



DEVELOPMENT ENGINEERING FILL PERMIT APPLICANT GUIDE

File Naming Convention for Fill Permit Submissions and Documents required at the time of application:

Files not named according to the list below (1-11) will not be accepted. All 11 documents listed below are required at time of application. Partial submissions will not be accepted.

Your file names (i.e. xxxxxx.pdf) to submit electronic for Fill Permit supporting documents **must be uploaded in the following wording / file name**. If documents/forms/plans and specifications not listed are required, enter title of document in pdf name.

Note: Drawing disciplines cannot be combined into one set. All must be submitted separately and named accordingly. All documents must be in PDF format

1. **Fill Permit Application**
2. **Original letter of owner's authorization**
3. ***Environmental Assessment Report***
4. ***Geotechnical report***
5. ***Archeological report***
6. ***Clearance Letter (Tourism/Culture/Rec & Heritage)***
7. ***Arborist Report and Tree Preservation plan***
8. ***Heritage Clearance Application (Form Provided by City)***
9. ***Excess Soil Regulation Form (Form Provided by City)***
10. ***Draft Plan Approval Confirmation (Form Provided by City)***
 - *Draft Plan Approval must be granted prior to the submission of the Fill Permit Application (if this has not been completed- the Fill Permit application will not be accepted)*
11. ***Erosion and Sediment Control drawings***
 - *A key map showing the location of each lot, including the nearest major intersection and north arrow;*
 - *The lot boundaries and number of hectares of the lot;*
 - *The use of the land and the location and use of the buildings and other structures adjacent to each lot;*
 - *The location, dimensions and use of the buildings and other structures existing or proposed to be erected on each lot, only provide necessary drawing layers related to earth works;*
 - *All existing buildings;*
 - *All easements and rights-of-way over, under, across or through the lot;*
 - *The location and dimensions of any existing and proposed storm water drainage systems and natural drainage patterns on and within a minimum of thirty (30) meters beyond the lot boundary;*

- *Any other necessary information with respect to the lot;*
- *The location and dimensions of utilities, structures, roads, highways and paving located within a minimum of thirty (30) meters beyond each lot boundary;*
- *The existing lot topography extending a minimum of thirty (30) meters beyond each lot boundary;*
- *The proposed final grades of the land;*
- *The scale of drawing, ranging from 1:250 to 1:1000 as deemed appropriate (each drawing control plan to be in meters);*
- *An indication on the drawing of directions of overland flow and overland flow route;*
- *A schedule of the anticipated starting and completion dates of each land disturbing or land developing activity including the installation of construction site erosion control measures needed to meet the requirements of Schedule B to this by-law;*
- *Proposed final grades and drainage system to be used upon completion of the filling operation*
- *A Description of the proposed fill including;*
 - *The location and dimensions of all proposed land disturbing activities, including construction access road;*
 - *The location and dimensions of all temporary soil or dirt stockpiles;*
 - *The location, dimensions, design details and design calculation of all construction site erosion control measures;*
 - *Provisions for the maintenance of the construction site erosion control and dust control measures during construction and after as required;*
 - *The location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of thirty (30) meters beyond each lot boundary;*
 - *The Regional Storm Flood Plain and Conservation Authority Fill Regulation lines;*
 - *The location of the predominant soil types;*
 - *The species, grade at base and size, in caliper, of all trees greater than 250 mm in caliper, all shrubs, trees and hedges within one (1) meter of the property line and driveways*



Documents that will need to be submitted at a later date, prior to issuance of the permit:

- ☐ Liability insurance for \$5,000,000
- ☐ Letter of credit
- ☐ Signed agreement
- ☐ TRCA clearance *(if applicable)*
 - *The applicant must provide approval from TRCA if subject lands are within or bordering on a flood line and/or fill line*
- ☐ Demolition Permit *(if applicable)*
 - *The applicant must provide a demolition permit if a pre-existing structure is currently in place and will need to be demolished*

Fill Permit

The following requirements must be satisfied before a permit for stripping topsoil is granted. The administration of these requirements is primarily the responsibility of the Director of Development Engineering Department except as indicated below:

1. Development Engineering

- The applicant is required to complete the attached checklist for sedimentation and erosion control measures and submit it along with two sets of drawings reflecting said measures
- The applicant must complete an application for fill permit and submit it to the Development Engineering Department with required fees
- The applicant must provide approval from TRCA if subject lands are within or bordering on a flood line and/or fill line
- The applicants for soil stripping permits are required to submit the following certificate sealed, signed and dated both by the developer and his/her Consulting Engineer (*refer to the "Grading and Servicing Responsibility Letter" in this package as a Sample*)
"This will certify that the City's issuance of soil stripping permit does not relieve the developer and his/her Consulting Engineer, to fully satisfy the City's Lot Grading, Municipal Servicing and Road Grade Criteria. None of the work to be carried out under the aforementioned permit will compromise the City's Design Standard for grading and servicing."

