

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2011-23

As Amended by By-law Nos. 2014-34 & 2014-79

BEING A BY-LAW TO REGULATE AND PROHIBIT THE PLACEMENT, REMOVAL OR STOCKPILING OF FILL OR THE ALTERATION OF A SITE

WHEREAS the *Municipal Act*, 2001, S.O. 2001, Chapter 25, Section 8., as amended, provides that the powers of the municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, Chapter 25, Section 142., as amended, provides that a local municipality may prohibit or regulate the placing or dumping of fill, prohibit or regulate the removal of topsoil, prohibit or regulate the alteration of the grade of land, require that a permit be obtained for the placing or dumping of fill, the removal of topsoil or the alteration of the grade of the land and impose conditions to such a permit;

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, Chapter 25, Section 436., as amended, provides that a local municipality may pass by-laws providing for entry on land at any reasonable time for the purpose of carrying out inspections;

AND WHEREAS the Council may require that a permit be obtained for the placing or dumping of fill, the removal of topsoil and the alteration of the grade of land within the Township of Severn, prescribe the fees for the permit and the circumstances under which a permit may be issued and the conditions to such a permit;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 That this By-law may be cited as "**SITE ALTERATION AND FILL BY-LAW**".

2. DEFINITIONS

2.1 That in this by-law;

“Applicant” shall mean a person who commences an application with the municipality for a permit or has obtained a permit pursuant to this By-law;

“Township Official” means the: the Director of Planning and Development, Chief Building Official, Building Inspector and the Municipal By-law Officer of the Corporation of the Township of Severn;

“Construction and Demolition Waste” means material from the construction, remodelling, repair or demolition of buildings, bridges, pavement, roads and other structures and without limiting the generality of the foregoing shall include; asphalt, bricks, ceramics, composite materials, concrete, drywall, glass, insulation materials, packaging materials, paint and adhesive containers, piping, tubing, conduits and fittings, plaster, plastics, metal, rubble, shingles, soil and land clearing debris, soils not previously tested for contamination, tar and tarred products, tiles and wood (lumber, wood siding, etc.).

“Dumping” means the depositing of fill in a location other than where the fill was obtained and “dump” and “dumped” shall have the same meaning;

“Fill” means any type of material deposited or placed on lands and, without limiting the generality of the foregoing, includes earth, top soil, loam, compost, subsoil, clay, sand or gravel or any combination thereof but does not include construction and demolition waste;

“Existing Grade” means the elevation of an existing ground surface, except that where the placing or dumping of fill has occurred in contravention of this By-law “existing grade” shall mean the ground surface of the land as it existed prior to the placing or dumping of fill;

“Finished Grade” means the elevation of ground surface of land upon which fill has been dumped or after alteration to the grade has occurred;

“Proposed Grade” means the elevation of ground surface of land upon which fill is proposed to be dumped;

“Land Disturbance Activities” means any and all land surface being altered by either cut or fill including land used for access roads and temporary stock piling;

“Inspector” means the Chief Building Official, Director of Planning and Development, Building Inspector and such Municipal Law Enforcement Officers as may be appointed by the Township from time to time;

“Owner” means the registered owner of the land for which a permit is sought or obtained;

“Permit” means a fill permit issued by the Chief Building Official or the Director of Planning and Development or designate pursuant to the provisions of this By-Law;

“Person” includes a natural individual and his or her heirs, executors, administrators or other legally appointed representatives and a corporation;

“Placing” means the distribution of fill on lands to establish a finished grade higher or lower than the existing grade and “place” or “placed” in relation to fill shall have the same meaning;

“Ponding” means the accumulation of surface water in an area not having drainage, therefrom where the lack of drainage is caused by the placing or dumping of fill;

“Recycled Concrete Material” shall mean processed old hydraulic cement that has been crushed to the equivalent of 50 mm crusher run aggregate or smaller, does not contain loose reinforcing materials and satisfies the applicable requirements of the OPSS MUNI 1010 Material Specification for Aggregates.

“Subject Land” shall mean the land upon which the applicant proposes to dump fill or has obtained a permit for the dumping of fill;

“Swale” means a shallow depression in the ground sloping to a place of disposal for the purpose of providing a method of drainage or the conveyance of surface water;

“Township” means The Corporation of the Township of Severn or its geographical limits as the context requires;

“Zoning By-Law” means the Corporation of the Township of Severn Zoning By-law #2010-65 (as amended or successor legislation thereto).

