



Site Alteration Permit Application

Pursuant to the City of Timmins By-law No. 2019-8343
Administered by the Mattagami Region Conservation Authority (MRCA)

FOR OFFICE USE ONLY		
Application No:	Permit No:	Date received:
Application fees: <input type="checkbox"/> \$100 Category 1, Alteration of Grade (> 0.15m grade change, no import or export of materials) <input type="checkbox"/> \$200 Category 2, Small Site Alteration (import and export of material <500m ³) <input type="checkbox"/> \$400 Category 3, Large Site Alteration (import and export of material ≥ 500m ³)		<input type="checkbox"/> Received Receipt No.: _____
Roll No.:	MRCA approval required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Permit approval date: _____	Permit expiry date: _____	Approved by: _____
Comments:		
A. Site Information		
Address:		
Lot and Concession No.:		
Township:	Plan No.:	
Anticipated start date and end date:	Quantity of fill to be imported or removed in m ³ : <input type="checkbox"/> Placing or removing of fill: _____ m ³ <input type="checkbox"/> Placing or removing of topsoil: _____ m ³ <input type="checkbox"/> Alteration of grade of land: _____ m ³	
Description of work:		
B. Applicant Information		
First Name:	Last Name:	
Street Address:		
City:	Province:	
Postal Code:	Phone (required):	
Email (required):		
C. Owner (if different from applicant)		
First Name:	Last Name:	
Street Address:		
City:	Province:	
Postal Code:	Phone (required):	
Email (required):		
D. Other Regulatory Authorities		
If other approvals are required for this project, please indicate:		
<input type="checkbox"/> MTO <input type="checkbox"/> MRCA <input type="checkbox"/> MNRF Work Permit <input type="checkbox"/> Fisheries Act <input type="checkbox"/> MECP <input type="checkbox"/> Other: _____		

E. Submission of Required Information

- Proposed Lot Grading Plan (including existing and proposed grades)
- Description of fill: _____
- Source of imported fill: _____
- Is the fill to be supplied from a licensed pit or quarry: Yes No
- Certificate of analysis: Yes No
- If Yes, please provide a copy of correspondence. Attached: Yes No
- Destination of removed fill: _____

Supplemental Information (For Office Use Only)

- | | | |
|--|-----------------------|-----------------------------------|
| <input type="checkbox"/> Engineered Drawings | Date Requested: _____ | <input type="checkbox"/> Received |
| <input type="checkbox"/> Erosion and Sediment Control Plan | Date Requested: _____ | <input type="checkbox"/> Received |
| <input type="checkbox"/> Proposed Haul Route: _____ | Date Requested: _____ | <input type="checkbox"/> Received |
| <input type="checkbox"/> Approximate Number of Trucks per day: _____ | Date Requested: _____ | <input type="checkbox"/> Received |

F. Authorization of Owner for Agent to make the Application N/A

If the applicant is not the owner of the land that is subject of this application, confirmation by the owner that the applicant is authorized to make the application on their behalf must be completed below.

I/We, _____,
 the registered owner(s) of _____
 hereby authorize _____ to act as
 Agent for the Site Alteration Application which relates to the above-noted lands.

 Signature of Owner(s)

 Date

G. Declaration of applicant

I (print name) _____ agree to abide by By-Law No. 2019-8343, and the terms and conditions outlined within the Site Alteration Guidelines to regulate the placing/dumping or removal of fill/topsoil, and the alteration of the grade of land in the City of Timmins.

Date: _____ Signature of Applicant: _____

G. Information

Approval of this application for Site Alteration shall be based on conformance to the City of Timmins By-law 2019-8343, its guidelines and any conditions laid out by the Issuer of Permits.

Please note that additional information may be required to support the application for a Site Alteration in the City of Timmins.

Any physical modifications to infill elements deemed to be significantly different from the approved application, or which contravene By-law 2019-8343, shall invalidate the permit.

This application and permit shall only be valid within the permit period as noted to a maximum of one (1) year.

Please print, sign and return this form via email or mail to:

Mattagami Region Conservation Authority
 c/o Regulations Officer
 100 Lakeshore Road
 Timmins, ON P4N 8R5
 Phone: 705-360-2660
 Email: info@mattagamiregion.ca