Sealed, signed and dated by a Professional Engineer

Sealed, signed and dated by the Developer

2. Development Planning Department (Tree Preservation)

- The applicant is required to submit to the Development Engineering Department a letter of clearance from the Development Planning Department indicating that the Development Planning Department has no objection to the issuance of a fill permit for stripping topsoil and/or removal of vegetation. The applicant must deal directly with the Development Planning Department on matters related to woodlot/tree preservation and be prepared to supply the information outlined herewith to said department (see Attachment #2)

3. Recreation and Culture Department (Archaeological Sites)

- The applicant is required to submit evidence of assessment by a licensed archaeologist, to the Development Engineering Department. As of December 2001, the City of Vaughan requires that where deemed necessary, as a condition of issuance of Fill permits, a letter of clearance of Archaeological concerns from the Office of the Ministry of Tourism, Culture and Recreation, Heritage Operations Unit, must be provided from all applicants prior to the issuance of such permits. The City of Vaughan, Cultural Services Division may only provide clearance of archaeological concerns with evidence of a clearance letter from the Ministry of Culture as noted above.



4. Letters of Credit

▪ In addition to any Letters of Credit which may be required to secure an approval from the Development Planning Department, the Development Engineering Department requires a security deposit in the form of a certified cheque or a Letter of Credit to ensure that Erosion and Sediment control measures are installed and maintained, should the developer fail to do so. The amount of the Letter of Credit shall be calculated as follows:

- *\$1000.00/day multiplied by the number of working days; plus*
- *Estimated cost of ESC (Schedule "D" amount if applicable); plus*
- *Hydro Seed - \$2.00/sq.m. (min. amount of work is \$10,000.00) or Terra Seed - \$3.75/sq.m. multiplied by the area of the site.*

Three copies of the attached agreement must be returned with the Letter of Credit in executed form (signed) and returned to the Development Engineering Department.



SEDIMENTATION / EROSION CONTROL CHECKLIST
FILL PERMIT

Name: _____ Date: _____

The following checklist is to be completed by the Developer's Consulting Engineer by checking each item certified or outlined on Sedimentation/Erosion Control drawing.

✓ = **Provided and/or in Compliance**

X = **Not Provided**

- ☐ Topography and Drainage patterns related to the location of sediment ponds
- ☐ TRCA Regional Floodline / Fill Lines
- ☐ Sedimentation Control ponds for areas greater than 2 hectares
- ☐ 3.0m undisturbed strip at all boundaries
- ☐ Phasing limits of topsoil stripping areas for each area not constructed upon within year
- ☐ Methodology and sequence of Sedimentation/Erosion Control measures
- ☐ Details of Sedimentation Control fencing as per City of Vaughan Lot Grading Criteria
- ☐ Re-routing of drainage from adjacent lands (passing through subject site) around disturbed areas where required or practical
- ☐ Additional silt fences along the downslope portions of the site perimeter susceptible to sheet drainage
- ☐ All soil stockpiles
 - Note:**
 - *Stockpiles anticipated to remain in place for more than 30 days are required to be seeded to prevent wind erosion;*
 - *Stockpiles of greater than 100 cubic meters are not permitted within the downslope drainage length of 10m to a roadway or drainage channel*
- ☐ Sedimentation pond size with rip-rap on overflow spillway (all ponds require a volume of 125 cubic metres per hectare with minimum 4:1 L:W pond ratio otherwise 185m³/ hectare pond volume required)
- ☐ Pond outlet direction and capacity (all ponds require outlets of sufficient capacity to a watercourse or a drainage easement)
- ☐ Access facility for clean-out of sedimentation pond
- ☐ Compaction certification by a professional soil engineer for all sedimentation pond berms greater than 1m in height
- ☐ Notes on drawing for removal of accumulated silt when sedimentation pond reaches 50% of its capacity



