

Applicant Guide for Site Alteration Permits

Resource for Permit Requirements and Processes

Administered by: Development Engineering Department

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Table of Contents

Introduction	3
1. When a Site Alteration Permit is Required.	4
2. Permit Categories	4
3. Permit Application Requirements	6
3.1 Owner Authorization	6
3.2 On-Site and Excess Soil Management Regulation O. Reg 406/19	6
3.3 Background Studies and Approvals	7
3.4 Site Alteration Management Plan	10
3.5 Permit Fees	14
3.7 Final Requirements Prior to Permit Issuance	15
4. Permit Expiry, Renewal, Amendments, Transfers, and Revocation.	17
5. On-Site Inspections of Site Alteration	19
6. Enforcement and Complaint Resolution Process	19
7. Closure of Permit	19

Introduction

The Applicant Guide to Site Alteration Permits has been prepared to assist with the site alteration permit application process in accordance with Site Alteration By-law 031-2024. This guide addresses the following main topics:

- Permit Application Requirements;
- Permit Review & Issuance Process Workflow;
- Permit Administration;
- Inspection & Enforcement; and
- Complaint Resolution Process.

The site alteration permit process is administered by the Development Engineering Department. Permit requirements and procedures may change at any time without notice. Please ensure to reference the most recent version of this guide and other resources available on the city's [site alteration permit webpage](#).

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1. When a Site Alteration Permit is Required.

[Site Alteration By-law 031-2024](#) (Site Alteration By-law) grants the Director of Development Engineering (Director) the authority to require a permit for any site alteration that will alter the grade of land through the removal or placement of topsoil, fill, or excess soil. Site alteration permits are usually issued for a development project in advance of an executed development agreement. The site alteration permit authorizes the start of earthworks that are necessary to prepare the site for development. Please refer to the Site Alteration By-law for more information on project exemptions and prohibitions.

The Site Alteration By-law **does not apply** to individual residential properties since homeowners are responsible to maintain the grading of their property. Landscaping and construction projects on residential properties are to be carried out by homeowners without disrupting the grading of their property. Most residential construction projects require a [grading permit](#) to ensure compliance with city's grading criteria. Any adverse impacts to adjacent residential properties are a civil matter, which the City does not get involved with.

2. Permit Categories

Permits categories are based on the proposed site alteration; including industrial/commercial, subdivision/site plan residential, or non-development related projects. Permit requirements may vary based on the permit category selected.

Industrial/Commercial Permit Category:

This permit category is for site alteration related to an industrial/commercial development application. The site alteration permit authorizes the initiation of earthworks in advance of an executed development agreement.

In addition to the technical reports and plans included in [Permit Application Requirements section](#), permit applications must also include, as applicable:

- Total volume of material (m³) for cut and fill operation; including,
 - Volume of excess soil (m³) to be imported.
 - Volume of excess soil (m³) to be exported.
- Source site details for excess soil import.
- Receiving site details for excess soil export.
- Off-site location details for temporary storage of excess soils.

Where the source site, receiving site, and/or temporary storage site for the same project are located within the City of Vaughan, the applicant may be required to obtain a site alteration permit for each site. Please contact the Development Engineering Department for more information.

Subdivision/Site Plan Residential Development:

This permit category is for site alteration related to subdivision/site plan residential development application. The site alteration permit authorizes the initiation of earthworks in advance of an executed development agreement.

In addition to the technical reports and plans included in [Permit Application Requirements section](#), permit applications must also include, as applicable:

- Total volume of material (m³) for cut and fill operation; including,
 - Volume of excess soil (m³) to be imported.
 - Volume of excess soil (m³) to be exported.
- Source site details for excess soil import.
- Receiving site details for excess soil export.
- Off-site location details for temporary storage of excess soils.

Where the source site, receiving site, and/or temporary storage site for the same project are located within the City of Vaughan, the applicant may be required to obtain a site alteration permit for each site. Please contact the Development Engineering Department for more information.

Non-Development Permit:

This permit is for site alteration on a property that is not the subject of the development application or agreement process. Examples include temporary storage sites, final receiving sites, or other significant site alteration that is not part of normal farming practice, such as the construction of a berm. Please contact the Development Engineering Department for more information.

