



King Township  
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## Public Works Department MINOR Site Alteration & Fill Permit Checklist

As per Bylaw 97-84 (as amended), a Site Alteration / Fill Permit is required for the import / export of material exceeding 50m<sup>3</sup> \*. This Minor Site Alteration & Fill Permit Checklist is applicable for proposed work between 50 to 100m<sup>3</sup> of material. The Major Site Application & Fill Permit Checklist should be referred to for proposed work exceeding 100m<sup>3</sup> of material. An Owner conducting Site Alteration works on their property is fully responsible to ensure that all the necessary approvals / permits have been granted by the Township of King, as well as other agencies, as applicable. All works shall be subject to all applicable policies / legislation / municipal bylaws as amended, including the provisions of Bylaw 97-84, the Oak Ridges Moraine Policy, the Conservation Authority Act, as well as any other restrictive covenants or governing authority having jurisdiction on or near the subject property. It is the Owner's responsibility to familiarize themselves with the Township's Site Alteration Bylaw 97-84 prior to commencement of any works (access document online via [www.king.ca](http://www.king.ca)). Excerpt of the Bylaw ('General Provisions') is attached for reference only.

### Submission Requirements Include:

- Submission of the completed Site Alteration / Fill Permit Application form along with the required **Minor Site Alteration Application Fee** as identified in the Fees and Charges Bylaw.
- At time of application submission, applicant is to provide at a minimum a Grading Plan and/or Storm Water Management Plan. The requirements of the Grading / Drainage Plan shall be consistent with the Township of King's 'Grading and Drainage Plan Requirements'.
- At time prior to permit issuance, submission of a **security deposit fee** in the minimum amount of **\$10,000.00** to provide the Township with the financial resources to spend in the event of non-compliance to municipal bylaws or policies. Additional deposit exceeding the minimum may be required at the discretion of the Director of Public Works, or designate, pending on the level of work proposed.
- At time prior to permit issuance, submission of the **Site Alteration fee** as identified in the Fees and Charges Bylaw. The Site Alteration fee will be charged based on the proposed quantity of earthwork involved.

### Notes:

- The import/export of 5,000m<sup>3</sup> of material or greater will require Council approval.
- Fees are revised annually pursuant to the Township's Fees and Charges Bylaw. Fees denoted may not reflect current pricing. Current pricing will apply.
- Other conditions / requirements may be required upon review of site alteration / fill permit application and submitted documents.
- It is the owner's responsibility to obtain Road Occupancy Permit and/or Half Load Exemption Letter as required separately prior to any work.
- \*The Conservation Authority may require permit application at lesser volumes. It is the Owner's responsibility to ensure appropriate approvals / permits have been issued.

## GENERAL PROHIBITIONS and REGULATIONS of BYLAW 97-84 (Site Alteration Bylaw)

### Pursuant to By-law 97-84 (Section 4 - Excerpt)

- (1) *No person may place or dump fill or cause fill to be placed or dumped and no person may alter the grade of any land or cause the grade of any land to be altered in the Township in the following circumstances:*
  - (a) *where the owner or person in lawful possession of the land has not consented to the placing or dumping of fill or to alteration of the grade;*
  - (b) *where the fill is placed or dumped or the grade is altered for storage purposes and such storage is not permitted pursuant to the Zoning By-Law;*
  - (c) *where the placing or dumping of fill or alteration of the grade will result in changing any grade established by a grading and drainage plan approved by the Corporation in relation to any subdivision, rezoning, site plan or building permit approval and such placing or dumping of fill or alteration occurs without a Permit;*
  - (d) *where the fill includes material from the demolition of any structure or includes "refuse" as that term is defined within the meaning of the Corporation of the Township of King Waste Disposal By-Law 89-1 11 (as amended or successor legislation thereto) or includes toxic or hazardous materials, glass or sewage.*
  - (e) *where the placing or dumping of fill or alteration of the grade would result in soil erosion or soil pollution, blockage or siltation of any watercourse, pollution of any watercourse, flooding or ponding on any land or detrimental effect on any environmentally significant or sensitive area or wetland complex;*
  - (f) *where the placing of fill or alteration of the grade would result in detrimental effect on any healthy tree greater than 250mm caliper or where the placing or dumping of fill or alteration of the grade would not be in accordance with the Regional Municipality of York's Tree By-Law TR-I-91-154(or successor legislation thereto);*
  - (g) *where the placing or dumping of fill or alteration of the grade does not accord with Township design standards and accepted engineering and environmental principles.*
  - (h) *where the placing or dumping of fill or alteration of the grade is on any land zoned for environmental protection or open space purposes pursuant to the zoning by-law, unless approval therefor has been issued by the Lake Simcoe Region Conservation Authority or Metropolitan Toronto Conservation Authority or a Permit has been issued pursuant to this By-Law.*
- (2) *No person may place or dump fill or cause fill to be placed or dumped and no person may alter the grade of any land or cause the grade of any land to be altered in the Township without a Permit where the volume of the fill being place or dumped or the volume of the fill involved in the alteration exceeds fifty (50) cubic metres.*