Requirements of the Development Planning Department for Woodlot/Tree Preservative and Removal

It is the City's objective to protect and preserve trees and/or woodlots as per OPA 400. It is further recognized that not all trees, and/or woodlots, can be – or are designated to be – preserved. In order to confirm tree preservation measures and tree removal requirements, the following information is required by the Development Planning Department:

- The Region of York Tree By-law is in effect until there is a signed subdivision agreement between the City and the owner, and therefore no trees and vegetation are to be removed without the approval of the Development Planning Departments. Anyone engaging in tree removal activities contrary to the York Regional Tree By-law may be charged under the provisions of the by-law. Owners are encouraged to consult the Development Planning Department prior to commencing with any tree removal activities on site.
- If the owner is applying for a fill permit as outlined in this document, tree protection fencing, to the satisfaction of Development Planning Department, is required. This protective fencing shall be located outside the dripline of the undisturbed edges, including any buffer as may be required and must be inspected and certified by the owner's Forestry/Arborist/Landscape Architectural Consultant. The owner shall submit a drawing showing the location of tree preservation measures which has been prepared and sealed by the owner's consultant.
- The owner may proceed with tree preservation measures and tree removal in association with this fill permit, in advance of a signed subdivision agreement with the City, subject to the following conditions;
 - a) The City has approved the Block Plan and the Environmental Management Plan;
 - b) The owner has received Draft Plan approval;
 - c) The owner has submitted three copies of a "Tree Preservation and Removal Plan" consisting of an air photograph of the approved draft plan superimposed with the road patterns and various blocks with supporting documentation, as required, which:
 - i. *Specifically describes and identifies the vegetation communities which have potential for preservation, and which warrant further detailed inventory, evaluation and preservation plans at the subdivision agreement stage, and which includes detailed engineering design for, but not limited to, grading and servicing. This shall be consistent with the approved Environmental Management Plan;*
 - ii. *Specifically describes dead and/or hazardous vegetation which may pose public safety or liability concerns;*

- iii. Describes the extent of tree preservation measures to be installed, including temporary or permanent buffers. Describes the type of preservation fencing to be installed to the satisfaction of the Development Planning Department;
 - iv. Identifies and provides justification for those vegetation communities which are proposed to be removed prior to the execution of a subdivision agreement; and,
 - v. Carries the seal of a qualified Forester or Landscape Architect.
- Where an approved draft plan includes a woodlot designed for preservation as outlined in OPA 400, no part of the designed woodlot shall be removed and tree preservation fencing is required, to the satisfaction of the Development Planning Department. This protective fencing shall be located outside the dripline of the undisturbed edges, including any temporary or permanent buffers which may be required and must be inspected and certified by the owner's Forestry/Arborist, Landscape Consultant.
 - Notwithstanding item "d" above, where a portion of a woodlot, designated for preservation, has been identified for removal as part of approved draft plan, approval for any tree/vegetable removals, in this situation, will be contingent on detailed vegetation assessment, preservation and remedial planting plans which are required at the subdivision agreement stage and subject to detailed engineering design, including but not limited to, grading and servicing.
 - No vegetation will be permitted to be removed within 10 meters of any top of bank approval for any tree/preservation removals, in this situation, will be contingent on detailed vegetation assessment preservation and remedial planting plans which would be required at the subdivision agreement stage and subject to detailed engineering design, including but not limited to, grading and servicing.

Generally, the more detailed information that is provided, including engineering design, grading and servicing, the better will be the staff's position in determining the extent of tree preservation and removal.

The Development Planning Department will coordinate with and notify the Regional Forestry Coordinator of any tree preservation and tree removal approvals.

- The stockpiling of topsoil on any park block is not permitted without the prior written approval from the Development Planning Department. However, when stockpiling is permitted within a designated park block, a security in the form of a Letter of Credit in the amount of \$50,000 is required which the City can draw upon to recover the cost to the City of performing any works, which the owner has failed to perform.



