



# APPLICATION FOR A SITE ALTERATION PERMIT

Pursuant to the City of Kingston Site Alteration By-Law  
(By-Law No. 2008-128)

## OFFICE USE ONLY

File No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

**This application must be completed in full. An incomplete application will be returned to the Applicant.**

### PLEASE NOTE:

*It is recommended that prior to completing the application, the Applicant review the Site Alteration By-Law and consult with the appropriate municipal staff.*

**ATTACHMENTS** – In order to be a complete application, this application form must be accompanied by:

- Copies of a Control Plan, certified by a Professional Engineer, or other qualified person, as deemed by the City;
- The application fee;
- Security in a form and amount acceptable to the City (if the value of the works are in excess of \$50,000);
- The Owner's authorization, if the Applicant is not the Owner;
- Any required external agency permit; and,
- Any required report or study.

### A. PROPERTY INFORMATION

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

- If Applicable, Lot \_\_\_\_\_ Concession \_\_\_\_\_

Roll Number of Subject Property: \_\_\_\_\_

### B. OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**C. AGENT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**D. CONSULTING ENGINEER(S)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**E. CONTRACTOR**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**F. PROPOSED WORK**

Provide a brief description of the work to be undertaken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Starting Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
Anticipated End Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Describe the composition and source of the fill being placed (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. OTHER APPLICATIONS**

Please list any additional applications affecting the subject property (e.g. Planning Approvals; Building Permit, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## H. CULTURAL AND NATURAL HERITAGE FEATURES

Please list any cultural or natural heritage features (e.g. archaeological resources, existing or former structures, wetland, stream, woodland, etc.) located on or adjacent to the subject property:

---

---

---

- Does any part of the site contain a watercourse? YES  NO
- Is the property subject to the regulations of the Cataraqui Region Conservation Authority?  
YES  NO  DON'T KNOW

\*\*\*\*\*

### NOTICE TO THE APPLICANT – PLEASE READ

1. The contents of this application are subject to the provisions of the Site Alteration By-Law.
2. Applications for site alteration must be made by the property owner. The application may be submitted by a representative for the property owner, providing authorization is provided at the time of application (see authorization section below).
3. The current fee is set out in the City's Rates & Fees By-Law. All fees are non-refundable.
4. Site Alteration Permits are valid for the time period indicated, up to a maximum of two years from the date the Permit was issued. The request for a renewal of an application must be made in writing at least 30 days prior to the expiry of the Permit; otherwise a new application must be submitted.
5. A Site Alteration Permit is not transferable to another site.
6. Any false or misleading statement made on this application will render null and void any permission granted.
7. The issuance of a Site Alteration Permit does not relieve the Owner from any responsibility to obtain all other approvals that may be required by any level of government or authority having jurisdiction.

**FREEDOM OF INFORMATION**

Personal information contained in this form is collected pursuant to the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of reviewing this Site Alteration Permit application. All names, addresses, and information collected will be made available for public disclosure. Questions regarding this collection should be forwarded to George Wallace, Director, Planning & Development Department, 216 Ontario Street, Kingston, Ontario, K7L 2Z3, or by telephoning (613)546-4291, ext. 3252.

\*\*\*\*\*

**OWNER'S AUTHORIZATION (If an Agent is used)**

**The Owner must complete this section.** For more than one Owner, a separate authorization form for each individual or corporation is required. Attach an additional page(s) in the same format as this authorization, if necessary.

I, \_\_\_\_\_, being the registered Owner of the subject lands, hereby authorize \_\_\_\_\_ to act as my agent and submit the above application to the City of Kingston.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**DECLARATION**

**The Owner must complete this section.** For more than one Owner, a separate authorization form for each individual or corporation is required. Attach an additional page(s) in the same format as this authorization, if necessary.

I, \_\_\_\_\_, do solemnly declare that the information provided herein is true and accurate, and I hereby grant employees and agents of the City of Kingston permission to enter the subject lands to inspect the site on which the proposed work related to this application applies.

DATED AT Kingston, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
Signature of Agent

\*\*\*\*\*

***Submit the application to the Planning & Development Department***

Mailing Address: City of Kingston  
Planning & Development Department  
216 Ontario Street  
KINGSTON, ON K7L 2Z3

Fax: 613-542-9965

In Person: 1211 John Counter Blvd.

**PLEASE NOTE:**

After inspection by Planning & Development staff, the application will be forwarded to the Engineering Department for processing.

**FOR OFFICE USE ONLY:**

Permit Fee Received: \_\_\_\_\_

Letter of Credit/Cash Amount: \_\_\_\_\_

Official Plan Designation: \_\_\_\_\_

Zoning: \_\_\_\_\_

Current Planning Applications: \_\_\_\_\_

Natural Heritage Resources (consult with the CRCA):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Archaeological Resources (consult with Culture & Heritage Division):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_