*Note: Applicants are responsible to ensure they are aware of provisions of Bylaw 97-84 – a Bylaw to Control the Dumping of Fill and Alteration of Grades*

## Public Works Department Site Alteration - Grading & Drainage Plan Requirements

The Township of King's Public Works Department (PW) requires, at a minimum, a Grading Plan / Drainage Plan as prepared by a Qualified Professional as part of the development / site alteration submission requirements. A Landscape Plan is not acceptable.

The scope of our review is limited to the grading and storm water management design with respect to conformance with municipal guidelines and bylaws. PW reviews submitted plans to ensure the proposed site alteration of a subject property does not impact the property Owner, adjacent properties or presents a burden to Township infrastructure (i.e. runoff, soil contamination etc.). The Owner is responsible for the maintenance of the existing drainage systems and, if required, the establishment of a new drainage system(s) and/or an on-site storm water management system, solely situated on Owner's property and maintained at the Owner's expense.

Refer to Section F3.06 of the Township's Engineering Design Standards for a full list of required plot plan information.

A **Grading Plan / Drainage Plan** shall include:

1. **LEGEND:**
  - The Grading Plan / Drainage (and other plans, as may be required) shall show an appropriate legend depicting in part, applicable notes, key map, north arrow, date(s), subject address, consultant, scale, title etc.
  
2. **GENERAL:**
  - The drawing shall be prepared (signed / stamped) by a Qualified Professional.
  - The drawing shall be in metric and to scale.
  - The drawing shall show the boundaries and number of hectares to be filled / excavated.
  - The drawing shall show the location and dimensions of the subject property, setbacks, structure/ building type(s), utilities, roads / highways and paving located within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation.
  - The drawing shall show location of house entrances, risers, location/dimension and elevation of patio decks, pool, driveways, walkways, retaining walls and other structures.
  - The drawing shall show location and rim elevations of all *yard* catchbasins.
  - The drawing shall show the location and identification of the predominant existing soil types, as well as the location and dimension of all temporary soil, dirt or fill stockpiles.
  - The drawing shall show location of all access roads / driveways, including temporary construction roads/driveways.
  - The applicant shall identify the schedule of the anticipated starting and completion dates of each land disturbance or land development activity.
  - The applicant shall provide the time machinery, including vehicles used to haul fill, will be operated, so as to confirm to the Township of King Noise Bylaw 81-142, as amended.
  - The applicant shall provide a description of the proposed fill, including a list of sources and geotechnical reports as to content and quality prepared by qualified expert.
  
3. **EXISTING AND PROPOSED GEODETIC ELEVATIONS and CONSTRUCTION ACTIVITY:**
  - Existing topography for subject lot, extending thirty (30) metres beyond the areas to be filled / excavated or disturbed as part of the operation and shall also include existing and proposed geodetic elevations at property lines and thirty (30) metres beyond property line and throughout development area (spot elevations), including elevations of existing and proposed building envelopes at / or adjacent to construction activity.
  - Existing and proposed structure elevations FFL, TFW, FBS, USF & Garage Floor elevation.