LETTER OF CREDIT FORMAT
USE BANK LETTERHEAD

UNCONDITIONAL IRREVOCABLE LETTER OF CREDIT

Date of Issue: _____
Letter of Credit No. _____

TO: The Corporation of the City of Vaughan (Beneficiary name and address must be written as here
2141 Major Mackenzie Drive -no additional information)
Vaughan, Ontario
L6A 1T1

We hereby authorize you to draw on (Bank's Name & Address) for the account of (Owner's Name/Applicant) up to an aggregate amount of (\$CDN and amount written in full) available on demand as follows:

Pursuant to the request of our customer, the said (Owner's Name/Applicant), we, (Bank's Name) hereby establish and give you an unconditional and irrevocable Standby Letter of Credit in your favour in the total amount of (\$CDN and amount written in full) which may be drawn upon by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to (Bank's Name & Address), at such time as a written demand for payment is made upon us a statement signed by you stating that monies drawn under this Letter of Credit are drawn pursuant to the following:

Agreement or Site Plan Letter of Undertaking ("LOU"): *[please specify Agreement (and type) or Letter of Undertaking]*
Party(ies) to Agreement/LOU: *[Owner's name(s)]*
Legal Description of the Subject Lands: *[please include only Lot, Plan and Concession #]*
Application No.: *[reference either 19T, DA, or Permit #]*
Development Name and Phase: *[field not mandatory – use if needed]*

and that the said monies will be used to fulfil the obligations of (Owner's Name) under the said Agreement or LOU.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

Any written demand for payment under this credit must bear an intimation that it has been drawn under Letter of Credit Number _____, issued by the (Bank's Name), dated _____, 20__.

Partial drawings are permitted.

This Letter of Credit shall **automatically extend for one (1) year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date we shall notify you in writing, by Registered Mail**, that we elect not to consider this Standby Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written certification that the amounts drawn will be retained and used to meet obligations incurred or to be incurred in connection with the above Agreement or LOU.

We hereby covenant with drawers, drawn upon and in accordance with the terms of this credit that the same will be duly honoured if drawn and negotiated on or before _____, **20__ or any automatically extended expiry date.**

For _____ (Bank's Name)

(Signature)



Does this Application have Draft Plan Approval? ☐ **Yes** ☐ **No** : **Related File Number (DA., 19T#):**

Property Location				Project Type	2023 Fees
Street Number	Street Name		Unit Number	<input type="checkbox"/> Subdivision Development <input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Agricultural Property <input type="checkbox"/> Private Work-Residential Property <input type="checkbox"/> Site Plan Development	\$10,712 \$10,712 \$10,712 \$1,263 \$10,712
Community Name (Maple, Concord)		Postal Code			
Lot No.	Blk. No.	R.P. / M / 65M / Y.C.C.No.	Conc. No.		

Owner (Legal owner of the subject property) Name of Company/Partnership in Full							
Last Name or Name of (Company) Official			First Name		Position		
Street No.	Street Name			Apt/Unit No.	City/Town	Province	Postal Code
Phone Numbers: Bus./Home No.			Email			Cell No.	

Tree Declaration

Private Property Tree Protection By-Law 052-2018 (as amended)

Does the construction activity associated with this permit application require the removal or cutting of any tree(s) with a tree diameter or base diameter (as defined in By-law 052-2018 and other applicable By-law) of 20 cm. or greater and/or the re-grading within the drip line of any existing tree(s) in accordance with the By-Law?

If "Yes", a Tree Removal Permit is required before your Fill Permit can be issued. Enquiries, questions and applications respecting the City's Tree By-law should be directed to Transportation Services and Parks & Forestry Operations Department located at the Joint Operations Centre, 2800 Rutherford Rd. Telephone: (905) 832-8577 Fax: (905) 303-2005

Declaration of Applicant

I _____ certify that:
(print name)

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

(Date) (Signature of applicant)

Personal information on this form is collected under the legal authority of the Municipal Act, 2001, S.O. 2001, c. 25 and the Building Code Act, 1992, S.O. 1992, c. 23. This information will be used to process the Permit Application and in the administration and enforcement of the previously noted statutes. As a public record, information contained on this application and the documents required to issue a building permit may be disclosed to any individual under the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Administrative Co-ordinator, Development Engineering Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1 (905) 832-8585.

(Land Owner's Letterhead)

LAND OWNER AUTHORIZATION - SAMPLE LETTER

(Land Owner's Name/Company Name)

(Land Owner's Street Name)

(City, Postal Code)

City of Vaughan
Development Engineering
2141 Major Mackenzie Drive
Maple, Ontario
L6A 1T1

Date: 00 July, 0000

Subject: Fill Permit Application – Land Owner Authorization Letter

To Whom it May Concern;

This is to certify that I, *(Name of Land Owner or Company Name)* am the owner of *(Property Address)*.