3. GENERAL PROHIBITION

- 3.1 No person shall dump, or cause to be dumped, construction and demolition waste in the Township unless in approved (MOE) landfill site.
- 3.2 No person shall dump or place fill or cause fill to be dumped or placed in the Township in the following circumstances:
 - 1) where the fill has been transported and/or originates from outside the County of Simcoe;
 - 2) where the fill is dumped for storage purposes and such storage is not permitted pursuant to the Zoning By-law;
 - 3) where the dumping of fill will result in changing any existing grade established by a grading and drainage plan approved by the Township as part of any subdivision, rezoning, site plan or building permit approved and such placing or dumping of fill occurs without permit;
 - 4) where the placing or dumping of fill 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 as determined by the Township;
 - 5) where the placing of fill would result in non-compliance with the County of Simcoe Tree Cutting By-law.
 - 6) where the placing or dumping of fill is on any land zoned for environmental protection pursuant to the Zoning By-law, unless approval has been issued pursuant to a planning application or process.

- 7) within 10 metres of a watercourse.
 - 8) where the placing or dumping of fill would result in the alteration of any grade that results in additional runoff and erosion on an adjacent property.
- 3.3 No person shall dump fill or cause fill to be dumped in the Township without a permit where the volume of the fill being dumped exceeds 150 cubic metres unless a permit has been obtained; (equals 15 Tandem truck loads)
 - 3.4 Fill shall only be placed or dumped between the hours of 7:00 a.m. and 7:00 p.m. Monday to Friday and Saturday between the hours of 7:00 a.m. and 2:00 with a maximum of 250 cubic meters per day;
 - 3.5 Where a permit has been issued, no person shall dump fill or cause fill to be dumped in the Township except in accordance with the provisions and conditions of that permit;
 - 3.6 Where a property is subject to an application for subdivision, rezoning or site plan agreement, no person shall place or dump fill or cause fill to be placed or dumped prior to:
 - a) registration and/or final approval of the subdivision,
 - b) completion of the rezoning application,
 - c) the execution of the site plan agreement by all parties, and/or
 - d) the execution of a pre-servicing agreement by all parties.

4. GENERAL REQUIREMENTS

- 4.1 Every person who removes places or dumps fill or causes fill to be removed, placed or dumped shall:
 - a) provide for site control to ensure that no erosion or runoff occurs and to ensure that measures are in place in accordance with generally accepted engineering and conservation practices prior to commencement of placing, or dumping, or removal of fill;
 - b) ensure that no runoff or erosion occurs affecting abutting property or a watercourse;
 - c) ensure that the fill is graded to a slope no greater than 3:1;
 - d) that the grade on any property is not altered in any way that an adjacent property receives additional runoff and erosion of soil.
 - e) ensure that the finished grade surface is protected by sod, seeding, greenery, asphalt, concrete, or other means either singly or in combination, and that this be completed as soon as is deemed practical, or as is required by the Township Official to meet the general intent and purpose of the By-law;
 - f) that the grade elevation of land is not altered within .4 metres of a property line.

5. APPLICATION FOR PERMIT

- 5.1 To obtain a permit, the owner shall file an application, as described herein, in writing to the Township Official;

- 5.2 The Chief Building Official or Director of Planning may issue a permit to a maximum of 2,000 cubic metres for a period not to exceed six (6) months; permits can be issued for greater than 2,000 cubic metres provided they have been approved by Planning Committee or Council
- 5.3 An Applicant for a permit to dump or place fill shall submit the following to the satisfaction of the Township Official:
- a) a completed application in the form prescribed from time to time by the Township of Severn;
 - b) the applicable permit fee as established by the Township from time to time and as set out in Schedule "A" to this By-law;
 - c) a drawing showing existing grades and drainage system together with proposed final grades and drainage system to be used upon completion of the filling operation;
 - d) a description of the proposed fill, including a list of the sources and geotechnical reports as to content, consistency and quality prepared by qualified experts in that regard as required by the Official;
 - e) a signed agreement to provide such further and additional information, materials and/or documents as are deemed necessary by the Township Official which, without limiting the generality of the foregoing, may include;
 - f) a Fill-Control Plan, as required by the Township Official, may include:
 - g) a key map showing the location of each lot within the subject land, including the nearest major intersection and a directional arrow
 - i) an indication of the lot boundaries and total area of each lot in hectares within the subject land;
 - ii) providing the existing and proposed use of the subject land, the location, dimensions and use of all buildings and structures and any proposed buildings or structures on the subject land and on the adjacent lands;
 - iii) a map showing the location of any lakes, streams, wetlands, channels, ditches, watercourses and any other body of water located on the subject land and within thirty (30) metres of each lot boundary;
 - iv) a map showing the location and identification of the predominant existing soil types;
 - v) a map showing the location and dimensions of any existing and proposed storm water drainage systems and natural drainage system within the subject land and within thirty (30) metres of each lot boundary;
 - vii) a map showing the location and dimensions of utilities, structures, roads, highways and paving located within the subject land and within thirty (30) metres of each lot boundary;
 - viii) a map of the existing topography of the subject land.
 - ix) the proposed final grades of each lot within the subject land;

