



APPLICATION FOR SITE ALTERATION AND ENTRANCE PERMIT

| FOR INTERNAL USE ONLY | | | |
|-----------------------|--------------|-------------------|-------------|
| Application No: | | Receipt No.: | |
| Fees Received: | \$500.00 | Deposit Received: | \$1,000.00 |
| \$150.00 | \$750.00 | | \$2,500.00 |
| \$200.00 | Legalization | | \$10,000.00 |
| LSRCA Received: | | Roll No. | |
| YES | NO | N/A | |

| PROPERTY INFORMATION | | | |
|--------------------------------|----------------------------|------------------------------|----------------------------|
| Address: <input type="text"/> | | | |
| Part Lot: <input type="text"/> | Con.: <input type="text"/> | OR Lot: <input type="text"/> | Plan: <input type="text"/> |

| CONTACT INFORMATION | | | |
|---------------------|----------------------|------------|----------------------|
| <u>OWNER</u> | | | |
| First Name: | <input type="text"/> | Last Name: | <input type="text"/> |
| Business Name: | <input type="text"/> | | |
| Street Address: | <input type="text"/> | | |
| Municipality: | <input type="text"/> | Province: | <input type="text"/> |
| Postal Code: | <input type="text"/> | | |
| Email (Required): | <input type="text"/> | Phone: | <input type="text"/> |
| <u>AGENT</u> | | | |
| First Name: | <input type="text"/> | Last Name: | <input type="text"/> |
| Business Name: | <input type="text"/> | | |
| Street Address: | <input type="text"/> | | |
| Municipality: | <input type="text"/> | Province: | <input type="text"/> |
| Postal Code: | <input type="text"/> | | |
| Email (Required): | <input type="text"/> | Phone: | <input type="text"/> |

DETAILS OF PROPOSED PROJECT

Type of Work:

Applicant pays the highest applicable fee and deposit above regardless of the number of projects applied for. Fees do not increase based on number of concurrent projects.

For imported fill, a description of the source of the fill, along with contact information and confirmation from the party from whom fill was acquired that the fill meets clean fill requirements as set out in By-law 2011-0044 are required. Agreement is required for projects proposing 250m to 2000m³ of fill volume. Projects exceeding 2000m³ of fill volume are prohibited within the Town.

Estimated volume of fill to be imported (including material for septic and driveways): m³

Description of Work:

AUTHORIZATIONS

☐ **CONSENT FOR RELEASE OF INFORMATION:**

In accordance with the provisions of the *Municipal Act, RSO 1990, c.P13*, as amended, I acknowledge and consent to all information and material submitted in conjunction with this application becoming public record and being made available to the general public in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M56*, as amended.

☐ **PERMISSION TO ENTER OR CORRECT:**

The applicant acknowledges that a site visit will be required in order to view the property and its relation to surrounding lands, and in this regard, authorizes members of Council (or a representative thereof), Town staff, Peer Review Consultants retained by the Town, and relevant external agency review staff to enter onto the subject property for the purpose of evaluating the merits of the application with or without notifying the homeowner. The owner hereby authorizes the Town of Georgina and/or its representatives to enter onto the subject lands for the purposes of inspection or to complete or repair any works as deemed necessary by the Director of Development Services.

☐ **ROAD OCCUPANCY PERMIT (ROP):**

It is understood that all works will be constructed at the expense of the Owner, and that work must not begin on Town Right-of-Way (such as modifying or installing a new entrance) before a permit has been issued by the Town and a Road Occupancy Permit (ROP) obtained by the contractor. The issue of a permit by the Town does not relieve the holder of the responsibility of complying with relevant municipal by-laws.

☐ **COMMUNICATION WITH AUTHORIZED REPRESENTATIVE:**

The owner hereby authorizes the Town of Georgina to correspond with and provide site-specific documentation to the authorized representative identified herein as a contact on file under the header “AGENT” (if applicable). This representative can be removed from file by written request from the property owner.

ACKNOWLEDGEMENTS

In the absence of any of the following, your application will be considered incomplete as received.

- ☐ Fees and Securities: Owner acknowledges that the applications will not be reviewed until payment of fees and securities have been received in full by the Town.
- ☐ Regulatory Conformance: The applicant agrees to abide by all regulations contained within the Site Alteration By-law 2011-044, and Entrance Installation By-law 2004-078 (and 2017-0024) of the Town.
- ☐ Necessary Approvals: Prior to commencement of works on site, the Owner agrees that s/he shall obtain all necessary approvals from all agencies having jurisdiction over the subject lands, including (where applicable): LSRCA Permit, Road Occupancy Permit, etc.
- ☐ The Owner shall have Town inspect & approve the works prior to paving the entrance or placing sod.
- ☐ Lot Grading/Drainage Plan: A lot grading/drainage plan is included as part of this application in PDF format and to scale on paper that is no larger than 11" x 17" and includes (at minimum):

☐ Setbacks of all buildings and accessory buildings and in-ground pools

☐ Dimensions of all buildings and accessory buildings and in-ground pools

☐ Dimensions of property and property lines

☐ Details/notes outlining the existing layout vs. proposed layout (building footprint, driveway location, hardscape / landscaping, tree removals, pools, etc.)

