



SITE ALTERATION PERMIT APPLICATION

City of Kitchener

Development Services Department

Engineering Services

200 King Street West, 9th Floor

Kitchener, Ontario N2G 4G7

USING THE APPLICATION FORM

This application form is to be used by persons or public bodies wishing to apply to the City of Kitchener for a site alteration permit. To avoid delay, it is important that all relevant information be accurately provided. In this form, the term “subject land” refers to the land that is the subject to the site alteration.

The applicant(s) has the responsibility to advise the City of Kitchener of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that they are advised of all matters pertaining to their application.

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

COMPLETENESS OF THIS APPLICATION

The information requested by this application form must be provided by the applicant. If the information and the applicable fees are not provided, the City 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 prescribed fees
2. Site Alteration Permit Application
3. A detailed plan or survey of the subject site clearly identifying;
 - a. Property boundaries;
 - b. Details and specifications of all work which is the subject of the permit;
 - c. Location and dimensions of existing and proposed buildings;
 - d. Location and dimensions of utilities, roadways, driveways and parking areas;
 - e. Existing topography of the land, showing contour lines;
 - f. Location and type of existing vegetative cover;
 - g. The location and dimensions of overland flow paths; and
 - h. Any and all significant features of the lands including but not limited to rivers, streams, steep slopes (greater than 20%), and wetlands.

AND (if required, one or more of the following)

4. Fisheries Impact Assessment;
5. Environmental Impact Study (EIS) and/or Environmental Implementation Report (EIR) or equivalent;
6. Hydrogeological Assessment;
7. Studies and/or Plans required by Kitchener’s Tree Management Policy (General Vegetation Overview, Detailed Vegetation Plan, Tree Preservation/Enhancement Plan);
8. Analysis of fill contents and/or Soils or Geotechnical Study;
9. Slope Stability/Erosion Hazard Study and Report;
10. Environmental Site Assessment and/or Record of Site Condition;
11. Stormwater Management Report and Plan;
12. Erosion and Siltation Control Plan
13. Archaeological Assessment;
14. Heritage Impact Assessment (HIA);
15. Noise Study;

16. Dust Impact Assessment;
17. Vibration Study; or
18. Estimate of the all works including the cost of implementing and maintaining all Erosion and Siltation Control measures as per standards acceptable to the City.

NOTE: It is recommend that prior to completing the application, the applicant review the Site Alteration Bylaw and consult with the appropriate municipal staff. If you have questions about your application, please contact:

FEES

The completed Site Alteration Permit application form must be accompanied by the prescribed fee payable to the City of Kitchener. Please note the application will not be accepted for processing until the fee is received.

The fee is as follows:

- Site alteration permit: please see the website **OR**
- Site alteration permit with revisions: please see the website **OR**
- Site alteration permit renewal: please see the website (if a permit is renewed thirty calendar days before to the original expiry date)

FOR MORE INFORMATION

For further information regarding the City of Kitchener Site Alteration By-law, or if you have questions about the Site Alteration Permit, please contact:

Linda Cooper, L.E.T., C.E.T., Manager, Development Engineering
Telephone: (519) 741-2200 ext. 7974
Email: linda.cooper@kitchener.ca

Application for Site Alteration Permit

For Office Use Only:		
Date Received:	Received By: Mail/Courier <input type="checkbox"/>	Fees Paid: New permit <input type="checkbox"/>
Date Accepted as Complete:	Email <input type="checkbox"/>	Permit renewal <input type="checkbox"/>
	Hand Delivery <input type="checkbox"/>	Permit revision <input type="checkbox"/>

1. Requirements for Complete Application

An application for a Site Alteration Permit will only be considered complete when all of the following items have been provided:

- Five (5) copies of a detailed plan or survey
- Payment of the required fees
- Any required supporting documentation i.e. reports or studies

2. Owner /Applicant Information:

Registered Owner	Address	Phone
		Fax
		Email
Applicant	Address	Phone
		Fax
		Email
Consultant	Address	Phone
		Fax
		Email

3. Location of Subject Lands

City	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)/Block(s)	Reference Plan No.	Part(s)
Municipal Address			Assessment Roll No.

4. Project Description

Is the work in preparation of a development application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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5. Site Description	
Is there reason to believe the surface or subsurface of the subject land may have been contaminated by former uses on the site or adjacent sites?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does this property have or ever had a water supply well, monitoring well or geothermal well?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the property use or has it ever used a septic system?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are any existing buildings on the subject property greater than 50 years old?	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES: Please complete the following:
	Are the buildings: <input type="checkbox"/> Designated under the Ontario Heritage Act? <input type="checkbox"/> Included on Heritage Kitchener's Inventory of Significant Buildings? <input type="checkbox"/> Is Demolition/Alteration of buildings proposed?
Is fill and/or material being imported or exported to/from the site?	YES <input type="checkbox"/> NO <input type="checkbox"/> 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 import/export site (Municipal Address or Assessment Roll No.)	

6. Supporting Documentation														
<p>Have you attached supporting documentation, technical studies or background in support of the application? If so, please identify:</p> <table border="0"> <tr> <td><input type="checkbox"/> stormwater management plan</td> <td><input type="checkbox"/> haul route/pavement assessment</td> </tr> <tr> <td><input type="checkbox"/> grading plan</td> <td><input type="checkbox"/> mud/dust control program</td> </tr> <tr> <td><input type="checkbox"/> certification of clean fill</td> <td><input type="checkbox"/> environmental impact statement</td> </tr> <tr> <td><input type="checkbox"/> archeological report</td> <td><input type="checkbox"/> environmental assessment</td> </tr> <tr> <td><input type="checkbox"/> tree management plan</td> <td><input type="checkbox"/> erosion and sediment control/plan</td> </tr> <tr> <td><input type="checkbox"/> servicing options</td> <td><input type="checkbox"/> record of site condition</td> </tr> <tr> <td><input type="checkbox"/> hydrogeological assessment</td> <td><input type="checkbox"/> other _____</td> </tr> </table>	<input type="checkbox"/> stormwater management plan	<input type="checkbox"/> haul route/pavement assessment	<input type="checkbox"/> grading plan	<input type="checkbox"/> mud/dust control program	<input type="checkbox"/> certification of clean fill	<input type="checkbox"/> environmental impact statement	<input type="checkbox"/> archeological report	<input type="checkbox"/> environmental assessment	<input type="checkbox"/> tree management plan	<input type="checkbox"/> erosion and sediment control/plan	<input type="checkbox"/> servicing options	<input type="checkbox"/> record of site condition	<input type="checkbox"/> hydrogeological assessment	<input type="checkbox"/> other _____
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7. Applicant's Certification

I, _____, hereby make the above application, declaring that all information
(Name of Applicant)

contained herein is true and correct, and acknowledging the City of Kitchener will process the application based on the information provided.

Date

Signature of Applicant

8. Authorization of Owner For Agent To Make The Application

If the applicant is not the owner of the land that is the 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 _____
(Municipal address or legal description)

hereby authorize _____
to act as agent for the Demolition Control Application which relates to the above-noted lands.

Date

Signature of Owner

The personal information contained on this form is collected under the authority of Section 142 of the Municipal Act, 2001 and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Manager of Corporate Records Management & Archives Services, who can be reached at 519.741.2769.