- x) the location and dimension of all proposed land disturbance activities, including construction of access roads;
 - xi) the location and dimensions of all temporary soil, dirt or fill stockpiles;
 - xii) the location, dimensions, design details and design calculations of all erosion control measures necessary to minimize the impact of the proposal;
 - xiii) a schedule of the anticipated starting and completion dates for each land disturbance or land development activity;
 - xiv) a statement outlining the measures that will be undertaken and utilized to monitor and maintain all construction site erosion control and dust control measures during construction;
 - xv) a scaled drawing, ranging from 1:250 to 1:1000 as deemed appropriate, of the Fill Control Plan (each drawing control plan to be in metres);
 - xvi) an indication on the drawing referred to in subparagraph (xv) above, of directions of overland water flow and overland flow route;
 - xvii) a plan showing the final grades in relation to adjacent properties.
 - xviii) a plan to ensure that the finished grade surface is protected by sod, seeding, greenery asphalt, concrete, or other means either singly or in combination;
- h) proof of security in an amount and form acceptable to the Township Official to secure performance of the work for which the permit is being applied. Further, an agreement that the Township Official may draw upon the security posted to recover the cost of the Township performing any required work which the Owner has failed to perform.
 - i) the applicant shall pay all municipal costs associated with the review of the application.

6. ISSUANCE OF PERMIT

- 6.1 The Township Official shall issue a permit where satisfied that the application is complete, in accordance with this By-law and the schedules attached hereto.
- 6.2 If the application is incomplete, the Township Official shall so advise the Owner, and the Owner may submit additional information.
- 6.3 If the Owner fails to complete the application within the next 30 days, the Township Official shall refuse to grant the permit, and the Township shall refund the fees provided.
- 6.4 The following shall be deemed to be conditions to every permit:
 - 1) a permit issued pursuant to this By-law shall expire nine (9) months after the date it is issued unless extended or renewed in accordance with Section 9 of this by-law.

- 2) the issuance of a permit by the Township Official does not alleviate the responsibility of the Owner and Permit Holder to obtain all other approvals which may be required by any levels of government and agencies thereof;
- 3) fill shall only be placed or dumped between the hours of 7:00 a.m. and 7:00 p.m. Monday to Friday, Saturday between the hours of 7:00 a.m. and 2:00 p.m. with a maximum of 250 cubic meters per day;
- 4) the Owner and Permit Holder shall use mud mats and or other means to prohibit the tracking of mud on Township roads to the satisfaction of the Township;
- 5) the Owner and Permit Holder shall ensure an entrance from the subject land to a Township road suitable to the Township is used;
- 6) the Owner must ensure that the Fill Control Plan is implemented;
- 7) the fill is graded to a slope of no greater than 3:1;
- 8) the Applicant and/or Owner shall each be responsible for the cost of repairing any damage to Township roads that occurs as a direct or indirect result of the dumping of fill and any costs incurred shall be deemed to be a debt to the municipality and shall be recoverable as such;
- 9) the Township Official may attach such other conditions to a permit that, in the opinion of the Township Official, are reasonably required to protect the public and the natural environment from adverse effects associated with erosion and sedimentation from or at the site;
- 10) where an Owner fails to comply with this by-law or the conditions of a permit, the Township Official may determine to do the work and for that purpose the Township or its agent may enter on the Owner's land and complete such work as is necessary to restore the land to a state of compliance with this by-law or permit. The costs of any such work shall be payable by the owner.

