

Site Alteration Pre-Screening Questionnaire and Permit Application Form

File No.: MR - _____

Part 1 – Site Location, Owner and Applicant Information:

1.1 Site location

Address: _____

Lot and Concession No.: _____

Township: _____ Plan No.: _____

Roll No.: _____

Is **any** portion of the Property within:

The area regulated by the MRCA Yes No

For Office Use Only:

Staff confirmation of address/property location

Staff confirmation of location vs. MRCA Regulated Area

Initials: _____



File No: MR - ____ - ____

1.2 Property Owner Information:

Name/Company: _____

Address: _____

Phone: _____ **Fax:** _____

Cell Phone: _____ **Email:** _____

If there are more than one (1) owner or if ownership is in the name of a corporation, the signatory must have the authority to sign on behalf of the other owners or to bind the corporation.

The undersigned, being the registered owner (or authorized representative of the owner(s)) of the subject property, hereby submit this application for a Site Alteration Permit pursuant to By-Law 2019-8343, or authorize the below named Applicant to make a Site Alteration Permit Application for the subject property with my full knowledge and agreement.

I confirm that the information contained within, and submitted in support of the subject application, is accurate and that I am fully aware of and in agreement with the proposed work described herein.

I acknowledge that, should the Applicant fail to abide by the terms and conditions of the Permit, I will be liable to ensure all works are carried out in accordance with the Permit and for the rectification of any damages caused by the works both internal and external to the subject property.

Printed Name: _____

Owner Signature: _____ **Date:** _____

<p>For Office Use Only:</p> <p>Staff confirmation that Owner information complete, verified & signature provided <input type="checkbox"/></p> <p>Notes: _____</p> <p>Initials: _____</p>



1.3 Applicant Information:

Same as section 1.2

Name/Company: _____

Address: _____

Phone: _____ **Fax:** _____

Cell Phone: _____ **Email:** _____

The undersigned, with the permission of the owner(s) of the subject property, hereby submit this application for a Site Alteration Permit pursuant to By-Law 2019-8343.

Printed Name: _____

Applicant Signature: _____ **Date:** _____

For Office Use Only:

Staff confirmation that Applicant information complete & signature provided

Initials: _____



Part 2 – Exemptions

2.1 Site Alteration Permit Exemption:

Does any exemption listed in Section 3 of **Site Alteration By-Law 2019-8343** apply?

- Yes, identify Sub-Section [# _____], attach supporting documentation and applicable permit(s). continue to Part 2.2.
- No, continue to Part 3.

For Office Use Only:

- Staff confirmation of receipt of supporting documentation
Staff confirmation of exemption per Section 3 of By-Law

Notes: _____

Exemption confirmed. Permit not required, continue to Part 4.1.a

Initials: _____

2.2 Declaration and Indemnification:

Statutory Declaration

I, the undersigned, as the owner or as an agent authorized to act on behalf of the owner of the subject property identified in this application, declare that the information contained in this application is true and correct to the best of my knowledge. I further declare that I will abide by the provisions of the City of Timmins Site Alteration By-Law 2019-8343 and any applicable terms or conditions.

By completing this declaration and signing below, I understand that failure to comply with the City of Timmins Site Alteration By-Law 2019-8343 and any applicable terms or conditions is an offence, and that upon conviction, I, as the owner/agent of the subject property may be liable to penalties prescribed pursuant to *the Municipal Act, 2001*.

Hold Harmless and Indemnification

I, the undersigned, shall indemnify and save harmless The Corporation of the City of Timmins and the Mattagami Region Conservation Authority, its employees, officers and/or agents, from and against any and all claims, actions, losses, expenses, costs, demands, suits, liabilities or damages of every nature and kind whatsoever arising out of or as a result of the actions of the applicant, its agents or employees.

Printed Name: _____

Applicant Signature: _____ **Date:** _____



Part 3 – Details of Proposed Site Alteration:

3.1 Compliance with Zoning Requirement:

Purpose of the Site Alteration works: _____

For Office Use Only:

Current Zoning of the proposed Site Alteration lands:

Does the purpose of the Site Alteration comply with the permitted use/zoning?

Yes No

If No, the permit cannot be issued, continue to Part 4.2. a

Initials: _____

3.2 Material Type and Volume:

	Import	Export	Move On-Site
Topsoil (m ³)			
Fill (m ³)			
Other (specify): (m ³)			
Area (m ²)			
Vacuum Truck Excavation (gross volume= (solid + liquid)(m ³)			

3.3 Alteration of Grade Only (No import or export):

<0.15m >0.15m

For Office Use Only:
 Staff confirmation that estimated depth of grade change < 0.15m and no surrounding drainage impact

If yes, permit not required, continue to Part 4.1.b

Initials: _____

3.4 Road Condition Assessment:

Proposed Haul Route within the City of Timmins:

See attached map Description provided below

For Office Use Only:

Road condition assessment completed for haul route(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the proposed haul route include:		
• Low Class Bituminous (LCB) roads within Timmins	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Poor condition asphalt cement (AC) road?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, Road Replacement Fee cost estimate required, see Part 4.3.c		
• Access on roads with geometric deficiency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Access through or adjacent to existing residential areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Pose safety concern for all road users; such as local traffic, pedestrian, cyclists, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notes: _____

Initials: _____



3.5 Proposed Work Schedule:

- Standard permit (6 months)
- Approved development site (1 year)
- Infrastructure project only site (1 year)

From: _____ **To:** _____

Estimated number of truck loads per day (when hauling): _____ average _____ maximum

For Office Use Only:

Permit term reviewed: Yes

If yes, permit not required, continue to Part 4.1.b

Initials: _____

3.6 Mattagami Region Conservation Authority (MRCA) Permit Requirement:

Are any works proposed within the MRCA regulated area?

