



Site Alteration Permit

Town of Orangeville By-law No. 2024-001

To regulate the removal, movement and deposit of soil, sand, gravel, rock, or other substance of which land is composed from, on and to lands within the Town of Orangeville

Town of Orangeville
Infrastructure Services
87 Broadway
Orangeville ON L9W 1K1
Tel (519) 941-0440

Location:

Description	Lot No./Plan No.	Lot/Concession	Site Area (ha)	Estimated Cost of Work
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Applicant Information:

Owner's Name	Street Number	Street Name	Signature	e-mail
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City/Town	Province	Postal Code	Company Officer (name)	Telephone Number
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Agent Information

Agent's Name	Street Number	Street Name	Signature
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City/Town	Province	Postal Code	Company Officer (name)	Telephone Number
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Description and Purpose of Proposed Works:

Application Date	Proposed Start Date	Proposed Completion Date
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Office/Administration Use Only

GL Code: 10-000-460-0000-13655-10699 (permit fee)

Letter of Credit (Value)	Total Permit Fee (\$1,000 + \$25/Ha)	Receipt Number
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Start Date	Completion Date	Date Permit Issued	Permit Number
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Application has been submitted with Plans

Yes _____ No _____

Approved:

General Manager, Infrastructure Services or
Designate

Applicant's Use (return with application)

Town of Orangeville Permit By-law No. 2024-001

Infrastructure Services
87 Broadway, Orangeville ON, L9W 1K1
Tel: 519-941-0440

Application Checklist:

- ☐ Name of Applicant : _____
(if applicant is not the owner of the property, written consent of the Land Owner is required – Agency Agreement)
- ☐ It is understood that the completion of this form constitutes an application only, and the works applied for will not commence until this permit has been approved, and notification from the Town is issued.
- ☐ Date of Application: _____/_____/_____ Signed: _____
Y/M/D
- ☐ Location of Earth Works Provided.
- ☐ Copy of all Plans including Engineering Drawings, Right of Way, Easement Plans/Documents and Documents over the Land Attached:
- ☐ Start Date of Proposed Work: _____/_____/_____ Completion Date: _____/_____/_____
Y/M/D Y/M/D
- ☐ Quantity of Soils to be removed, deposited or moved: _____
- ☐ Depth of Excavation/Fill: _____m.
- ☐ Non-refundable fee in the amount of (*minimum*) \$1,000.00 plus \$25/Ha. Payable to the Town of Orangeville enclosed.
- ☐ Security in the form of an Irrevocable Standby Letter of Credit or cash in the amount of \$_____. Upon review of the application, the Town may require additional security commensurate with the scale and circumstances of the proposed earthworks. Proof of Commercial General Liability Insurance in the amount of \$2,000,000 and proof of Errors or Omissions Insurance for a Qualified Professional must be provided.

No work shall take place without this permit and must remain on site at all times.

Applicant must comply with all sections of the Site Alteration By-law No. 2024-001.

The permit is valid for 180 days from date of approval.

Applicant must notify the following 72 hours before commencing approved works:
publicworksinfo@orangeville.ca

Permit Conditions:

Permit General Conditions

Each and every Permit issued pursuant to this Bylaw shall be subject to the following conditions:

1. the Earthwork on the Permit Lands shall be such that positive gravity drainage is assured and that such drainage is by gravity to a Natural Watercourse or a public drainage facility adequate for the purpose. This clause shall not be construed to prevent the operator from establishing a settling pool;
2. all damage to municipal or privately owned drainage facilities, roads, Utilities statutory rights of way or lanes, or other municipally or privately owned property or Natural Watercourse, resulting from the excavation or the Removal of Soils, shall be repaired;
3. all drainage facilities and Natural Watercourses shall be kept free of silt, clay, sand, rubble, debris, gravel and any other matter or thing originating from any excavation of any Lands and which are causing obstruction to such drainage facility or Natural Watercourse;
4. drainage facilities or Natural Watercourses shall not be impacted;
5. stockpiles shall be confined to the Permit Lands and the same shall be maintained so they do not adversely affect or damage adjacent properties or sight lines;
6. the Earthwork shall not encroach upon, undermine or physically damage any property, or any property/works of the Town whether or not located within a statutory right of way, or make impractical the future subdivision or development of the Permit Lands for which a Permit has been issued on neighbouring land;
7. storm water may not drain onto Town or private property unless into a drainage facility approved by the Director;
8. no Earthwork may occur next to adjoining Land that would result in a vertical cut of more than 1.0m to the Land on which the Earthwork is to take place;
9. no Natural Watercourse shall be altered or diverted, except with the approval of the Director and or Credit Valley Conservation;
10. that no Earthworks shall occur on environmental protection areas or riparian areas as determined by the Town and Credit Valley Conservation;
11. that all excavation and Stockpiling on Permit Lands and all other hazards shall, if required by the Director, have adequate fencing and be provided with suitable buffer zones or landscaping screens, suitable weather proof signs which shall be mounted and maintained on the fence at a linear distance not to exceed one hundred fifty (150) meters with wording to indicate the danger, the nature of the Earthwork, the presence of excavation and prohibiting the presence of the public;
12. that all Earthwork undertaken shall be done according to the terms of approval of the Director and may require a Professional Engineer to supervise the work;
13. that all Earthwork shall be subject to a continuous program of dust control to the satisfaction of the Director;

Site Specific Conditions:

14. that the proponent not start any work on the site until a site meeting has taken place between all parties involved including the Town of Orangeville;
15. that the proponent undertake a street sweeping program and provide a schedule of said activities to the satisfaction of the Town of Orangeville.