



Site Alteration By-law – Frequently Asked Questions

Chapter 373 of the City of Orillia Municipal Code

Note: This document is for reference only, not intended to replace Chapter 373 of the Municipal Code.

GENERAL PROVISIONS

Do I require a Site Alteration Permit?

If you are placing, moving, or removing more than 50 cubic metres of fill, you will need a Site Alteration Permit.

*If you are placing or removing less than 50 cubic metres of fill, **and** the following **Exemption Requirements** are met, you are **exempt**, and do not require a Site Alteration Permit:*

- a. The ground elevation of the lands is not increased by more than thirty (30) centimetres*
- b. There is no change in the location, direction, or elevation of any natural or artificial watercourse, swale, or ditch used to drain land*
- c. The site alteration does not take place within one (1) metre of any property line*
- d. All fill placed or dumped includes only soil, stone or sod and that such material is clean and free of any glass, plastics, metals, termites, invasive species and/or their eggs or seeds, concrete, asphalt, garbage or any contaminants that would degrade the pre-existing conditions of the land*

See Articles 3 and 4 of Chapter 373 for full details regarding exemptions.

How much is 50 cubic metres?

50 cubic metres is approximately 3 tri-axle dump trucks full of material.

Is my Site Alteration Permit transferable to another property?

No.

What is the Site Alteration Permit Application fee?

Site Alteration Permits have an application fee structure outlined below:

- a. \$300 – residential construction, up to three units in one building*
- b. \$750 – institutional, commercial, industrial, and multi-residential units with more than three units, or Site Alteration Permits for multiple residential lots*
- c. \$1,500 – projects with an expected site alteration of more than 1,000 cubic metres*

Are there other costs associated with a Site Alteration Permit?

Site Alteration Permits also require the submission of security deposits equal to the cost of the installation and maintenance of the erosion and sediment controls being used on the project.

BUILDING AND DEMOLITION

Do I need a Site Alteration Permit to install a pool, raised garden bed, septic system, or other small project?

*These projects are generally exempt and do not require a Site Alteration Permit, provided all **Exemption Requirements** are met. It should be noted the other permits (i.e. Building Permits, or a Pool Fence Permit) may be required.*

Do I need a Site Alteration Permit to restore the elevation to existing grade following the demolition of a structure?

No, provided you have obtained a Demolition Permit.

Do I need a Site Alteration Permit if I already have a Building Permit for the building of a structure and a lot grading plan?

No.

PERMITS AND EXPIRY

Can an agent such as my contractor or a tenant apply for a Site Alteration Permit on my behalf?

Yes, as long as the owner completes the consent portion of the Site Alteration Permit application.

What information is required to be submitted as part of my Site Alteration Permit Application?

Please refer to the 'Site Alteration Permit Checklist' for details of what is required for submission.

How long will it take my Site Alteration Permit application to be reviewed?

The City aims to review and provide a response to all applications within 15 business days.

Once issued, how long is my Site Alteration Permit valid?

Work must start within six months of the Site Alteration Permit being issued or the Site Alteration Permit will expire. If work has commenced within six months, the Site Alteration Permit will expire one year from date of issue.

Can I renew my Site Alteration Permit before it expires?

Yes. It is subject to review and approval of a complete application and required fees.

Can I renew my Site Alteration Permit after it expires?

Yes, only if you renew it within three months following the date of expiry upon receipt of a complete application and required fees, subject to review and approval.

PLANNING AND DEVELOPMENT

Do I need a separate Site Alteration Permit if I have an approved and executed Site Plan Agreement, or a Plan of Subdivision/Condominium Agreement that has an approved Storm Water Management Plan, Lot Grading Plan/Siltation Control Plan as a condition to the approval?

No.

TREES AND VEGETATION

Does the Site Alteration Permit allow me to remove trees and vegetation from my property?

The Site Alteration Permit does not replace the requirements for permits to remove trees outlined in Chapter 370 of the City of Orillia Municipal Code – Tree Conservation. Currently, sites under half of a hectare are exempt from the requirements in Chapter 370.