



A Natural Attraction

The City of Quinte West
Public Works and Environmental Services

Bylaw 08-30 - Site Alteration Permit
Application Form

Instructions to Applicant:

1. Fully complete this application form.
2. Deliver this application to Public Works Services located on the second floor at City Hall, 7 Creswell Drive in Trenton Ward. Call 613-392-2841 for directions to City Hall.
3. Provide \$1000 (less than 2.0 hectares) and \$3500 (more than 2.0 hectares) for payment of the application fee.
4. Public Works Services staff will review the application and, based on the scope of the proposed work, will respond with a list of requirements to be addressed on a Control Plan.
5. Prepare and submit the Control Plan for review and approval by Public Works Services.
6. Upon approval of the Control Plan by the Director, the Applicant can then proceed with the proposed works.

APPLICANT AND PROPERTY INFORMATION

Applicant name: _____ Daytime phone: _____

E-mail address: _____ Fax number: _____

Property Owner: Same as Applicant _____

Address of subject property: _____

On the: North South East West Side of the Road / Street

Ward: Trenton Murray Sidney Frankford

Lot: _____ Concession: _____ Part: _____ Plan: _____

Current use of property: _____

Current property zoning / Official Plan designation: _____

Total area of property: _____ Hectares Acres

PROJECT INFORMATION

Briefly describe the nature of the work proposed: _____

Area of property to be affected: _____ o Hectares o Acres

Proposed start date: _____ Completion date: _____

Nature and quantity of proposed Fill material: _____

Proposed use of site: _____

	<u>Yes</u>	<u>No</u>
Is this proposal related to a development application?	<input type="radio"/>	<input type="radio"/>
Does any part of the site contain a watercourse?	<input type="radio"/>	<input type="radio"/>
Is there a registered flood or fill line on the property?	<input type="radio"/>	<input type="radio"/>
Are there any steep slopes on the property?	<input type="radio"/>	<input type="radio"/>
Is there an Environmentally Sensitive Area on the property?	<input type="radio"/>	<input type="radio"/>
Has the property ever been used for industrial, commercial purposes?	<input type="radio"/>	<input type="radio"/>

CONTRACTOR INFORMATION (if applicable)

Company name: _____

Contact name: _____ Daytime phone: _____

E-mail address: _____ Fax number: _____

CONSULTANT INFORMATION (if applicable)

Company name: _____

Contact name: _____ Daytime phone: _____

E-mail address: _____ Fax number: _____

OWNER'S AGENT AUTHORIZATION (if applicable)

The undersigned, being the registered owner of the subject lands, hereby authorizes _____ (Name of Agent) to submit this application to the City of Quinte West for approval thereof.

Signature of Owner

Date

APPLICANT'S CERTIFICATION

The undersigned hereby applies for a Site Alteration Permit pursuant to the provisions of City of Quinte West By-Law 08-30.

Pursuant to the By-Law to Control the Dumping of Fill, Removal of Topsoil and Alteration of Grades, the undersigned hereby acknowledges that the sole responsibility for the completion of the work undertaken as part of this application rests entirely with the Owner and/or Applicant. The undersigned also agrees that the total costs of all works will be entirely the responsibility of the Owner.

The undersigned hereby releases and agrees to indemnify and save harmless the City, its employees, representatives, agents and contractors from and against all claims, demands, damages, causes of action, costs, expenses and other liabilities of any nature, which may arise in the event that the Fill is determined to contain contaminants.

The undersigned hereby grants the Director and/or designate permission to enter the subject land to inspect the proposed work to which this application applies.

Signature of Applicant

Date

PUBLIC WORKS SERVICES STAFF USE ONLY

Date application received: _____	Received by: _____
Date of response: _____	Prepared by: _____
Date Control Plan received: _____	Reviewed by: _____
Date Control Plan approved: _____	S. A. permit no.: _____
Security required: \$ _____	Security Pmt Ref No.: _____

Director of Public Works and Environmental Services

Date

