



THE CORPORATION OF THE TOWN OF GEORGINA

DEPARTMENT OF DEVELOPMENT SERVICES

DEVELOPMENT ENGINEERING DIVISION

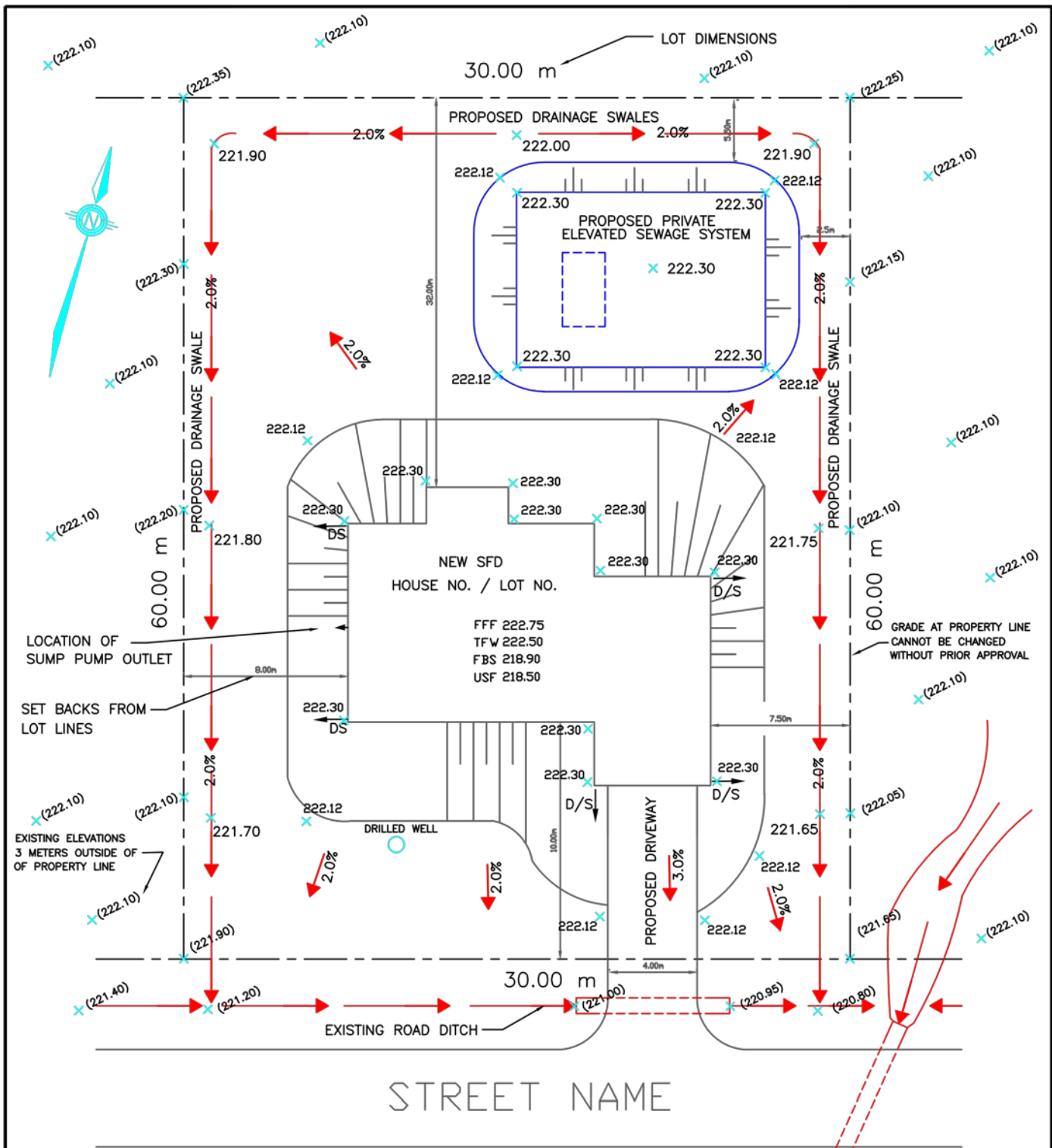
A SITE ALTERATION PERMIT IS REQUIRED FOR THE CONSTRUCTION/ADDITION OF A HOUSE OR BUILDING, PLACEMENT OF FILL MATERIAL OR ALTERATION OF GRADES

Requirements for obtaining a Site Alteration Permit vary depending on the type of project being proposed. This information will assist you in preparing your submission package for review by the Department of Engineering.

BASIC SUBMISSION REQUIREMENTS

1. A completed application form and payment of the applicable securities and fees. To avoid delays in permit processing, please ensure that the following information is attached to the application:
 - Lake Simcoe Region Conservation Authority Permits (where required)
 - Town or Region Entrance permit approvals (where required)
 - Material Compliance Form
 - Detailed Lot Grading Plan (*P. Eng. stamped drawings required in many situations*)
2. Prepare a Grading Plan (size 11"x17"), in duplicate, showing the following as a minimum (see *attached sample*):
 - The property lines, lot dimensions, house/lot number, north arrow and a legend.
 - The location of all structures (*existing and proposed*) on the property, their respective dimensions and set backs from the property lines;
 - The location of any roads, ditches, culverts, etc., in relation to the property;
 - The location of any watercourse, swales (*existing and proposed*), open water on or near the property;
 - The proposed location of the fill. Provide setbacks from all property lines to the fill. Indicate the depth of the placement of the fill; (*must know approx. quantity of fill being imported in cubic meters*)
 - Existing and proposed grades, obtain grades 3 meters outside of property lines.
 - An (ESC) Erosion and Sediment Control Plan including silt fence and mud mat may be required to eliminate siltation and mud tracking onto the road;
3. Please note that all surface run off must be directed to an approved outlet being a road ditch, private or town storm sewer, pond, natural or man made watercourse, creeks, streams, rivers, lakes, etc. A "soak away pit" can be designed and certified by a Professional Engineer when there is no suitable outlet.
4. It is the owner's responsibility to ensure that all necessary permits have been obtained prior to applying for a Site Alteration Permit. Additional approvals include, but are not limited to the Lake Simcoe Region Conservation Authority, Region of York, Ministry of the Environment, Ministry of Transportation, etc.
5. Once the completed submission package is received, review of the initial submission may take several weeks to complete. Once all the information is reviewed and deemed suitable, the permit approval will be issued.

For more detailed information on fees and application requirements, please contact the Department of Engineering at (905) 476-4305, Ext. 2234, E-mail: engineering2@georgina.ca or visit the Town website at www.georgina.ca.



DEFINITIONS:


D/S - DOWNSPOUT LOCATIONS

SWALE - LONG NARROW EXCAVATION TO COLLECT SURFACE WATER AND DIRECT SAME TO ROAD DITCH OR APPROVED OUTLET

LEGEND

x (97.82)	EXISTING GRADE
x (97.89)	PROPOSED GRADE
FFF	FINISHED FIRST FLOOR
TFW	TOP OF FOUNDATION WALL
FBS	FINISHED BASEMENT SLAB
USF	UNDERSIDE OF FOOTINGS
DS	DOWNSPOUT DISCHARGE LOCATION

DRAWING SIZE TO BE 11" X 17"

 TOWN OF GEORGINA ENGINEERING	
SAMPLE LOT GRADING DRAWING	
DATE: JANUARY 2016	SCALE: N.T.S.
DRAWN BY: B.L.A./MD	LG1
CHECKED BY: M.E.B.	
CAD FILE: INFILLrural.DWG	