreement requires that a landowner fulfills certain obligations which include but are not limited to the following:

- ✓ To retain a qualified engineer or environmental consultant who is responsible for ensuring that the *site alteration* is in accordance with reasonable engineering and environmental practices; is in accordance with the protocol outlined in By-law 2011-0044 (REG-1) and is in accordance with the plans submitted for the permit;
- ✓ To require the environmental consultant to report in writing on a regular basis that the *placing* and *dumping* of fill is in accordance with sub-section (a) above;
- ✓ To require that the *site alteration* be completed by a specified date;
- ✓ Not to contaminate the natural environment and to abide by all applicable environmental laws and regulations;
- ✓ Ensure that all *fill* used is material that does not contain any putrescible material and which meets prescribed criteria:
- ✓ To provide reports from the qualified Engineer or Environmental Consultant as required
- ✓ To provide security to be used to remedy any breach of the by-law or agreement and to indemnify the *Town* for any liability, costs, damages or losses incurred directly or indirectly caused by the issuing of a permit;
- ✓ Ensure that all *fill* meets standards prescribed by the Ministry of the Environment for any current land use and any future land use for the land designated under an Official Plan or amendment to an Official Plan approved by Council of the *Town* or Regional Municipality of York;
- ✓ Install and maintain the *erosion* and sediment control measures as identified in the approved *site alteration* plan and the latest *Conservation Authority* guidelines for erosion measures;
- ✓ Install temporary signage in accordance with Ministry of Transportation Book 7 regulations on all roadways immediately adjacent to the site where *fill* is being *dumped* or *placed*;

Once an application for a large scale site alteration is received and processed, the agreement will require the approval of the Director of Engineering and Public Works for projects proposing 250m³ to 2000m³ of fill.

Quantities where greater than 2000m³ of fill are proposed will require that the agreement be approved by Town Council at a public meeting.

Once a permit or agreement has been issued, it will be valid for a period of one (1) year from the date of issue and may be renewed upon written request. The permit will expire six (6) months from the date of issue should no work be commenced by that date.

For further information or to view By-law 2011-0044 (REG-1), visit our website at www.georgina.ca or contact the Department of Engineering and Public Works at 905-476-4305, ext. 232.

FEE SCHEDULE – SITE ALTERATION (FILL PLACEMENT)

DESCRIPTION	APPLICATION FEE	SECURITY DEPOSIT
<i>Fill</i> Less than 250 cubic metres	\$500.00	\$2,500.00
<i>Fill</i> greater than 250 cubic metres but less than 2000 cubic metres	\$750.00	\$10,000
Fill placement 2000 cubic metres or greater	\$1,000.00	\$25,000
Security for payment of Municipal Services Fee (Fill placement 2000 cubic metres or greater)	--	\$0.50 per cubic metre of fill to be placed
Extension of permit for <i>Fill</i> 250 cubic metres or less (sec. 5.1(b))	\$250.00	
Extension of permit for <i>Fill</i> greater than 250 cubic metres but less than 2000 cubic metres (sec. 5.1(b))	\$375.00	
Extension of permit for fill greater than 2000 cubic metres (sec. 5.1(b))	\$500.00	

*The above application fees are non-refundable.

***NOTE:** The above fees shall be doubled in the event that the Applicant has performed any *site alteration* in contravention of this by-law.

OTHER APPLICABLE FEES

Municipal Services Fee (where quantities are 2000 cubic metres or greater)	\$0.50 per cubic metre of fill material to be placed To be paid at completion of project upon confirmation of volume totals
Preparation of Site Alteration Agreement	\$6,150.00
Amendment to Agreement	\$2,050.00

FEE SCHEDULE – LOT GRADING AND DRAINAGE (RESIDENTIAL)

FEEES APPLICABLE TO ALL RESIDENTIAL CONSTRUCTION AS NOTED WHERE **NO MORE THAN 50m³** OF FILL IS IMPORTED (INCLUDING GRANULAR MATERIAL FOR DRIVEWAYS AND SEPTIC SYSTEMS)

DESCRIPTION	APPLICATION FEE	SECURITY DEPOSIT
Construction of principal buildings, septic systems and accessory structures greater than 20 square metres. Construction of additions to accessory structures greater than 20 square metres.	\$300.00	\$2,500.00
Additions to existing principal buildings. Foundation repairs or replacement, house raising and construction of new foundations for same. Construction of in-ground pools. Construction of accessory structures greater than 10 square metres but less than 20 square metres. Additions to existing accessory structures greater than 10 square metres but less than 20 square metres.	\$150.00	\$1,000.00
Extension of permit for principal buildings, septic systems and accessory structures greater than 20 square metres.	\$150.00	
Extension of permit for Additions to existing principal buildings or accessory structures. Foundation repairs or replacement, house raising. Construction of in-ground pools. Construction of accessory structures less than 20 square metres.	\$75.00	

The above application fees are non-refundable.

***NOTE:** The above fees shall be doubled in the event that the Applicant has performed any *site alteration* prior to the submission or approval of an application in contravention of this by-law.

SITE ALTERATION - OPERATIONAL FLOW CHART

