

SCHEDULE A

Application Package

1.1 The *Director* may require the *Applicant* to submit to the *County*:

- a) confirmation that the property where the proposed *Site Alteration* is to take place are not within any of the prohibited areas listed in Section 3;
- b) the Municipal address including the property size of the land on which the *Fill* is to be placed, *Dumped*, or other *Site Alteration* is to occur;
- c) the legal description of the land upon which the *Fill* is to be *Dumped* or placed or other *Site Alteration* is to occur;
- d) the Official Plan designations and Zoning of the property;
- e) the name, address, PIN abstract and contact information of the *Owner* of the land upon which the *Fill* is to be received and placed or *Dumped*, including written acknowledgement and written acceptance of the *Fill* material being transported to his/her property;
- f) the name, address and contact information of the agent/consultant *Engineers* authorized by the *Owner* of the land upon which the *Fill* is to be placed, *Dumped*, cut or removed or other *Site Alteration* is to occur;
- g) the name, address and contact information of the contractor authorized by the *Owner* of the land upon which the *Fill* is to be placed, *Dumped*, cut or removed or other *Site Alteration* is to occur;
- h) the applicable fees calculated in accordance with the rates set out in the *Municipality's Fees and Charges By-law* or as indicated in this document;
- i) a brief description of the proposed works that have been identified on the Site Drawing;
- j) work schedule for the proposed *Site Alteration* works;
- k) *Proposed Grades* and *Drainage* systems upon completion of *Site Alteration* operations and as shown on the Site Drawing;
- l) a *Fill* management plan
- m) estimated volume of *Fill* to be imported to achieve the *proposed grades*;
- n) a brief description of the *Fill* being placed or *Dumped*;
- o) all source location(s) of the *Fill* being placed or *Dumped* including environmental *Soil* tests, and *Soil* permeability tests if required by the *Director*;
- p) the location, dimensions, details, design calculations and estimated costs for the supply, installation and maintenance of all construction *Site* control measures necessary to meet the requirements of this *By-law* including sediment and *Erosion* control measures as prepared by a Certified Inspector of Erosion and Sediment Control (CIESC) who will oversee the implementation and administration of the *Erosion* and Sediment Control Plan during construction and after as required;
- q) all dust and mud control measures to be implemented and utilized during

- construction and after as required;
- r) all proposed ground covering to be used upon completion of the *Site Alteration* operation;
 - s) specific details regarding proposed *Haul Routes* to and from the *Site*, including the routes to be used and the times these routes will be used;
 - t) securities to ensure the *Owner's* obligations according to a *Site Alteration Permit* shall be in accordance with Section 11 of this *By-law*;
 - u) proof of *Insurance*;
 - v) permission in writing from the owner of the *Receiving Site*;
 - w) any other requirements the *Director* deems necessary.

Background Studies

2.1 The *County* may require the *Applicant* to undertake and submit any tests or studies relating to:

- a) confirmation of the surrender of the license if the *Site* has been previously licensed by the Ministry of Northern Development, Mines, Natural Resources and Forestry;
- b) confirmation from a traffic consultant that the proposed traffic and road access components of the *Site Alteration* operation meets the requirements of the *County* or Province; and provide any *Site* specific conditions imposed by the *County* or Province;
- c) confirmation from a hydrogeologist and/or hydrologist that the proposed *Site Alteration* operation will have no *Adverse Effects* on water quality and quantify, *key hydrologic areas*, or *environmentally sensitive areas*;
- d) confirmation prepared by a qualified arborist or forester that the proposed *Site Alteration* meets all tree protection requirements of the *County*, Province or Federal Government that prohibit or regulate the destruction or injuring of trees and provide any *Site* specific conditions imposed by the applicable authority;
- e) confirmation by an environmental consultant of on-site presence or absence of that habitat of any endangered, threatened species or Species of Special Concern as designated and defined in the *Endangered Species Act* and any *Site* specific conditions imposed by legislation;
- f) confirmation prepared by an environmental consultant of on-site presence or absence of migratory birds as regulated by the *Migratory Birds Convention Act* and any *Site* specific conditions imposed by legislation;
- g) confirmation by a fisheries biologist of on-site presence or absence of fish habitat as regulated by the *Fisheries Act* and any specific *Site* conditions imposed by legislation;
- h) an Environmental Impact Study or Environmental Implementation Plan, including a natural heritage and/or hydrological assessment, by qualified consultants where the proposed *Site Alteration* has the potential to have adverse effects or negative impacts on *environmentally sensitive areas*;

