

Site Alteration Permit Application
City of Cambridge By-law 23-103

Applicant Information:

Applicant Name:	
Contact Person:	
Address:	
Phone Number:	
Email:	

Owner Information (if different than applicant):

Owner Name:	
Contact Person:	
Address:	
Phone Number:	
Email:	

Project Details:

Municipal Address:	
Plan Reference:	
Subdivision Name (if applicable):	
Total Site area (ha):	
Area to be Disturbed (ha):	
Estimated Cost of Works:	
Proposed Start Date:	
Proposed Completion Date:	

Brief Project Description:

Planned Work Reason for Application:

Grading Tree removal Committee of Adjustment Condition

General Submission Requirements:

- Completed Application Form with all required signatures
- Application Fee

Additional Submission Requirements for Grading Work:

- Grading Plans for Earth Work (not the final site grading plans)
- Erosion and Sediment Control Plans
- Stormwater Management Design Plans and Reports (if applicable)
- Cost Estimate for Erosion and Sediment Control Works
- Grand River Conservation Authority Approval Letter (if applicable)

Additional Submission Requirements for Tree Removal:

- Tree Management Plans
- Environmental Impact Statement (if applicable)

At the discretion of City staff, any reports that have been identified as being required by the City of Cambridge or external agency through a current planning application on the property, such as archaeological report, environmental impact statement or geotechnical report etc. may require submission and approval prior to the issuance of a Site Alteration Permit.

All submission materials are to be in pdf format. Searchable pdf files are required for forms, reports and other documentation. Maps and drawings must be to scale.

Complete application packages are to be submitted to Development Engineering at Engineering@cambridge.ca.

Additional Site Information:

Have the works received approval from the Grand River Conservation Authority?

Yes No Not Applicable

Are there any heritage designations on the subject site where proposed works are to be completed?

Listed Designated Heritage District Not Applicable

Are the proposed works to be completed in a vulnerable area identified in a local assessment report source protection plan under the Clean Water Act, 2006?

Yes No

Are the proposed works identified as a significant drinking water threat in the assessment report for the local source protection area?

Yes No

Engineering Consultant:

Consultant Name:	
Contact Person:	
Address:	
Phone Number:	
Email:	

Emergency Contact:

Name:	
Consultant/Contractor Name:	
Phone Number:	
Email:	

The Emergency contact can be the applicant, owner or consultant for the works, but the contact must be readily available to attend the site and address conditions in an emergency situation, i.e. erosion and sediment control failure.

Application Fees

	Amount
Initial Permit application:	
Base Administrative Fee: \$500	\$500
For Grading Works - Additional \$100 per hectare	
Initial Permit Fee Total	
For Permit Extension:	
\$100 per hectare	
Permit Extension Fee Total	

Application fees as per City of Cambridge Municipal Fees and Charges By-law, as amended.

Permit Application Fees, Letter of Credit and Compensation Payment

Permit Application Fee to be paid by cheque payable to The City of Cambridge, referencing site information (property name and/or applicants name).

Following review and approval of the cost estimate for erosion and sediment control works, a Letter of Credit for 100% of the estimate, in a form acceptable to the City of Cambridge, is to be submitted, at the address noted below, prior to issuance of the permit.

Following review and approval of the Tree Management Plan, any required tree compensation payment is to be submitted, at the address noted below, prior to issuance of the permit.

All payments and/or securities can be mailed or delivered to:

City of Cambridge
Attn: Development Engineering
50 Dickson Street
P.O. Box 669
Cambridge, ON N1R 5W8

Authorization

Applicant's Signature:	
Date:	

Owner's Authorization (required when the Owner is not the Applicant)

I/We _____, being the registered Owner(s) of the subject lands, hereby authorize _____ (Name of Agent) to act as my/our agent(s) in the submission and processing of the Site Alteration Permit

Owner's Signature:	
Date:	

Site Alteration Permit
(to be completed and issued by City staff)

Under City of Cambridge By-law 23-103, a Site Alteration Permit has been issued for the following site:

Municipal Address:	
Plan Reference:	
Subdivision Name (if applicable):	
Owner's Name:	
Applicant's Name:	
Emergency Contact Person:	

The permit is issued based on the following approved plans and documents:

Document	Date and Revision No.

The permit is issued as of _____ and will expire on _____.

Conditions

1. The Deputy City Manager may extend the Site Alteration Permit a maximum of two times at the applicable non-refundable extension fee. A new permit application and fee will be required if either the initial permit has previously been extended twice or if an extension request is not submitted to Development Engineering by _____,
2. Prior to the commencement of any grading works and/or tree removals, an inspection of erosion and sediment controls and tree protection measures is required.
3. The granting of a Site Alteration permit under this by-law does not remove any of the Applicant's obligation to obtain all other approvals as may be required by other

agencies or under any other regulations including the Conservation Authorities Act.

4. The Grand River Conservation Authority approval is to be obtained prior to the commencement of any grading works within Regulatory Flood Limits or the GRCA's regulated area.
5. Any change to the proposed work on site that may alter tree impacts or increase the area of land disturbance from the approved plans will require a new/amended Site Alteration Permit submission to City of Cambridge.

Permit Issued by:

Hardy Bromberg, Deputy City Manager Community Development