4. STORM WATER DRAINAGE SYSTEM:
  - Location and direction of rainwater downspouts for all structures.
  - Existing and proposed grades of driveways. Proposed residential driveways to be a minimum grade of 2% and a maximum of 8%. Maximum width of driveway 6.0 m at property line unless otherwise permitted in applicable zoning bylaw for subject subdivision.
  - The location, detail and grade (expressed in a percentage) of any existing and proposed storm water drainage systems (i.e. swales) and natural drainage patterns within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation.
  - The directions and grade (expressed in a percentage) of overland water flow and overland flow route.
  - The location of discharge / outfall of floor drains, weeping tiles etc.
  - **Should submissions have significant impervious cover in their proposed plan, the Township will require some form of onsite storm management system (i.e. soak-away pit) to accommodate the difference in the pre development – post development runoff. A separate Stormwater Management Report may be required if deemed necessary by PW.**
5. SEPTIC SYSTEM:
  - Where applicable, location and type of any private sewage disposal system and reserve areas and private wells.
  - Where applicable, show septic system (tile bed etc.). Proposed structures (i.e. pools, patios) must be a minimum of 5 m from closest pipe in the tile field.
6. SEDIMENTATION, EROSION & DUST CONTROL:
  - Provision and maintenance plan of the construction site erosion control and dust control measures during construction, and after if, required.
  - Show silt fencing (and detail) around construction zone; Security Fencing, Mud Mats and other sedimentation, erosion and dust control measures, as required.
7. NEW SUBDIVISIONS:
  - In unassumed subdivisions, applicant must ensure the developer's engineer has stamped, signed and dated all grading plan submissions and resubmissions.
8. SIGNIFICANT NATURAL FEATURES:
  - The location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation (if applicable).
  - Regional Storm Flood Plan and Conservation Authority Fill Regulation lines (if applicable).
9. TREE INVENTORY:
  - The species, grade at base and size, in calliper, of all trees greater than 250mm in calliper, all shrubs, trees and hedges within one (1) metre of the of the areas to be filled / excavated or disturbed as part of the operation.

### **Reminders:**

- Applicant responsible to adhere to all applicable Bylaws, Policies, procedures set by the Township of King, as well as the Regional Municipal of York, Conservation Authorities and other governing bodies as applicable.
- The proposed final grade must be 0.15 m below TFW of any structure.
- Any alteration to driveway on Township / Region right-of-way will require separate permitting process for review and approval. Under no circumstance shall Owner or its contractor(s) conduct works within Township or Regional right-of-way.
- Absolutely no works shall be undertaken 0.6m from any property line in accordance with Township of King By-law 97-84. This includes but is not limited to; changes in elevation, location, or direction of any natural or artificial watercourse, open channel, swale or ditch used to drain land.



**Public Works Department  
 Application for a Site Alteration or Fill Permit**

In accordance with Bylaw 97-84, as amended

<b>1.a Registered Owners of Subject Lands</b>			
Last name		First name	
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (Cell) ( )	Alternate day-time telephone number ( )		Fax ( )

<b>1.b Agent Applying on Behalf of Owner (i.e. consultant, solicitor etc.)</b>			
Last name		First name	
Corporation or Partnership			
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (Cell) ( )	Alternate day-time telephone number ( )		Fax ( )

<b>1.c Encumbrances (i.e. mortgagees, holders or charges)</b>			
Corporation or Partnership		Contact Person	
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone ( )			Fax ( )

<b>1d Correspondence</b>		
Of the above, to whom is correspondence relation to application to be sent? Please check one.		
<b>1.a (Owner)</b>	<b>1.b (Agent)</b>	<b>1.c (Encumbrances)</b>



2. **SUBJECT PROPERTY:**

(a) **Municipal Address** \_\_\_\_\_

(b) Location: Township Lot \_\_\_\_\_ Concession \_\_\_\_\_  
Reference / Registered Plan No \_\_\_\_\_ Part(s) / Lot(s) \_\_\_\_\_