6.5 The following conditions may be attached to a permit:

- 1) that the Applicant or Owner provide a Fill-Control Plan as set out in Subsection 5.3(6)(a) of this By-law;
- 2) that the Applicant or Owner provide security in an amount and form acceptable to the Township Official to secure performance of the work for which the permit is being applied. The Township may draw upon the security posted to recover the cost of the Township performing any required work which the Owner has failed to perform or to recover the costs of repairing Township roads in accordance with Section 6.4(8);
- 3) that the Applicant or Owner provide certification from a qualified geotechnical engineer or other qualified person at various times, as specified in the permit, that certify that the Owner or Applicant has complied with the provisions of this By-law, any Fill Control Plan entered into in accordance with Section 5.3(6)(a), the agreement and the permit;

- 4) that the Applicant or Owner perform such site remediation measures as determined by the Township to be appropriate, including, but not limited to, placement of topsoil, seeding, sodding and installation of berms, swales and landscaping, as is deemed necessary to minimize the visual impact of fill or grade alteration proposals;
- 5) that the Applicant or Owner ensure that the Township Official or their designate perform an inspection prior to completing any work, at the commencement of work and upon completion of any work. The Township Official may require such further inspections as are considered necessary. All associated costs are to be paid by the Owner or his authorized agent pursuant to Schedule "A".

7. REVOCATION OF PERMIT

7.1 A permit may be revoked by the Township Official if:

- 1) it was obtained on mistaken, false or incorrect information;
- 2) it was issued in error;
- 3) the Owner or Permit Holder requests in writing that it be revoked;
- 4) the terms of an agreement or Fill Control Plan made under this By-law have not been complied with;
- 5) work authorized under the permit has not been commenced prior to its expiry date;
- 6) the subject land is sold and the permit is not transferred in accordance with Section 10.4; or
- 7) the Owner fails to comply with the provisions of this By-law.

7.2 When a permit expires or is revoked, the Owner shall immediately cease all site alteration and dumping of fill, and shall immediately rehabilitate and stabilize the site so as to prevent adverse effects from erosion and sedimentation from or at the subject land. Where the Owner has entered into a site plan agreement, a subdivision agreement or a development agreement that includes the site alteration or dumping of fill as a condition or requirement, rehabilitation and stabilization shall take place in accordance with that agreement.

8. APPEAL

8.1 Any person applying for a permit shall have such rights of appeal to the Ontario Municipal Board in relation to refusal thereof as set out in the Municipal Act, 2001.

9. EXTENSION, RENEWAL, AND TRANSFER

9.1 The Township may extend the life of a permit for an additional three (3) month period, on written application to the Township Official a maximum of two times.

9.2 A person who wishes to extend a permit shall, at least thirty (30) days before the expiry of the permit, submit to the Township Official a fresh application that:

- 1) complies with all the requirements set out in Section 5, and

- 2) where required, provide an update to any Fill-Control Plan that is referenced in an existing Permit.
- 9.3 A permit which is no longer valid or which has expired pursuant to this By-law may be renewed within six (6) months after the date of expiry upon the making of written application to the Township accompanied by a payment of one half of the original Permit fee, provided the proposed work has not been revised:
- 9.4 If the lands for which a permit has been issued are transferred while the permit remains in effect and the new Owner of the subject land wishes to transfer the permit the new owner shall:
- 1) forthwith advise the Township Official of such transfer,
 - 2) provide the Township with a written undertaking to comply with all of the conditions under which the existing permit was issued, including the posting of any required security, within two (2) months of transfer of title to the subject lands;
 - 3) provide any required security in the amount and form specified by the permit at the time of providing the written undertaking,
- 9.5 Until such time as the requirements of Section 9.4 are satisfied neither the previous owner, the current owner nor the applicant shall be permitted to dump fill under the permit.
- 9.6 Any existing security provided to the Township shall not be released until such time as the Township receives the written undertaking and replacement security in accordance with Section 9.4 or the permit is deemed to be revoked pursuant to Section 7.1(6) and all costs incurred by the municipality have been paid.