- i) an Archaeological Assessment by a qualified professional where the *Site Alteration* has the potential to disturb *archaeological resources* or areas of archaeological potential;
- j) all desk top and field studies prepared by a Professional Agrologist when the *Site Alteration* is proposed for a new farming use or proposed to improve lands currently being used for agriculture;
- k) all assessments of *Soil* quality by a geotechnical consultant and groundwater quality by a hydrogeologist at the *Receiving Site* in order to establish the current, ambient *Site* condition;
- l) a stormwater management report by a qualified professional where the *Site Alteration* has the potential to effect the quality and quantity of stormwater runoff.
- m) any relevant landform conservation plan prepared to the reasonable satisfaction of the *Director*; and
- j) any other studies or reports the *Director* deems necessary.

Site Drawing

3.1 The *Site Drawing* shall be based on an identified legal survey of the *Site* if required by *Director*. The *Site Drawing* shall be prepared by a *Qualified Person* and may include the following at the discretion of the *Director*:

- a) a key plan showing the location of the *site* and a minimum of 30 meters beyond the *site*;
- b) the scale of the drawing in meters, ranging from 1:250 to 1:1000 as deemed appropriate by the *Director*;
- c) property lines of the lands where the proposed *Site Alterations* are to be undertaken, including dimensions and the number of hectares of the *site*;
- d) the location, dimensions, elevations and use of buildings and other structures existing or proposed to be erected on the *Site*;
- e) the current and proposed use of the *Site* as well as the location, dimensions and use of buildings and other structures adjacent to the *Site*;
- f) detailed locations, including dimensions, identifying the proposed locations for the placement of *Fill* on the lands;
- g) a scale drawing of any proposed *Retaining Wall* including a description, dimensions and materials to be used in the construction of such *Retaining Wall*, that may be required by the *County* if:
 - i) *Erosion* on adjacent lands may occur as a result of the work which is the subject of the *Permit*; and/or
 - ii) the *Finished Grade* of the *Site* is of a higher elevation at a property line than that of the *Existing Grade* at the same property line of adjacent lands;
- h) a topographic survey producing a 0.5 m contour interval, certified by a licensed professional *Engineer* or Ontario Land Surveyor, defining all material and man-made features, including top and bottom of slopes, *drainage* patterns, tree lines, buildings, and stockpiles on the lands and 30 m beyond;

- i) the property lines to clearly show the detailed existing topography of the property and the adjacent lands;
- j) the location of wells, wellheads, source water protection areas;
- k) the location of *key hydrologic features* on the *Site* and within 120 m beyond the property lines;
- l) the location of *Environmentally Sensitive Areas* that are not *key hydrologic features*, and channels, ditches, swales, water courses and other bodies of water on the *Site* and 30 m beyond the property lines;
- m) the location, dimensions and invert elevations of any existing and proposed storm water *Drainage* systems, sewers, *Drainage* pipes, culverts, inlet chambers, *Drainage* tiles, septic beds and natural *Drainage* patterns on and 30 m beyond the property lines;
- n) the location and dimensions of utilities, roads and *Highways*;
- o) the location, diameter, species and drip line of all trees with a caliper measuring 75 mm or greater dbh, all other vegetation and field crops are to be identified in masses showing the outline of the canopy or vegetation limit created by the massing;
- p) all existing vegetation 10 m beyond the property lines including *Municipal trees*, individually locating all trees with a caliper measuring 75 mm or greater at dbh. All other vegetation to be identified in masses showing outline of canopy or vegetation limit created by the massing;
- q) the location and description of the predominant *Soil* types;
- r) the location and dimensions, of all proposed temporary *Soil* or *Fill* stockpiles;
- s) the location, dimensions, height and slopes of any proposed berms;
- t) the proposed final elevations of the *Site Alteration* works;
- u) the location and dimensions of all proposed land disturbances;
- v) the location of all wetlands, floodplains, shoreline, top of bank features and approximate regulation limits of the applicable Conservation Authority; and
- w) any additional information deemed necessary by the *County*.