☐ Locations of all existing and proposed downspouts and sump pumps

☐ Existing and proposed highpoints

☐ Locations of all existing and proposed drainage paths (swales, sub-drains, ditches etc.)

☐ North Arrow and Legend

☐ Labels showing street frontage and driveway width and locations

☐ All existing and proposed surface materials (asphalt, grass, gravel, interlock etc.)

☐ Amount (in cubic meters) of any fill material being imported to the site or any excess fill to remain on site as a result of excavation works

The following documents/information is also mandatory where applicable:

- Included N/A

☐ ☐

New Principle Building; New Septic System; New In-ground Pool; New Entrance, Building Construction/Addition/ Re- construction greater than 100 m²; Stormwater Management Facilities, including LIDs, Soakaway Pit, etc. Drawing must include existing and proposed grades & elevations.
- Included N/A

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LSRCA Permit: Applications on lands that are regulated or partially regulated by the Lake Simcoe Conservation Authority (LSRCA) must include either a clearance letter or permit authorizing the proposed works. You can determine if the subject property is regulated by searching the address here.
- Included N/A

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For modifying or installing new entrances you must include on the drawing:
Entrance width (m), Culvert width (m), Culvert Size (mm), Culvert Material, Culvert Slope (%), Culvert Gauge (mm), Elevations (cm), Setbacks (m), Backfill Material & Depth, Curb/Sidewalk Cut Length (m)
Note: If you are utilizing existing entrance simply check N/A

IMPORTANT INFORMATION

- Permit is valid for a period of one (1) year from the date of issuance.
- For additional information related to Site Alteration in Georgina, please visit our SAP Web Page.
- The security deposit will be refunded to the individual/company that provided payment following a final inspection by the Development Engineering Division. Inspections are not conducted during winter months.
- Once full application is received and confirmed please allow for three (3) weeks for review and response.
- The deposit will be refunded upon cancellation or clearance, minus the administrative fee and any unpaid extension fees.
- Application fees and security deposits shall be doubled in the event that site alteration has occurred in contravention of By-law 2011-0044 (REG-1), as amended.
- The Town of Georgina may engage legal, engineering, hydrology, environmental, arborists, landscape, or any other consultant as deemed necessary by the Director of Development Services in order to evaluate studies and/or agreements. Any associated costs incurred for such evaluations shall be charged to the applicant, plus an additional 15% administrative fee.
- Fees are subject to adjustment to reflect totals based on accurate fill volumes verified by a professional Engineer prior to final clearance.
- It is the landowner's responsibility to obtain all necessary approvals from any federal, provincial, regional, or municipal agencies prior to providing application for a Site Alteration Permit.
- Applicant must contact the Town for site inspection and approval, prior to paving new entrances or placing sod.
- For New Entrances:
 - Culvert must be minimum 0.9 m from property line.
 - Culvert length must be no less than 6 m and no more than 9 m in length.
 - The maximum width of an entrance shall be: the lesser of 7 m or 50% of the width of the frontage for 2 vehicle driveways; and 10 m or 50% of the width of the frontage for 3 vehicle driveways.
 - Culvert must be dual-wall HDPE with smooth interior finish in accordance with CSA B182.8.
 - Culvert must have min stiffness 320kPa at 5% deflection in accordance with ASTM D2412.
 - Driveway slope must be no less than 1% and no more than 8%.
 - Culvert must be backfilled with 3/4" crushed limestone or clear stone minimum 300mm above, 100mm below, and on the sides of the culvert and adequately compacted.
 - Culvert ends must extend beyond entrance and be at 2:1 Slope and stabilized with sod.
 - The pipe shall be joined with an external split coupler with gasket that will not restrict flow and will prevent soil from entering the culvert pipe.
 - If Curb or Sidewalk cut/removal/modification is required the work must be done by the Town. The applicant will be charged the cost of the work plus 15% administrative fee.

DECLARATION OF APPLICANT

I hereby make application for Site Alteration and declare that all information contained herein is true, correct, and complete. I have read this entire application and confirm that all requirements contained herein have been fulfilled.

Owner
Signature:

Name:

Date:

Agent
Signature:
(if applicable)

Name:

Date:

SAMPLE GRADING AND DRAINAGE PLAN

