



Town of Milton
 150 Mary St.
 Milton, ON L9T 6Z5
 905-878-7252
 www.milton.ca

SITE ALTERATION PERMIT APPLICATION

Development Services

1. SITE ALTERATION PERMIT No. _____ (For Town of Milton Completion Only)
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2. Requirements for Complete Application (For Town of Milton Completion Only)
<input type="checkbox"/> Complete application form <input type="checkbox"/> Control Plan in accordance with Schedules A & D of the By-Law 094-2022 <input type="checkbox"/> Payment of the required fees <input type="checkbox"/> Any required supporting documentation i.e. reports or studies <input type="checkbox"/> Estimated cost to supply, install and maintain site control measures and stabilize the site

3. Municipal Address

4. Owner/Applicant/Professional Information		
Owner's Name	Mailing Address	Phone:
		Email:
Applicant	Mailing Address	Phone:
		Email:
Consultant	Mailing Address	Phone:
		Email:
Qualified Person	Mailing Address	Phone:
		Email:
Contractor	Mailing Address	Phone:
		Email:

5. Pre-Application Consultation	
Have you conducted any pre-consultation with Town staff to determine site issues and technical details for a "complete" application? 	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate method below: <input type="checkbox"/> By phone <input type="checkbox"/> By meeting <input type="checkbox"/> By email <input type="checkbox"/> By site visit <input type="checkbox"/> By other ways Town Staff Name:

6. Project Description	
Is the work in preparation of a development application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Site Description	
Site Size (Ha):	Site Alteration Size (Ha):
Is fill and/or material being imported or exported to/from the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, Please complete the following:
	What is the approximate amount to be

	Imported?	Exported?
	What type of material is being	
	Imported?	Exported?
	Location of the source site(s):	
	Location of the dump site(s):	
Is the site alteration proposed to occur within the Niagara Escarpment Commission NEC regulated lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please provide NEC permit.	
Is the site alteration proposed to occur within Conservation Authority regulated lands?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please provide CA permit.	
Is the site alteration proposed to occur in or near sensitive surface and groundwater features?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, an Environmental Impact Assessment is required (Official Plan Section 2.3.3.11.a)	
Is the site alteration proposed to be part of a normal farm practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, proof is required e.g. tax return, business registration etc.	

8. Work Schedule
Dates of Commencement and Completion of Site Alteration: _____ to _____

9. Supporting Documentation
Have you attached supporting documentation, technical studies or background information in support of the application? If so, please identify:
<input type="checkbox"/> Control Plan (Refer to By-Law 094-2022-Schedules A & D for requirements) <input type="checkbox"/> Phase I, Phase II and other environmental site assessments <input type="checkbox"/> Soil management plan (On-Site and Excess Soil Management) <input type="checkbox"/> Fill management plan (On-Site and Excess Soil Management) <input type="checkbox"/> Environmental soil testing plan (On-Site and Excess Soil Management) <input type="checkbox"/> Traffic and transportation management plan prepared and certified by a P. Eng. <input type="checkbox"/> Archaeological report by an archaeologist licensed by Ontario Ministry of Tourism and Culture . <input type="checkbox"/> Estimated cost to supply, install and maintain site control measures and stabilize the site. <input type="checkbox"/> Other _____

10. Fees & Securities Work Schedule (For Town of Milton Completion Only)			
Permit Fee:	Security Amount:	Letter of Credit No. (If Applicable):	Road Damage Deposit:

11. Applicant Certification
<p>I, _____, hereby make the above application, declaring that all information contained herein is true and correct, and acknowledging the Town of Milton will process the application based on the information provided.</p> <p>I agree to indemnify and save harmless the Town of any and all liability which may arise in the event that any fill contains contaminants of concerns within the meaning of the Environmental Protection Act or the site alteration causes damage to nearby properties.</p> <p>_____</p> <p>Date Signature of Applicant</p>

12. Authorization of Owner for Agent to Make the Application	
If the applicant is not the owner of the land that is subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.	
We, _____,	
the registered owners of _____ <i>(Municipal address or legal description)</i>	
hereby authorize _____	
to act as agent for the Site Alteration Permit application which relate to the above-noted lands.	
_____	_____
Date	Signature of Owner

Note: The information on this form is collected for the purpose of administering the Town of Milton By-Law 094-2022. This application and supporting information and any other documentation relating to this application, may be released, in whole or in part, to other persons in accordance with the Municipal Freedom of Information and Protection and Privacy Act, R.S.O. 1990c. M.56, as amended.

USING THE APPLICATION FORM

This application is to be used by persons or public bodies wishing to place, deposit, cut or remove or fill or alter grades or drainage on any lands within the Town of Milton.

An applicant or owner applying for a Site Alteration Permit shall arrange for a pre-consultation meeting with the Director of Infrastructure or Development Engineering to review a proposed site alteration to assess if a permit is required, or if a permit could be issued pursuant By-Law 094-2022 and permit requirements.

This by-law applies to the entire Town including those areas which are subject to regulations made under section 28(1) of the Conservation Authorities Act, R.S.O. 1990, c.27, as amended.

The submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

COMPLETENESS OF THIS APPLICATION

The Town may return the application or refuse to give the application further consideration until receipt of all the required information and fees have been provided. The information required for a complete application is as follows:

1. Receipt of Site Alteration Permit fees
2. Complete Site Alteration Permit Application
3. Control Plan (Refer to By-Law 094-2022-Schedules A & D for requirements)
4. Technical Reports as required e.g. Phase I, Phase II and other environmental site assessments, Soil management plan, Fill management plan, Environmental soil testing plan, Traffic and transportation management plan, Archaeological report, etc.
5. Estimated cost to supply, install and maintain site control measures and stabilize the site

The Applicant is advised that other documents, reports or information may be required as the Director deems appropriate in order to evaluate the application.

NOTE: It is recommended that prior to completing the application, the applicant review the Site Alteration By-Law 094-2022 and refer to the Town of Milton website for additional information.

<https://www.milton.ca/en/business-and-development/site-alteration-permit.aspx>

FEEES

The complete Site Alteration Permit application must be accompanied by the prescribed fee payable to the Town of Milton. Please note that the application will not be accepted for processing until the fees have been received in accordance with the current Town of Milton User Fee By-Law.