- Yes
- No

For Office Use Only:

Staff confirmation:

MRCA permit required Yes No

Notes: _____

Insert response at Part 4.3.e

Initials: _____

3.7 Other Relevant Information:



Part 4 – Pre-Screening Summary (For Office Use Only)

4.1 Site Alteration Permit is not required

- a) Exemption confirmed – Sub-Section _____ (Part 2.1) Yes
- b) Alteration of Grade <0.15m (Part 3.3) Yes
- c) Applicant reviewed and signed Part 2.2 Yes

4.2 Site Alteration Permit cannot be issued

- a) Zoning conflict (Part 3.1) Yes
- b) Other _____ Yes

4.3 Site Alteration Permit is required

- a) Category 1 Alteration of grade only (> 0.15m) A / B
- Category 2 Small (Import/Export < 500 m3)
- Category 3 Large (Import/Export ≥ 500 m3)
- Category 4 Topsoil for Agricultural Use (≤ 0.20m)
- b) Road replacement fee required? (Part 3.4) Yes No
 Road replacement fee cost estimate \$ _____
- c) (Part 3.5) Standard permit (6 months)
- Approved development site (1 year)
- Infrastructure project only site (1 year)
- d) MRCA permit required? (Part 3.6) Yes No
- e) (Part 3.7) Notes: _____



Site Alteration Pre-Screening Questionnaire received and reviewed by:

_____ date

Regulations Officer (staff name and signature)

Confirmed by: _____

Copy of Permit Application Form and requirements provided to the Applicant via

_____ (format) on _____ (date)



Part 5 – Site Alteration Permit Application Requirements:

For detailed requirements for Site Alteration Permit refer to Site Alteration By-Law 2019-8343 and Guide to Site Alteration. **Shaded items are for the Regulations Officer use only.**

Site Alteration Permit Required: Category: _____ Yes No

	Required	Applicant Provided	Received	Accepted
Site Alteration Permit Application Form (all pages, signed on page 14 & 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit Application Fee (non-refundable)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Alteration Works Brief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Sketch or Engineering Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil Quality Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agrology Practitioner Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MRCA Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underground Water Monitoring Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Items _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



File No: MR - ____ - ____

The Applicant shall **not** submit the following items until the Regulations Officer has provided acceptance of the information / estimates listed above.

	Required	Applicant Provided	Received	Accepted
Road Damage Contribution/ Inspection Fee	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Replacement Fee (Non-Refundable)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



File No: MR - ____ - ____

Part 6 – Application Fee

	Required	Applicant Provided	Receipt
Category 1, Alteration of Grade (> 0.15m grade change, no import or export of material)	\$100	<input type="checkbox"/>	<input type="checkbox"/>
Category 2, Small Site Alteration (import and/or export of material < 500m ³)	\$200	<input type="checkbox"/>	<input type="checkbox"/>
Category 3, Large Site Alteration (import and/or export of material ≥ 500m ³)	\$400	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	\$50	<input type="checkbox"/>	<input type="checkbox"/>

Permit Application Fee (Fill): \$ _____

Receipt Number: _____

Part 7 – Permit Approval

I agree to abide by By-Law 2019-8343 and the terms and conditions outlined herein to regulate the Placing/Dumping or Removal of Fill/Topsoil, and the Alteration of the Grade of Land in the City of Timmins.

Statutory Declaration

I, the undersigned, as the owner or as an agent authorized to act on behalf of the owner of the subject property identified in this application, declare that the information contained in this application is true and correct to the best of my knowledge. I further declare that I will abide by the provisions of the City of Timmins Site Alteration By-law 2019-8343 and any applicable terms or conditions.

By completing this declaration and signing below, I understand that failure to comply with the City of Timmins Site Alteration By-law 2019-8343 and any applicable terms or conditions is an offence, and that upon conviction, I, as the owner/agent of the subject property may be liable to penalties prescribed pursuant to the *Municipal Act, 2001*.

Hold Harmless and Indemnification:

The applicant shall indemnify and save harmless The Corporation of the City of the Timmins and the Mattagami Region Conservation Authority, its employees, officers and/or agents, from and against any and all claims, actions, losses, expenses, costs, demands, suits, liabilities or damages of every nature and kind whatsoever arising out of or as a result of the actions of the applicant, its agents or employees.

I hereby grant the officers of the City of Timmins and the Mattagami Region Conservation Authority and/or any person in the company of the officers permission to enter the site for the purpose of inspection for compliance with the conditions in this application and/or for performing any work necessary to bring the site into compliance with said conditions.

Print Applicant Name: _____

Applicant Signature: _____ Date: _____



Complete Application Received:

Mattagami Region Conservation Authority

Date

Approved:

Regulations Officer

Date

See attached letter for additional permit conditions.

Permit Period

Issued: _____ **Expires:** _____

Earthworks on-site are not permitted until the necessary Erosion Control Measures have been inspected and approved by the City of Timmins.

Erosion Measures Inspected:

Regulations Officer

Date