(c) Lot Area (m<sup>2</sup> or ha) \_\_\_\_\_ Lot Frontage (m) \_\_\_\_\_

**Owner Occupied? (Does the person registered on title live on the property?)**

- Yes
- No

**Are there any easements (legal rights of access) on the property (i.e. gas, hydro drainage etc.)?**

- Yes (Describe) \_\_\_\_\_
- No
- Unsure

**Is a new or temporary or permanent access point proposed for the duration of the operation?**

- Yes (If Yes – a separate Entrance Permit is required (as per Bylaw 2005-121). Submit application / fees for review and approval)
- No (Existing entrance / driveway to be used)

**Are the subject lands bounded by roads under the jurisdiction of the Region of York or the Province of Ontario (note: Hwy 9 west of Hwy 400 is under MTO)**

- Yes (Applicant required to obtain approval from York Region and/or MTO)
- No

**Is access to the subject land by private road or by an un-assumed "right of way"?** *If 'yes', indicate who owns the land or road, and who is responsible for its maintenance and whether it is maintained seasonally or year-round.*


3. **PURPOSE & SCOPE OF PROPOSED WORKS:** Why is the site alteration required? Describe the size & scope of the work i.e. area & nature of disturbance. Describe in letter format if more room is required.


Continued...

**4. HISTORY OF THE SUBJECT PROPERTY/CONCURRENT APPLICATIONS**

Is the subject property subject to a current or active application for Official Plan, Zoning Amendment, Site Plan Approval, Consent, or Subdivision Approval under the **Planning Act**?

Yes  No  Unknown

If **Yes** and **if known**, provide the file number and the decisions made on the application.


**5. AUTHORIZATIONS & CONSENT OF THE OWNER**

**5.a Authorization of Owner for Agent to Make the Application (Skip to 5.B if not applicable)**

If the owner of the land that is the subject of this application wishes to have an agent act on his or her behalf, the following authorization must be completed.

*"I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, (listed in section 1.B on "page 1" of this application) as my agent, to provide any of my personal information that will be included in, or collected during the processing of this application."*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**5.b Consent of the Owner to the Use and Disclosure of Personal Information**

(Complete the consent of the owner concerning personal information set out below.)

*"I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Municipal Act** for the purposes of processing this application."*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Continued...

**6. Permit Application (For Staff Use Only)**

- The amounts checked below must be paid prior to review of this application.
- If additional inspections or plan reviews are required, the applicant must pay \$164.00 per inspection/review prior to issuance of a permit.
- All fees are non-refundable and must be paid in full prior to issuance of a permit.

**a) Minor Application: (50 c.m. to 100 c.m.)**

Base Fee

Site Plan Review

Site Inspection (Minimum of 2 required per inspection)

**Sub Total =** **\$648.50**

**b) Major Application: (greater than 100 c.m.)**

Base Fee

Site Plan Review

Site Inspection (Minimum of 3 required per inspection)

**Sub Total =** **\$1,762.50**

**c) Site Alteration Fee:**

Applies to import or export material volume (\$1.00/c.m.)

Volume of material = \_\_\_\_\_ x \$ 1.00 = \$ \_\_\_\_\_

**Total Fees Paid with this Application** **\$** \_\_\_\_\_

Receipt # (From Treasury) \_\_\_\_\_

**7. ACKNOWLEDGEMENT OF THE OWNER**

*"I understand that the Township of King's approval of my site alteration proposal is subject to the provisions of By-Law 97-84 as amended, as well as upon compliance with the **Oak Ridges Moraine Conservation Plan**, and any other restrictive covenants or governing authority having jurisdiction on or near my property."*

\_\_\_\_\_  
**Owner's Name**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

**IMPORTANT:** It is an offence to alter a site without a permit. **ALL PERSONS**, including truck drivers, machine operators etc, found altering a site without a permit can be charged up to \$5,000 per incidence and prosecuted under by-law 97-84 as amended. The Municipality also has the right under the Municipal Act to enter into lands to remediate unauthorized site alteration and to **recover the costs from the owner by way of action or in like manner as taxes.**

*Last Revised: January 2021*