

**CITY OF ST. THOMAS SITE ALTERATION AND GRADING APPLICATION FORM**

Owner's Name: \_\_\_\_\_  Person  Company

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

Phone No: Residence: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Applicant/Agent's Name (if different from owner): \_\_\_\_\_

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

Phone No: Residence: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Owner's Authorization - (Required when the Owner is not the Applicant)**

I/We \_\_\_\_\_ (Name(s) of the Owner(s), 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 Application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**DESCRIPTION OF PROPERTY**

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

Brief Legal Description: Lot \_\_\_\_\_ Plan \_\_\_\_\_

Other: \_\_\_\_\_

(Attach survey if available)

**DESCRIPTION OF PROPOSED WORK (PLEASE MAKE APPLICABLE PROVISIONS)**

Do you propose to add fill to the property? Yes  No

Do you propose to alter the grading of the property? Yes  No

Do you propose to remove soil from the property? Yes  No

Do you propose to construct retaining wall(s)? Yes  No

**PLEASE DESCRIBE NATURE OF PROPOSED WORKS**

(Please attach separate sheet if required)

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

Is there a registered flood and/or fill line on or adjacent to the property? Yes  No

is there a significant natural area or fish habitat on / or adjacent to the property? Yes  No

Has the property ever been used for industrial/commercial/institutional purposes? Yes  No

Will elevations be altered at any property boundary? Yes  No

Is the land or portion of land within the archaeological resource potential area? Yes  No

Has there been consultation with KCCA / other Agencies? Yes  No

Is this a Heritage property? Yes  No

Date of Consultation: \_\_\_\_\_ Name of Staff Consulted: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that any fill to be placed on the site contain no contaminants within the meaning of the Environmental Protection Act, R.S.O. 1990 as amended; and

I forever and unconditionally release and indemnify the City of St. Thomas with respect to any and all liability which may arise in the event that the fill contains contaminants within the meaning of the Environmental Protection Act, and any successor legislation.

Applicant's Signature: \_\_\_\_\_

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

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

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

**FOR OFFICE USE ONLY STAFF COMMENTS**

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

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

Agreement Required: Yes  No

(Attach agreement if applicable)

Permit Issued: Yes  No

More Information Required: Yes  No

(Attach requesting information if applicable)

Security Required: Yes  No

Conditions Added: Yes  No  Attach Permit

R.O.W. Permit Required: Yes  No

Agency Review & Conditions:

\*\*\*SHOULD DEEPLY BURIED ARCHAEOLOGICAL MATERIAL BE FOUND THE ONTARIO MINISTRY OF CULTURE IN LONDON (519-675-7742) SHOULD BE CONTACTED IMMEDIATELY. IN THE EVENT THAT HUMAN REMAINS ARE ENCOUNTERED, THE APPLICANT SHOULD IMMEDIATELY CONTACT BOTH THE MINISTRY OF CULTURE AND THE CEMETERIES REGULATION UNIT OF THE ONTARIO MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS IN TORONTO (416-326-8392), AS WELL AS THE CITY POLICE AND THE LOCAL CORONER