3. Permit Application Requirements

Permit application requirements may vary based on the proposed site alteration and site-specific conditions. The Project Leader is responsible to include all necessary documentation to support the proposed work. The Site Alteration By-law authorizes the Director to request supplementary information and impose terms and conditions, if necessary, to address site-specific issues and concerns. The Director may also waive certain permit requirements or conditions for the same reason.

Applications are submitted using the city's [online permit portal](#). The online submission facilitates the collection of applicant and site information, proposed project details and other requirements to initiate the permit review process.

The following list of requirements must be satisfied to initiate the application technical review.

3.1 Owner Authorization

Agent Authorization

If an agent is applying, or otherwise acting on behalf of the landowner, a signed [agent authorization form](#) must be included with the initial permit application.

Receiving Site Landowner

If the proposed site alteration includes the removal of excess soil; the permit application package must include a [signed authorization](#) from the landowner of the receiving site. For clarity, this requirement only applies if the receiving site has a different owner than the source site from where the excess soil is being removed.

Off-site Temporary Storage Site Landowner

Should the proposed site alteration require the temporary storage of excess soil at an off-site location, the application package must include a [signed authorization](#) from the landowner of the temporary storage site. For clarity, this requirement only applies if the temporary storage site has a different owner than the site where the excess soil is being removed.

3.2 On-Site and Excess Soil Management Regulation O. Reg 406/19

In December 2019, the provincial government introduced the On-Site and Excess Soil Management Regulation 406/19 (O. Reg 406/19) under the Environmental Protection Act.

Key elements of the regulation include:

1. Rules on excess soil reuse and clarity on when excess soil is not considered waste.
2. Clarity on reuse of excess soil and replacement of waste-related approvals with regulatory rules for low-risk soil management activities.
3. Enhanced reuse of excess soil through improved reuse planning for larger sites that generate more than 2,000 cubic metres. Recent amendments to the regulation would remove the excess soil reuse planning requirements for projects on low-risk sites and provide more flexibility when storing excess soil.
4. Requirements for larger reuse sites that receive over 10,000 cubic metres in excess soil to post on the Environmental Registry and develop procedures to track and inspect every truck load of excess soil received on-site.
5. Restrictions on landfilling clean soil that is suitable for reuse at sensitive sites such as schools and agricultural sites.

Where appropriate, O. Reg 406/19 has been incorporated into the permit requirements and procedures. It is important to acknowledge that the site alteration Project Leader is ultimately responsible to ensure compliance with the provincial regulations, which has been recently amended to focus on higher-risk movements of soil. Therefore, the [On-Site and Excess Soil Management Regulation O. Reg 406/19 Acknowledgement Form](#) must be completed by the Project Leader and included with the initial permit application package. By completing the acknowledgement, the Project Leader accepts full responsibility to ensure compliance with O. Reg 406/19 and all other applicable environmental regulations. The Project Leader must also acknowledge that the city will not be held responsible for losses or damages that occur due to non-compliance of the regulations.

Other permit requirements that align with O. Reg 406/19 and industry best practices include:

- Confirmation of Environmental Registry posting, as required.
- Advance planning and identification of reuse site, including landowner's authorizations.
- Submission of Site Alteration Management Plan (SAMP).

For more information on excess soil regulation and best management practices, please visit Ontario Ministry of Environment, Conservation and Parks [Excess Soil website](#).

3.3 Background Studies and Approvals

The Project Leader is responsible to prepare the permit application package for the proposed site alteration. The application package must include background studies, reports and technical drawings prepared by qualified technical specialists. Background documentation must include any approvals and conditions from other regulatory agencies with jurisdiction over the proposed

site alteration. The required background studies and documentation include but are not limited to:

Legal plan of property

Detailed legal plan of the subject property with location of site alteration clearly labelled.

Toronto and Region Conservation Authority (TRCA) Approval Permit

The Toronto and Region Conservation Authority (TRCA) approval is required if the subject property is located within the *Conservation Authority Act* regulated area (O.Reg.166/06). This [regulated area](#) include lands with a watercourse, river or stream valley, wetland, shoreline and/or hazardous land like a steep slope or flood plain.