I *(Name of Land Owner or Company Name)*, hereby authorize *(Name of Applicant/Consultant or Company)*, to act on *my(our)* behalf to apply for a Fill Permit with the City of Vaughan at the aforementioned property.

They will be acting on my behalf for all inquiries and correspondence.

Should you have any questions, please do not hesitate to contact the undersigned.

Thank you,

(Signature of Land Owner)

(Name)

(Title)

(Contact Information)

(Date)

(Insert Letterhead)

GRADING AND SERVICING RESPONSIBILITY LETTER - SAMPLE

City of Vaughan
Development Engineering
2141 Major Mackenzie Drive
Maple, Ontario
L6A 1T1

Date: 00 July, 0000

RE: Fill Permit Application – GRADING AND SERVICING RESPONSIBILITY LETTER
(Project Name)
(Property/Project Address)
(Related File Number: DA or 19T)

This letter will certify that the City's issuance of a Fill Permit does not relieve the developer and his/her Consulting Engineer to fully satisfy the City's Lot Grading, Municipal Servicing and Grading Criteria. None of the work to be carried out under the aforementioned permit will compromise the City's Design Standards for Grading and Servicing.

(Signature)
(Applicant/Consultant's Name)
(Title)
(Applicant/Consulting Company)
(P.ENG Stamp)

(Date)

TOGETHER WITH

(Signature)
(Land Owner/Developers Name)
(Title)
(Company Name)

(Date)

THIS AGREEMENT made in duplicate this ____ day of _____ 20__

BETWEEN

THE CORPORATION OF THE CITY OF VAUGHAN

Hereinafter called "Vaughan",

OF THE FIRST PART,

-and -

Hereinafter called "owner",

OF THE SECOND PART.

-and- hereinafter called "Permit Holder",

OF THE THIRD PART

WHEREAS the Owner has applied to Vaughan for a Fill Permit to alter existing grades on the lands.

AND WHEREAS Vaughan requires a Development Agreement prior to the issuance of a Fill Permit

NOW THEREFORE in consideration of the premises, the parties hereby mutually covenant and agree as follows:

1. The lands subject to this Agreement, hereinafter referred to as "the lands" are situated in the City of Vaughan, in the Regional Municipality of York, being all of Lot No. _____, Block No. _____, Plan No. _____, Concession No. _____.
2. The Owner and Permit Holder shall use the lands only in compliance with all Vaughan By-laws.
 - a. The proposed grades shall be completed on the lands in the location as shown on the approved building permit drawings under Permit No. _____.
 - b. The Permit Holder shall complete all drainage works in accordance with City of Vaughan Lot Grading Criteria and as shown on the approved fill permit drawings. If the information shown on the approved drawings is incorrect, the grading shall be completed in a manner satisfactory to the Director of Development Engineering.
 - c. The Permit Holder shall provide and maintain the Site Erosion Control measures in accordance with Schedule 'B' of City of Vaughan Fill By-law 189-96.
 - d. All landscaping and planting shall be completed in accordance with the approved fill permit drawings. Such landscaping shall be by means of sodding, shrubs, trees, hedges or flowers. The Permit Holder shall complete the landscaping as weather permits. The Owner shall maintain all landscaping and planting in a healthy state and replace any diseased or dead landscaping as soon as possible in accordance with good horticultural practice.
 - e. All parking spaces and driveways shall be maintained with a stable surface so as to prevent the raising of dust as shown on the approved drawings.
 - f. No work shall be undertaken on the lands to interfere with the existing drainage.
 - g. In the event the proposed grading is not completed as referred to herein or in the event the Owner fails to properly maintain the works, Vaughan may enter upon the lands and

complete same or complete any remedial works at the expense of the Owner and the cost may be registered as a lien against the property in the proper Land Registry Office.

