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;
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: $275.00 OR
- Site alteration permit with revisions: $170.00 OR
- Site alteration permit renewal: $115.00 (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, C.E.T., Manager, Development Engineering
Telephone: (519) 741-2200 ext. 7974
Email: linda.cooper@kitchener.ca
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:

<table>
<thead>
<tr>
<th>Registered Owner</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Location of Subject Lands

<table>
<thead>
<tr>
<th>City</th>
<th>Lot</th>
<th>Concession</th>
<th>Former Twp.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registered Plan No.</th>
<th>Lot(s)/Block(s)</th>
<th>Reference Plan No.</th>
<th>Part(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Address</th>
<th>Assessment Roll No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Project Description

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Is the work in preparation of a development application?  
[ ] YES  [ ] NO
5. Site Description

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does this property have or ever had a water supply well, monitoring well or geothermal well?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the property use or has it ever used a septic system?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are any existing buildings on the subject property greater than 50 years old?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES: Please complete the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the buildings:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated under the Ontario Heritage Act?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included on Heritage Kitchener’s Inventory of Significant Buildings?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is Demolition/Alteration of buildings proposed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is fill and/or material being imported or exported to/from the site?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES: Please complete the following:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the approximate amount to be imported/exported?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What type of material is being imported/exported:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of the import/export site (Municipal Address or Assessment Roll No.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Supporting Documentation

Have you attached supporting documentation, technical studies or background in support of the application? If so, please identify:

- stormwater management plan
- grading plan
- certification of clean fill
- archeological report
- tree management plan
- servicing options
- hydrogeological assessment
- haul route/pavement assessment
- mud/dust control program
- environmental impact statement
- environmental assessment
- erosion and sediment control/plan
- record of site condition
- other _______________________________
### 7. Applicant's Certification

I, ____________________________, hereby make the above application, declaring that all information 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.