Tree Protection Agreement

Should the site alteration require the removal of trees, the applicant may be required to enter into a Tree Protection Agreement with the City. This process is administered by the Development Planning Department Urban Design Division (in consultation with the Parks Forestry Horticulture Operations Department). If required, the Tree Protection Agreement must be executed before the site alteration permit can be issued. Please refer to City's [site alteration webpage](#) for tree protection and removal requirements.

Environmental Site Assessment

An Environmental Site Assessment (ESA) report identifies potential or actual chemical impacts in soil, ground water, and/or sediment. In general, the Phase One ESA identifies potential contaminating activities and areas of potential environmental concerns through desktop studies or site reconnaissance. The Phase Two ESA involves intrusive investigations (e.g., boreholes/monitoring wells, test pits) whereby the areas of potential environmental concern are assessed through chemical analysis for applicable contaminants of concern. Other associated ESA documents may also include Remedial Action Plans (RAPs) outlining the procedure for addressing or remediating impacts and risk assessment/evaluation reports, which assess the potential impacts of contaminants to human and ecological receptors. All ESA reports shall be completed by a Qualified Person and be accompanied with a reliance letter addressed to the City by an environmental consultant.

Environmental Impact Study

An Environmental Impact Study (EIS) Natural Heritage Evaluation shall be prepared by a Qualified Person once the Master Environmental Servicing Plan has been reviewed. The EIS shall evaluate the proposed development, forecast impacts and achievements of the City's environmental goals, objectives, and policies, while addressing the policy requirements of the

Federal, Provincial, Regional and Local levels, including but not limited to the *Endangered Species Act* and *Fisheries Act*.

Per the City's Draft Environmental Management Guidelines (EMG), an EIS is an evaluation that anticipates the implications of land use change and the interaction of these changes with the features and functions of an area, requiring the following:

- Conformity analysis with applicable policies;
- Inventory of abiotic conditions, flora, and fauna;
- Analysis of the inter-relationships among the biotic and abiotic elements of a site (i.e., its ecology);
- Description of the proposed development, including all aspects that have the potential to affect adjacent natural features and functions;
- Determination of the direct and indirect effects the proposed development will have on the existing conditions and consideration of cumulative effects;
- Identification of potential improvements or enhancements to the existing Natural Heritage Network (NHN); and
- Modification to the development proposal as well as evaluation of mitigation measures and monitoring, including restoration options.

The EIS must determine if there will be 'negative impacts' (as defined by the [Provincial Policy Statement, 2020](#)) to the natural features or their ecological functions should the development proceed under a given proposed design. This information is required by decision makers to determine the need for modifications to proposed plans, the vegetation protection zone, Natural Heritage Network additions and other mitigation strategies to fairly evaluate the implications of a land use change. Ultimately, this information is required to achieve decisions that are consistent with the Provincial Policy Statement, 2020. Reference should also be made to the [Toronto and Region Conservation Authority's Environmental Impact Statement Guidelines, 2014](#). Also, if subject lands are in Provincial Plan Areas, then a Greenbelt Plan Conformity Report or Oak Ridges Moraine Conservation Plan Conformity Report may be required.

Agriculture Impact Assessment

The Agricultural Impact Assessment (AIA) shall be prepared by a Qualified Person with Planning and Agriculture technical expertise. The Province has currently prepared a draft [AIA Guidance Document \(March 2018\)](#).

Archaeological Assessment

An Archaeological Assessment shall be prepared by a qualified Archaeologist licensed under the *Ontario Heritage Act*. An Archaeological Assessment Stage 1 is a minimal requirement for

development approvals to identify archaeological potential of the Block Plan area or specific site. Archaeological assessment reports are to follow the guidelines set out by the Ministry of Citizenship and Multiculturalism, as well as licensing requirements developed under the *Ontario Heritage Act*. For development proposing alteration to a watercourse, a marine archaeology survey conducted by a licensed marine archaeologist will be required.

Owner and Agents are strongly encouraged to engage affected Indigenous Peoples in the development of archaeological assessments to determine if their traditional and/or treaty rights are impacted by the development.

Cultural Heritage Impact Assessment

A Cultural Heritage Impact Assessment shall be prepared by a Qualified Person relating to the conservation of the type of subject heritage resource, who should be registered in the “building specialist” category, under the Canadian Association of Heritage Professionals. A Cultural Heritage Impact Assessment shall identify and evaluate cultural heritage resources in each area to determine the impact that may result from the proposed development (new construction, demolition, and/or alteration) of the subject lands. The report will also recommend an appropriate intervention approach to the heritage resources as per Policy 6.3.3.2. of VOP 2010.