3. The Owner shall indemnify and save harmless Vaughan and/or its employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of this Agreement, save and except for damage caused by the negligence of Vaughan or its employees. Upon execution of this Agreement, the Owner shall file with Vaughan a certificate showing the Owner's carrying public liability insurance in an amount of not less than Five Million Dollars (\$5,000,000.00) and that Vaughan is name as additional-insured.
4. The Owner shall file a Letter of Credit in the amount of \$_____ which Vaughan may draw upon in order to complete works as shown on the approved drawings if the Owner fails to do so.
 - a. Should the development of lands, in accordance with the Agreement, require the installation of services on or access over a public road allowance or public lands, the Permit Holder and Owner shall be responsible for the restoration of the lands to their former condition and for the repair of all damage, to the satisfaction of Vaughan. Should the Permit Holder and Owner fail to restore the affected area to the satisfaction of Vaughan, the work may be done by Vaughan within 30 days of demand and if payment is not made then Vaughan may recover the cost from the Letter of Credit.
 - b. The Permit Holder shall keep all roads and sidewalks used for access to the lands in good, mud and dust free condition during construction. The Permit Holder and Owner shall keep the construction area clear of all unused construction materials and debris and shall clean up any debris that may be deposited or blown onto surrounding property. The Permit Holder and Owner shall keep full time vibration monitoring program as directed by the City of Vaughan. If the Owner fails to carry out any of the above-noted works within 24 hours of written notice from Vaughan, the work may be done by Vaughan at the Owner's expense. The Owner shall reimburse Vaughan within 30 days of demand and if payment is not made, Vaughan may recover the cost from the Letter of Credit.
5. Prior to the release of the Letter of Credit, the Owner shall fulfill the conditions set out in this agreement, to the satisfaction of Vaughan. The Owner shall arrange for an inspection of the lands through the Vaughan Finance Department. OWNERS ARE ADVISED that the Development Engineering Department will conduct TWO inspections pursuant to this paragraph. An applicable fee must be paid to the Vaughan Finance Department prior to each additional inspection by any of the above-mentioned Departments. Upon completion of all works required by this agreement and rectification of all deficiencies, to the satisfaction of the City Departments noted in this agreement, the Letter of Credit may be released by the Finance Department, subject to any adjustment for outstanding inspection fees.
6. No waiver of any of the provisions of this agreement shall be deemed or shall constitute a waiver of any other provision (whether or not similar) nor shall such waiver constitute a continuing waiver unless otherwise expressly provided. Any waiver of, or consent to depart from, the requirements of any provisions of this Agreement shall be effective only if it is in writing and signed by an authorized representative of the party giving it, and only in the specific instance and for the specific purpose for which it has been given. No failure on the part of any party to exercise, and no delay in exercising, any right under this agreement shall

operate as a waiver of such right. No single or partial exercise of any such right shall preclude any other or further exercise of such right or the exercise of any other right.

7. If any notice is required to be given by the City to the Owner with respect to this Agreement, such notice shall be delivered, mailed or faxed to:

Name: _____

Address: _____

City: _____

Postal Code: _____

Attention: _____

Fax: _____

Or such other address as the Owner has given the City Clerk in writing or notice may be given to the Owner by prepaid registered mail and any such notice shall be deemed to have been delivered on the third business day after mailing or the same day if by fax. If notice is to be given by the Owner to the City it shall be similarly given to:

The Corporation of the City of Vaughan
Development Engineering Department
2141 Major Mackenzie Drive
Vaughan, Ontario
L6A 1T1

Attention: Frank Suppa, Director
Fax: 905-832-6145

IN WITNESS WHEREOF the Owner and Permit Holder have hereunto set their hands and seals, and Vaughan has hereunto affixed its corporate seal duly attested by the proper officers in that behalf.

SIGNED, SEALED AND DELIVERED
in the presence of

THE CORPORATION OF THE CITY OF VAUGHAN

Frank Suppa
Director
Development Engineering Department

_ Owner



THIS CERTIFICATE OF INSURANCE IS TO CERTIFY TO:
THE CORPORATION OF THE CITY OF VAUGHAN
2141 MAJOR MACKENZIE DR., VAUGHAN, ON, L6T 1A1

That Policy(ies) of Insurance as herein described have been issued to the insured named below and are in force on the indicated dates.

