

## **SITE ALTERATION PERMIT APPLICATION GUIDE**

A Site Alteration Permit is required prior to any site works in advance of a building permit. You will need a Site Alteration Permit if you have a bare lot and want to prepare the site in advance of construction of a home or other building.

A Site Alteration Permit will allow you to complete the following work:

- Exploratory site grubbing works: to clear the site within your building envelope to determine how you will build on the site.
- Construction of retaining walls: to build retaining walls to establish suitable site conditions for building. Note: a Retaining Wall Permit is required in addition to the site alteration permit.
- Establishment of a driveway: to create access to continue building on the site.

Please note that structural works are specifically not permitted under a Site Alteration Permit. Please contact our Building Department if you are uncertain if the site work you plan can be completed under a Site Alteration Permit.

A Site Alteration Permit is not intended to be a means to expedite the building process. As per Site Alteration Bylaw No. 822, 2017 (attached), before the permit is issued, the applicant shall first have obtained all necessary permits (i.e., Development Permit, Development Variance Permit, Temporary Uses Permit and any other required permit) and permissions for development of the site.

Application Steps:

1. Obtain all necessary permits and permissions prior to applying for the Site Alteration Permit. Please contact our Development Services Department for help with this process.
2. Complete the application form and gather the required documents. Development Services Department staff will be pleased to answer any questions you may have.
3. Contact the Village office to schedule an appointment to submit the application form and supporting documents and pay the fee and deposit. See Schedule "A" of Bylaw No. 822, 2017 for fees and deposits.
4. Wait for a letter of approval before beginning any site work.
5. Contact our Development Services Department when the work has been completed to request the return of your deposit. You may be asked to submit drawings or photos or schedule an inspection prior to return of the deposit.