3.4 Site Alteration Management Plan

All permit application packages must include a Site Alteration Management Plan (SAMP) which outlines the management of the proposed site alteration from the source site to the final receiving site. The SAMP must be prepared by a Qualified Person and the scope based on the project scale, site-specific conditions and the potential impacts to adjacent properties, the surrounding community, and natural environment. Smaller scale projects with limited potential impact may have limited scope and fewer details compared to larger scale projects that include transport and import of excess soils or significant changes to grade. Applicants and Qualified Persons are encouraged to incorporate the [MECP Management of Excess Soil – A Guide for Best Management Practices](#) into the development of the SAMP.

Components of the Site Alteration Management Plan should include:

Project Description

Brief description of the proposed site alteration and overall scope of the SAMP, including a list of reports, plans and other items included in the SAMP.

Proposed Work Schedule

The project work schedule will be confirmed during the pre-construction meeting. Applicants must include a proposed work schedule including:

- Proposed start date and end date; and
- Timing and brief description of major activities and milestones; such as, installation of silt fencing, preparatory work, filling activities and final surface cover application.

Erosion and Sediment Control Measures and Grading Plan:

Erosion and Sediment Control (ESC) measures are required to control erosion, sedimentation, and surface water flow during site alteration. ESC measures help to limit any blockage, siltation, contamination, increased run off into watercourses or flooding that may have adverse impact to adjacent and/or surrounding properties. ESC measures are also helpful to mitigate and control dust. Please refer to the City's [site alteration webpage](#) for detailed drawing requirements.

The Grading Site Plan must include sufficient topographic and site condition details to illustrate:

- Existing topography and conditions;
- Existing surface water flow on and around the site;
- Impacts of the site alteration on surface water flow;
- Proposed final grades and conditions; and
- Proposed final surface water flow on and around site.

Geotechnical Assessment

Where the site alteration has the potential to result in unstable geotechnical conditions that includes conditions of slope stability, meeting compaction criteria, analyzing existing soil conditions and characterization, or the construction of a retaining wall over 1.0m high, a geotechnical assessment may be required.

Soil Quality Analyses

Soil quality analyses includes the identification of appropriate quality and type of excess soil to be received at the site. Soil quality analyses must be completed by a Qualified Person and should be based on site location and sensitivity, anticipated land use, ground water use and sensitivity, pre-existing site conditions and other factors to confirm no adverse effect.

Furthermore, the analyses must also demonstrate that the excess soil reuse is appropriate and complies with the Excess Soil Quality Standards and other requirements of the On-Site and Excess Soil Management Regulation O. Reg. 406/19.

Excess Soil Tracking

Implementation of a tracking system to document and manage excess soil from source site to receiving site as per O. Reg 406/19. Excess Soil Tracking methodology should include:

- Bills of lading and tracking;
- Receiving site assessment; and
- Inspection and auditing procedures.

If required, excess soil tracking plan will be reviewed at the pre-construction meeting.

Traffic and Transportation Plan

Traffic and Transportation plan must include details to manage truck traffic including:

- Access to and from the source and receiving sites.
- Haul routes;
- Traffic controls;
- Traffic volume of trucks to/from sites per day; and
- Road maintenance plan to monitor, mitigate and respond to dust and mud tracking.

Traffic and Transportation Plan will be reviewed during pre-construction meeting.

Dust Control Plan

A dust control plan is required if the proposed site alteration may have an adverse impact on the neighbouring community. The dust control plan to include:

- Method for monitoring dust; and
- Response plan to address dust incidents.

If required, dust control plan will be reviewed during pre-construction meeting.

Site Security Plan and Access Control

Description of protocols to secure the site and control access to limit potential for illegal dumping and unauthorized access. If required, site security plan will be reviewed during pre-construction meeting.

Noise and Vibration Monitoring

Where there is potential for noise or vibration impacts to adjacent properties, a noise and vibration monitoring plan may be required. The monitoring plan must include:

- An assessment of potential noise and vibration impact; and
- Monitoring and mitigation measures.