CERTIFICATE TYPE:		Blanket	Covering the Named Insured for all work or activities performed for the City of Vaughan and/or for agreements with the City of Vaughan and/or for operations conducted within the City of Vaughan			
		Project / Service Specific Agreement	City File No. and/or Description:			
Insured:					Address:	
#	TYPE OF INSURANCE	POLICY NO.	EFFECTIVE dd/mm/yyyy	EXPIRY dd/mm/yyyy	LIMIT (if other than CDN \$ indicate)	Deductible
1	COMMERCIAL GENERAL LIABILITY (occurrence form)				\$ per occurrence	\$
					\$ general aggregate	
					\$ completed operations	
	Non-Owned Auto				\$	
	Employer's Liability				\$	\$
	Sudden & Accidental Pollution				\$	\$
2	AUTOMOBILE LIABILITY				\$	\$
3	UMBRELLA LIABILITY				\$ per occurrence	\$
					\$ general aggregate	
4	GARAGE LIABILITY				\$ per occurrence	\$
					\$ comprehensive	
					\$ collision	
5	ALL RISK PROPERTY				\$	\$
6	BOILER AND MACHINERY				\$	\$
7	CRIME				\$ employee dishonesty	\$
8	CONTRACTOR'S EQUIPMENT				\$	\$
9	PROFESSIONAL LIABILITY (Errors & Omissions)				\$ per claim	\$
					\$ general aggregate	
10	ENVIRONMENTAL IMPAIRMENT				\$ per claim / occurrence	\$
					\$ aggregate	
11	BUILDER'S RISK / INSTALLATION FLOATER				\$	\$
12	WRAP UP LIABILITY				\$ per occurrence	\$
					\$ general aggregate	
13	DIRECTOR'S & OFFICER'S LIABILITY				\$ per claim	\$
					\$ general aggregate	
14	AVIATION LIABILITY				\$ per claim	\$
					\$ general aggregate	

15	CYBER LIABILITY					
	Network & Information Security (3rd party) Liability				\$ per claim	\$
					\$ general aggregate	
	Privacy Liability				\$ per claim	\$
					\$ general aggregate	
	Technology Professional Services				\$ per claim	\$
					\$ general aggregate	
16	PERSONAL LIABILITY				\$ per claim	\$
					\$ general aggregate	
17	EXCESS PERSONAL LIABILITY				\$ per claim	\$
					\$ general aggregate	

REQUIRED PROVISIONS:

1. Commercial General Liability policy is extended to include Personal Injury Liability, Contractual Liability, Products - Completed Operations, Contingent Employer's Liability, Cross Liability and Severability of Interest.
2. It is agreed and understood that the deductible or self insured retention (SIR) arranged between the Named Insured and the Insurers must be declared herein and is subject to approval by The City of Vaughan. It is further understood and agreed that claims arising out of the operations of the above mentioned project, which fall within the deductible or SIR limit, are the sole responsibility of the Named Insured.
3. If the insurance provided under the said policy(ies) is cancelled or if coverage is reduced, the Insuring Company will give thirty (30) days written notice of cancellation to the address above.
4. The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured as set out below.

Required Additional Insured(s) with respect to General Liability. It is understood and agreed that entity(ies) identified below is/are added as an Additional Insured(s) to the Commercial General Liability and Umbrella Liability Policies with respect to liability arising out of the operations of the Named Insured performed / supplied / conducted for/to the City of Vaughan.

*The City of Vaughan

Other _____

The Regional Municipality of York

Other _____

Toronto and Region Conservation Authority (TRCA)

Other _____

*The City of Vaughan and its respective directors, officers, council members, boards and employees, including; Vaughan Fire and Rescue Services, the Vaughan Public Library Board, Vaughan Hydro Inc., Tourism Vaughan Corporation and Hydro Vaughan Energy Corporation.

DATE ISSUED	NAME & ADDRESS OF INSURANCE COMPANY(IES) Indicate line #s if multiple insurers	# # # # #
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NOTICE AND RECEIPT. Enter the information for the respective City department below to ensure receipt of the certificate by the appropriate City contact. Policy changes affecting the insurance requirements outlined in the respective Project/Service Agreement are to be provided in writing in accordance with item 3.

Contact:

Department:

Email:

Phone No:

CERTIFICATION I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with item 3.

Broker Name & Address Tel. No.: E-mail Contact Address:	SIGNATURE AND STAMP OF CERTIFYING OFFICIAL
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The City of Vaughan reserves the right to contact your broker or insurer directly to obtain a renewal certificate on your behalf should your insurance coverage expire during the term of your contract with the City of Vaughan

THIS FORM MUST BE COMPLETED BY AND AUTHORIZED INSURANCE BROKER OR INSURANCE PROVIDER.



