

# Application for Site Alteration Approval

BY-LAW NO.025-2022

Township of Wainfleet  
31940 Highway #3  
Wainfleet, ON L0S 1V0  
Tel: 905-899-3463  
Fax: 905-899-2340



For Office Use Only	
Date Received:	Received By:
Application Deemed Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deemed Complete:
Roll Number:	File No.:
Application Fees Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt No.:

Note: Prior to completing this form, the applicant should read the Site Alteration By-Law. Please type or write clearly using blue or black ink.

Type of Application:
<input type="checkbox"/> Site Alteration <input type="checkbox"/> Amendment to an Existing Site Alteration Approval

## SECTION 1 – CONTACT INFORMATION

Owner Information	
Registered Owner(s): (please indicate names exactly as shown on the Transfer Deed of Land)	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Authorized Agent Information (if applicable)	
Owner's Authorized Agent:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Please specify to whom all communications should be sent:	
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Both	

## SECTION 2 – SUBJECT LAND INFORMATION

Lot	Concession	Geographic Township
Registered Plan	Lot/Block	Reference Plan
Municipal Address		
Lot Area (m <sup>2</sup> or ha)	Frontage (m)	Depth (m)

**SECTION 3– EXISTING USE OF SUBJECT LAND**

Existing use(s) of subject land, including buildings:

How long have the existing uses on the subject land continued?

Region of Niagara Official Plan Designation:

Township of Wainfleet Official Plan Designation:

Present Township of Wainfleet Zoning:

Type of access to subject land:

- Provincial Highway
- Regional Road
- Private Road
- Municipal Road maintained all year
- Municipal Road maintained seasonally
- Other Public Road
- Water Access
- Right-of-Way

Type of existing water supply for subject parcel:

- Publicly owned and operated piped water
- Well (private or communal)
- Cistern
- Other: \_\_\_\_\_

Type of existing sewage disposal for subject parcel:

- Publicly owned and operated sanitary sewage system
- Septic system (private or communal)
- Other: \_\_\_\_\_

What are the current uses of lands within 500m of the subject land?

North

South

West

East

Are there any easements, right-of-way or restrictive covenants affecting the land?

- Yes (explain below)
- No

**SECTION 4 – PROPOSED ALTERATION OF SUBJECT LAND**

Description of the fill proposed to be removed or Dumped including a detailed description of the destination and source of the Fill, the quantity of the Fill and the proposed placement of the Fill:

## SECTION 5 – DRAWINGS & SUBMISSION REQUIREMENTS

An application must be accompanied by two (2) paper copies and one (1) digital copy of a preliminary site alteration plan prepared in metric units, showing the following information:

- (i) the property lines of the lands, with dimensions,
- (ii) the location on the Site of the Site Alteration, with dimensions,
- (iii) location and details of any proposed sediment control measures,
- (iv) all existing storm sewers, ditches, swales, creeks, watercourses, Municipal Drains and wetlands on the lands and on abutting lands and public Roads,
- (v) all woodlands on the Site,
- (vi) all easements and rights of way over, under, across or through the Site,
- (vii) proof of permission with respect to the removal, placement or Dumping of the Fill from the grantee of any easement on the Site impacted by a Site Alteration,
- (viii) all existing buildings and driveways on the Site,
- (ix) all existing elevations with sufficient buffer onto adjacent properties to assess existing drainage patterns,
- (x) proposed grades and drainage systems upon completion of the Site Alteration,
- (xi) proposed ground covering to be used upon completion of the Site Alteration,
- (xii) location and composition of any temporary or permanent entrances and/or access roads that will be constructed to facilitate access to the Site, and
- (xiii) location and composition of any temporary or permanent mud mat at the entrance to the Site to mitigate mud tracking onto the municipal right-of-way;
- (xiv) where applicable, copies of any approval required from any other agency, including, but not limited to, the Conservation Authority;
- (xv) the proposed Haul Route;
- (xvi) a certificate prepared by a Qualified Person, qualified engineer or environmental consultant possessing an expert or special knowledge in respect to the source and nature of the Fill to be Dumped that the Fill meets the standards prescribed by the Ministry stating that the Fill contains no contaminants with the meaning of the *Environmental Protection Act*, which certificate shall be in a form prescribed by the Manager from time to time;
- (xvii) an executed unconditional release and indemnity to save harmless the Township, its elected officials, staff and agents, with respect to any and all liability which may arise directly or indirectly from the Site Alteration, including the presence of any fill that is determined to contain contaminants within the meaning of the *Environmental Protection Act*, which release and indemnity shall be in a form prescribed by the Manager from time to time.

**SECTION 6 – CONSENT TO THE USE AND DISCLOSURE OR PERSONAL INFORMATION**

All submission materials on file, including cover letters, application forms and plans will be made available to the public for viewing at the Township office, as required under Section 9.4 of the By-Law. Personal information on file with the Operations Department is collected under the authority of the Site Alteration By-Law and will be used to process the application.

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for site plan approval and for the purposes of the *Municipal Freedom of Information and Privacy Act*, I/We 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 *Site Alteration By-Law* for the purposes of processing this application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SECTION 7 – PERMISSION TO ENTER**

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for site alteration and I/We authorize the Township staff to enter onto the property for the purposes of evaluating the merits of the application(s).

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SECTION 8 – AUTHORIZATION FOR AGENT (If applicable)**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for site plan approval and I/We hereby authorize \_\_\_\_\_ as my/our agent for the purpose of submitting an application(s) to the Township of Wainfleet in accordance with the Site Alteration By-Law as amended.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SECTION 9 – AFFIDAVIT OF OWNER(S) OR AUTHORIZED AGENT**

The declaration below must be signed in the presence of a Commissioner for Taking Affidavits. This may be done when presenting your application at the Township office. Please make sure to bring your photo I.D. with a signature.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation's seal (if any) should be affixed or the words "I have the authority to bind the Corporation" may be printed under the signing officer's name instead of affixing the Corporate seal.

I/We, \_\_\_\_\_ of the City/Town/Township of \_\_\_\_\_

in the County/Region of \_\_\_\_\_ do solemnly declare that all statements contained in this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and virtue of the Canada Evidence Act.

SWORN before me at the City/Town/Township of \_\_\_\_\_ )  
\_\_\_\_\_ in the \_\_\_\_\_ )  
County/Region of \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ )

\_\_\_\_\_  
Signature of Owner or Authorized Agent  
\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
A Commissioner etc.