10. EXCEPTIONS

- 10.1 The provisions of this By-law do not apply;
- 1) where the dumping of fill is carried out by any municipality or local board as defined in the Municipal Affairs Act R.S.O. 1990, c. M46., as amended, a Crown Agency as defined in the Crown Agency Act R.S.O. 1990 c. C.48, as amended, or a transmitter or distributor as defined under the Electricity Act S.O. 1998.c.15 as amended;
 - 2) Where the dumping of fill occurs by way of licence or permission obtained under the applicable provincial or federal legislation, including the Aggregate Resources Act R.S.O. 1990 c. A.48, as amended and the Environmental Protection Act R.S.O. 1990 c. E.19 as amended, including any required items within a haul route agreement ;
 - 3) To activities or matters prescribed by regulation enacted pursuant to the Municipal Act, 2001 S.O. c. C.25, as amended;
 - 4) To fill being dumped on lands shown in grading and drainage plan approved by the Township in conjunction with subdivision, rezoning or site plan approvals, provided the provisions of such approvals relating to fill are adhered to;

- 5) Where a building permit has been issued by the Chief Building Official for the erection of a building or structure and the lot grading plan accompanying the building permit application provides sufficient information to determine that the dumping of fill conforms with the provisions of this By-law, provided the provisions of such building permit related to fill are adhered to, and where the amount of proposed fill exceeds 15 cubic metres, that the Applicant or Owner provide security in an amount and form acceptable to the Township Official. The Township may draw upon the security posted to recover the cost of repairing Township roads in accordance with Section 6.4(8).
- 6) Where fill is dumped in an excavation to the elevation of existing and adjacent grade following the demolition or removal of a building or structure and there is no change in the direction or elevation of existing and adjacent grade following the demolition or removal of a building or structure;
- 7) To circumstances where Council has provided an exemption.
- 8) Where the proposed placement of fill relates to the construction of a private road or laneway on land that is not owned by the Corporation of the Township of Severn, the County of Simcoe, within the right-of-way of a Provincial Highway or land owned or controlled by a public utility, and where the amount of proposed fill exceeds 15 cubic metres, that the Applicant or Owner provide security in an amount and form acceptable to the Township Official. The Township may draw upon the security posted to recover the cost of repairing Township roads in accordance with Section 6.4(8).

10.2 Except for the requirements contained in Section 3 General Prohibitions the provisions of this By-law do not apply:

- 1) Where the volume of fill being dumped does not exceed 15 cubic metres as estimated by the Township;
- 2) To placing fill which is obtained from the same property on which it is being placed;
- 3) Where fill is dumped on lands zoned for residential use within the meaning of the Zoning By-law for the purposes of lawn dressing, landscaping, adding to flower gardens or vegetable gardens, provided that:
 - i) the elevation of the land within 600 mm of the property line is not changed; and
 - ii) the depth of the fill does not exceed 600 mm; and
 - iii) there is no change in the location, direction or elevation of any natural or artificial watercourse, open channel, swale or ditch used to drain land.

10.3 Notwithstanding the Definition of “**Construction and Demolition Waste**” and the provisions of Subsection 3.1 herein, the use of “**Recycled Concrete Material**” as fill material is hereby approved on a site specific basis only with the approval of Council.

11. ENFORCEMENT

- 11.1 The Chief Building Official, Director of Planning and Development, Building Inspectors and such Municipal Law Enforcement Officers as are employed by the Township shall be “Inspectors” within the meaning of the Municipal Act, 2001 for the purposes of this By-law;
- 11.2 Inspectors may enter upon land at any reasonable time for the purpose of carrying out an inspection to determine whether there has been compliance with this By-law or a permit issued pursuant to this By-law;
- 11.3 No person shall obstruct an inspector who is carrying out an inspection pursuant to this By-law;
- 11.4 Notice of the costs incurred by the Township to perform any work required in an Order issued pursuant to this By-law may be registered against the Owner’s land for the purpose of giving notice of the Township’s lien against such lands and may be recovered by court action;
- 11.5 In the event that damage occurs to any public road as a result of any activity or activities regulated by this By-law the, Owner and /or Permit Holder shall be liable for and shall bear all costs for repairing any such damage as determined by the Township;
- 11.6 Any person who contravenes any provision of this By-law, the terms or conditions of a Permit, a Fill Control Plan is guilty of an offence and on conviction is liable,
- 1) on first conviction, to a fine of not more than \$10,000; and
 - 2) on any subsequent conviction to a fine of not more than \$25,000.
- 11.7 A corporation that contravenes any provision of this By-law, the terms or conditions of a Permit, a Fill Control Plan is guilty of an offence and on conviction is liable,
- 1) on first conviction, to a fine of not more than \$50,000; and
 - 2) on any subsequent conviction to a fine of not more than \$100,000.
- 11.8 Each day is a new offence.