Draft Plan Approval Confirmation

Draft Plan Approval must be granted prior to the submission of the Fill Permit Application

Have you received Draft Plan Approval? YES or NO

If you answered the above question "NO" please attain approval before submitting your Fill Permit application. If you answered "YES" please continue below.

Project Address:

Council Approval Date:

Planning #:

Applicant Name (Please Print):

Date :

Signature:

HERITAGE CLEARANCE APPLICATION

All applications for Demolitions and proposed grading within the City of Vaughan require Heritage Clearance before receiving a permit for: Building, Grading, Demolition or Topsoil Removal.

APPLICATION REQUIREMENTS:

Please provide Cultural Heritage with *one or more* of the following documents to review and retain with this application form:

- ☒ one copy of approved* survey of the property, including grading and topography information
- ☒ plans and elevation drawings clearly indicating the nature of the proposal*
- ☐ *Cultural Heritage Impact Assessment* ← if applicable
- ☐ *Archaeological Assessment Report* ← if applicable
- ☐ *confirmation of archaeological clearance* ← if applicable

* per Heritage Vaughan Committee recommendations, if applicable

HOW TO SUBMIT APPLICATION:

Please complete this form and attach a copy of any required plans or drawings, and return to the Cultural Heritage Division at:

**2141 Major Mackenzie Drive, Level 100, (Planning Inspections Area)
Development Planning Department, Vaughan, Ontario, L6A 1T1.**



HERITAGE CLEARANCE

Application Date:

Day Month Year

Subject Property Address (Street # and Name)			
Lot No.	Concession No.	Registered Plan (if applicable)	Draft Plan of Subdivision Number (if applicable)
Briefly describe the proposed alterations to the property (demolition, grading or topsoil removal, addition, alteration to Designated property, etc.)			
Property Owner Name		Applicant or Representative Name (if other than the owner)	
Mailing Address		Mailing Address	
Telephone ()		Telephone ()	
Email		Email	
<p>The subject parcel of land may lie in an area identified as being of high archaeological potential in the City's database of archaeological resources. The owner is advised that the following standard clauses apply:</p> <p><i>Should archaeological resources be found on the property during construction activities, all work must cease, and both the Ontario Ministry of Tourism, Culture and Sport and the City of Vaughan's Planning Department, Urban Design and Cultural Heritage Division shall be notified immediately.</i></p> <p><i>If human remains are encountered during construction activities, the proponent must immediately cease all construction activities and shall contact the York Regional Police Department, the Regional Coroner and the Registrar of the Cemeteries at the Ministry of Consumer Services.</i></p> <p>This Heritage Clearance is valid for a period of three (3) years following the date of issuance.</p> <p>Approvals for alterations and demolitions under the OHA attach to the Owner, not the property.</p>		FOR STAFF USE ONLY	

On-Site and Excess Soil Regulation O. Reg. 406/19 Acknowledgment**To be signed by the Project Leader¹ (as defined under O. Reg. 406/19) of the Subject Lands**

I _____ the Project Leader of the above-noted lands hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable legislation, guidelines and other government directives pertaining to the excavation and management of excess soil including, but not limited to, *O. Reg. 406/19* and the *Environmental Protection Act*, as amended. I further acknowledge that the City of Vaughan is not responsible for the planning, reporting, documentation, registration, and/or implementation requirements prescribed under *O. Reg. 406/19*. I further acknowledge and agree that if the Subject Lands are in contravention of the requirements of *O. Reg. 406/19* or the *Environmental Protection Act* that the City of Vaughan is not responsible for losses or damages related to environmental orders, fines, and/or remedial activities not caused by the City of Vaughan's negligence and will not sue or initiate a claim over or against the City of Vaughan, except where it is alleged that the City of Vaughan has been negligent.

Affix Corporate Seal of registered owner of property. Processing will not commence until this is provided.

Dated at: _____ this _____ day of _____

Location

Day

Month

Year

Project Leader Signature

Print Name and Affix Corporate Seal (if applicable)

¹ "Project Leader" means, in respect of a project, the person or persons who are ultimately responsible for making decisions relating to the planning and implementation of the project (*Excerpt and as defined under O.Reg.406/19*)