If required, noise and vibration monitoring plan to be confirmed during pre-construction meeting.

Reporting & Record Keeping

It is highly recommended that the Project Leader assign a Qualified Person or project team representative to provide regular reporting to the city. The applicant must provide the following reporting details.

- Site monitoring program and inspection schedule;
- Site operations reporting program and schedule; and
- Method of calculating and reporting volume of imported fill.

Reporting details to be confirmed during pre-construction meeting.

Regional Approvals

The following regional approvals, where applicable, must be confirmed prior to permit issuance:

- Protection of regional trees
- Removal of significant woodlands
- Road access.

External Agencies

Approvals from any applicable external agency must be confirmed prior to permit issuance.

External agencies include but are not limited to the:

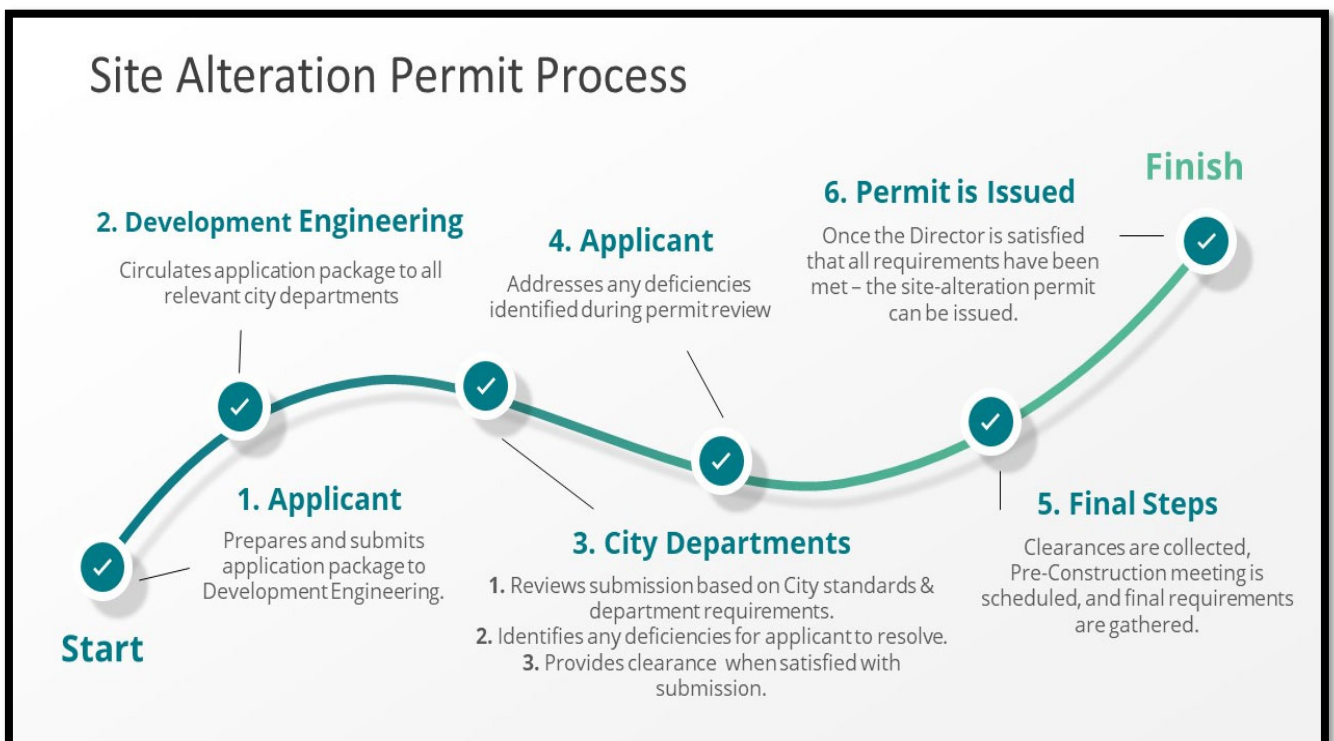
- Toronto and Region Conservation Authority (TRCA)
- Ministry of Natural Resources
- Ministry of Transportation
- CP or CN Rail
- Hydro One
- Metrolinx
- TransCanada Pipeline
- Fisheries and Oceans Canada (DFO)

3.5 Permit Fees

The permit fee must be included with the initial application. The permit fee includes the application review, general permit administration and the regular inspection of the site alteration. Please refer to Fees and Charges By-law Schedule K, as amended, for current permit fees. Other types of permit fees are detailed in [Section 4](#) of this guide, including permit renewal, amendment, and transfer fees.