12. GENERAL PROVISIONS

- 12.1 The provisions of this By-law shall apply to all lands and premises within the Municipality;
- 12.2 Should any section of this By-law be declared invalid or unenforceable by a court of competent jurisdiction, such section shall be construed as being severed here from and the remainder of the By-law shall continue in full force and effect;
- 12.3 This By-law shall be administered by the Director of Planning, Chief Building Official or his/her designate;
- 12.4 Schedule A shall form part of this By-law;
- 12.5 The provisions of this By-law shall come into force and effect upon the final passing thereof;

13. FORCE & EFFECT

13.1 That this By-law shall come into force and effect on the date of passing thereof.

By-law read a first and second time this 3rd day of March, 2011.

By-law read a first and second time this 3rd day of March, 2011.

CORPORATION OF THE TOWNSHIP OF SEVERN

Mike Burkett

MAYOR

Sharon R. Goerke

CLERK

SCHEDULE "A" TO BY-LAW NO. 2011-23



TOWNSHIP OF SEVERN

P.O. Box 159, Orillia, Ontario, L3V 6J3
Telephone: (705) 325-2315 Fax: (705) 327-5818 Toll Free: 1-800-463-6036

APPLICATION FOR FILL PERMIT

DATE RECEIVED _____ FILE NO. _____

ROLL NO. _____ RECEIPT NO. _____

1. OWNER INFORMATION:

Name of applicant: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

2. AGENT: (must be authorized by Applicant, see Authorization of Agent form attached):

Name of applicant's agent: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

i. All correspondence should be sent to (check one only): owner agent

ii. Who can be contacted during the day for further information? owner agent

3. SUBJECT PROPERTY:

Lot(s) _____ Concession _____

Part _____ Plan _____

Geographic Township of _____

Street Name _____ No. _____

4. DIMENSIONS OF LAND AFFECTED:

Frontage _____

Area _____

Depth _____

Width of Street _____

5. ROAD ACCESS (if the subject land is bounded by roads under the jurisdiction of MTO or the County of Simcoe, approvals will be required from the appropriate authority):

Municipal _____

County _____

Private _____

MTO _____

6. EASEMENTS

Are there any easements (legal rights of access) on the property?

Yes Please Describe _____

No Unsure

7. PURPOSE AND SCOPE OF PROPOSED WORKS:

Please describe the size and scope of the work (ie. area and nature of disturbance):

8. CONCURRENT PLANNING APPLICATIONS:

Is the subject property the subject of a current application for Official Plan, Zoning Amendment, Site Plan Approval, Consent, or Plan of Subdivision under section 53 of The Planning Act, R.S.O. 1990?

Yes No

If the answer is yes, and if known, the File No. and status of application:

File No. _____

Decision

APPLICANT'S CONSENT (FREEDOM OF INFORMATION)
AND AUTHORIZATION FOR SITE INSPECTION

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

I _____, the applicant, am the owner and/or the agent of the owner of the land that is the subject of this application and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I acknowledge that Township staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the Township to access my lands for the purposes of conducting the required site inspections. I understand that, if access to the property is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

Signature of Applicant

Date

AUTHORIZATION OF AGENT

I/We _____

Hereby authorize and direct _____

to act as agent on my/our behalf with respect to an application for Minor Variance on the subject lands and this is his/her good and sufficient authority for doing so.

Signed:

Owner

Date

Owner

Date

PERMIT FEES

The following fees shall be paid to the Township of Severn at the time of application for a fill permit:

a) Fill/alteration of grade on residential property	\$300.00
b) Fill/alteration of grade on commercial/industrial property	\$750.00
c) Renewal of permit	\$ 50.00
d) Transfer of permit	\$ 50.00
Security:	\$2,000.00 (minimum)

ACKNOWLEDGEMENT OF OWNER

I understand that the Township of Severn's approval of my site alteration proposal is subject to the provisions of the "Site Alteration & Fill By-law" as well as upon compliance with the County of Simcoe Tree Cutting By-law, the Environmental Protection Act and any other restrictive covenants or governing authority having jurisdiction on or near my property.

I agreed to pay all costs associated with the review of this application, particularly if the Township has to hire a consultant to help review and monitor the application and any subsequent approved permit.

Furthermore, I acknowledge that the issuance of a permit by the Township does not absolve me of legal liability of any kind and that the issuance of a permit is not a guarantee that all applicable laws have been complied with.

I furthermore acknowledge that the Township is authorized to draw upon and utilize any or all of the securities posted in relation to this permit to indemnify the Township in the event of any costs incurred by the Township as the result of any real or perceived infraction of any part of this by-law.

Signature of Applicant

Date