3.6 Permit Review Process

Once the permit application submission is deemed to be complete, the technical review can begin. The Development Engineering Department circulates the application to several city departments to confirm compliance with city standards and requirements. Each department must provide their clearance for the application to continue through the process. If required, the Director may request additional information to complete the technical review or address site-specific concerns.



A permit application will be deemed **abandoned and cancelled** once a period of 6-months has elapsed, and the applicant has either not:

- provided all requirements including permit fees, security deposit etc. and/or
- resolved the deficiency(ies) identified during the technical review.

Once cancelled, the permit application cannot be re-opened. If the site alteration permit is still required, a new application package must be submitted, including payment of the permit fee. Where a permit application has been cancelled and upon written request by the Owner, the Director will determine if any amount of the permit application is refundable.

Please note that submitting a permit application package does not guarantee obtaining a permit. The Site Alteration By-law grants authority to the Director to refuse a permit application. In the event of a permit refusal, the Director shall provide a written response of the decision.

3.7 Final Requirements Prior to Permit Issuance

Security Deposit

A security deposit is collected to provide the City with financial resources to address non-compliance or potential liabilities from issuing the site alteration permit. The security deposit is collected in the form of a certified cheque or unconditional irrevocable letter of credit. Please refer to the [city's site alteration website](#) for the letter of credit template. The calculation of the security deposit is based on the following formula:

\$1000 per day based on work schedule PLUS ESC estimated total costs PLUS site stabilization costs of \$2 per square metre of work site area (using hydro seed)

The City may draw upon the security deposit to retain professional services and/or contractors to carry out any required maintenance and repairs related to permit condition or compliance order. Examples of potential issues include, but are not limited to:

- mud tracking, dust, and noise complaints;
- insufficient erosion and sediment control measures;
- insufficient fencing and site access control;
- contaminated soil and/or impacts to soil, surface and/or groundwater;
- closure of site due to non-compliance or incomplete work; and
- stabilization or restoration of subject lands.

Should the city draw against the security deposit, the Site Alteration By-law provides the Director with the authority to require that the security deposit be replenished to 100% of the original amount. The permit holder must satisfy this request within 30 days or be held in non-compliance. Finally, the security deposit must remain in effect until the permit is closed or the site alteration is transferred to a development agreement.

Liability Insurance

Applicants must provide liability insurance in the amount of \$5,000,000 per occurrence against all claims including personal injury, death, property damage or environmental damage resulting directly or indirectly from site alteration or fill activities. The City shall be named as additional insured and the coverage is to remain in place until all requirements and conditions listed in all permits, agreements, and orders related to the site alteration on the subject site are completed to the Director's satisfaction.

A valid copy of the insurance certificate must be on file for the duration of the permit. Within 30 days of renewal permit holders must provide the city with an updated copy of the certificate. Please refer to the [City Clerk webpage](#) for Standard Certificate of Insurance template.

Site Alteration Agreement

The subject site landowner and permit holder must enter into an agreement with the city prior to the issuance of the site alteration permit. Please refer to the city's [site alteration webpage](#) for the agreement and conditions schedule template. The Site Alteration By-law authorizes the Director to impose additional conditions based on site-specific concerns, if deemed necessary. These additional conditions would be added to Schedule A of the site alteration agreement.

The agreement does not expire and can only be terminated once all permit terms and conditions have been fulfilled to the satisfaction of the Director, including the completion of all necessary final inspections, or execution of the related development agreement.

Demolition Permit

Should the proposed site alteration include the demolition of a building, a copy the demolition permit is required before the site alteration permit can be issued.

The Pre-Construction Meeting

The purpose of the pre-construction meeting is to complete a final review of the proposed site alteration and to ensure that all requirements have been met. Attendees of the pre-construction meeting usually include Development Engineering staff, the subject site landowner and/or authorized agent, the qualified persons that prepared the SAMP, contractors, and other city stakeholders, as required. Once the Director is satisfied that all requirements have been met, the site alteration permit can be issued.

4. Permit Expiry, Renewal, Amendments, Transfers, and Revocation.

This section describes the different status changes for an issued permit.

Permit Expiry

All issued permits are valid for a period of one (1) year from the date of issuance, unless otherwise indicated by the Director. If a permit has expired, the owner and the permit holder remain responsible to satisfy all permit conditions. Furthermore, should the site alteration work not start within 90 days of the permit issuance, the permit will be deemed expired, regardless of one-year validity period.

Permit Renewal

Site alteration permits are valid for a period of one (1) year from the date of issuance, unless otherwise indicated by the Director. A **one-time** renewal request may be submitted to the Director within three (3) months prior to the permit expiry date and up to three (3) months following the permit expiry date. Once this time has elapse, the renewal request will not be accepted, and a new permit application will be required, including the payment of the permit fee. Should the renewal request include significant changes from the original application, the Director may require an amendment to the original permit or an application for a new permit.

As noted in the Fees and Charges By-law, permit renewals are subject to a fee of fifty percent (50%) of the original application fee. Please contact the Development Engineering Department for more information on the permit renewal process.

Permit Amendments

Should there be significant changes to the original permitted scope of work, the permit holder must submit a site alteration permit amendment request. City staff may request additional documentation based on the proposed amendment and scope of work.

As noted in the Fees and Charges By-law, permit amendments are subject to a fee of fifty percent (50%) of the original application fee. Please contact the Development Engineering Department for more information on the permit amendment process.

Permit Transfers

Site alteration permits are not transferable to another property; however, permits may be transferred to a new owner provided that the new owner:

1. Provides an undertaking to transfer the permit and all original terms and conditions.
2. Executes a new Site Alteration Agreement with the city.
3. Provides the necessary security deposit and liability insurance. Any security deposit and financial assurances provided by the original permit holder will be released.

Should the new owner not provide the necessary requirements listed above, the site alteration permit shall be revoked as of the property transfer date.

Permit Revocation

The Director may at any time and without notice **revoke** a site alteration permit for any of the following reasons:

- Permit was obtained on mistaken, false, or incorrect information.
- Permit was issued in error.
- The owner/permit holder has submitted a written request to revoke the permit.
- Non-compliance with an order or remedial action order.
- New landowner has not complied with the permit transfer requirements.
- The safety, health, and well-being of the community.
- Financial impact to the city.

Once a permit has been revoked, all site alteration must stop. The owner and permit holder are responsible to stabilize or restore the site to its original condition.

5. On-Site Inspections of Site Alteration

All permitted site alteration work will be regularly inspected to ensure compliance with permit conditions and the Site Alteration By-law. The inspection and reporting schedule will be confirmed at the Pre-Construction Meeting. The regularly scheduled site inspections are included in the permit fee. It is highly recommended that the Project Leader assign a Qualified Person or project team representative to provide regular reporting to the city.

Additional Inspection Fee

Any inspection required to address complaints or matters of non-compliance is an added demand on staff time and already constrained city resources. Therefore, any inspection required to address repeated and/or continued non-compliance will be charged an additional inspection fee. The additional inspection fee must be paid to the city within 30 days of written demand. Any unpaid inspection fees will become a debt owing to the city and may be recovered by drawing upon the security deposit or adding the costs to the municipal tax roll for the subject site and collect in the same manner as property taxes.

6. Enforcement and Complaint Resolution Process

The city has an obligation to investigate all site alteration complaints received from the community. When a complaint is received, or an inspector observes an issue, a complaint file is created, and the investigation process begins. All complaints must be resolved before the permit can be closed and financial securities released. The Site Alteration By-law authorizes city staff with other enforcement measures to encourage compliance including, Administrative Monetary Penalties, Provincial Offences Fines, remediation orders as well as pursuing non-compliance matters in court.

7. Closure of Permit

To close a permit, please contact the Development Engineering Department to initiate final inspections. If requested, permit holders must provide a final topographic survey to confirm total volume of material received and/or exported, certifications and other documentation as required. Final inspections confirm that permit conditions have been satisfied and all non-compliance have been resolved. Upon the satisfactory completion of site inspections, any remaining security deposits held by the City shall be released in full to the permit holder. The permit file will be closed, and all records saved in accordance with city policies and procedures.