

# Site Alteration Permit Process Guide for Subdivisions

Timing	Requirements
1. Prior to Submission	<ul style="list-style-type: none"> <li>Draft Plan Approval must be secured (with discretion of the Director of Transportation and Engineering)</li> <li>Request and obtain clearance of Draft Plan Conditions related to Site Alteration, if any</li> </ul>
2. Submission Procedures and Requirements	<ul style="list-style-type: none"> <li>Go to the <a href="#">Town's Online Services</a> page to create an account</li> <li>Go to the <a href="#">Construction and Renovation</a> page to submit a DEPA application online</li> <li>Submit online a copy of the Site Alteration Clearance email from Development Services</li> <li>Submit online a Mass Grading Plan showing Erosion and Sediment Control (ESC) measures, including, but not limited to, as applicable, perimeter silt fence, rock check dams / straw bales, diversion swales, temporary sediment ponds and appurtenances</li> <li>Submit a Construction Traffic Management Plan for site alteration earthworks (e.g., separate temp designs, potential parking impacts)</li> <li>Submit online a cost estimate of the ESC measures for security calculation               <ul style="list-style-type: none"> <li>Itemized breakdown, including quantities and unit prices, etc.</li> </ul> </li> <li>The DEPA Application will be pre-screened by Intake staff</li> <li>Submit online the fee calculation               <ul style="list-style-type: none"> <li>Refer to the current <a href="#">Rates &amp; Fees Bylaw</a> for the Application Fee amount                   <ul style="list-style-type: none"> <li>Site Alteration – DEVELOPMENT (Subdivision/Site Plan/Condo), i.e., 2022 Fee - \$2,132.00 + \$357/ha</li> </ul> </li> <li>DO NOT submit the application fee until notification is received that pre-screening is complete and the fee is confirmed</li> </ul> </li> <li>Submit Payment               <ul style="list-style-type: none"> <li>Drop off certified cheque to Town Centre at the Service Oakville counter                   <ul style="list-style-type: none"> <li>Place cheque in envelope, address to "Transportation and Engineering Department", label envelope with subdivision name and phase, address, and 24T- number or 20M number</li> </ul> </li> <li><u>OR</u> make payment via e-Transfer or Electronic Fund Transfer (EFT)                   <ul style="list-style-type: none"> <li>E-Transfer to <a href="mailto:devengrequests@Oakville.ca">devengrequests@Oakville.ca</a> (do not use security questions or passwords)</li> <li><u>OR</u> EFT to <a href="mailto:accountsreceivable@Oakville.ca">accountsreceivable@Oakville.ca</a></li> </ul> </li> </ul> </li> </ul>
3. Application Intake	<ul style="list-style-type: none"> <li>Applications are pre-screened by Intake staff for completeness and confirmation of Application Fee amount               <ul style="list-style-type: none"> <li>Applicant is notified if a submission is incomplete or if fee calculation adjustment is required</li> <li>When the submission is deemed complete, the applicant will be notified to submit the Application Fee</li> <li>Once the payment is processed, the application is circulated for review</li> </ul> </li> </ul>
4. Circulation and Review	<ul style="list-style-type: none"> <li>A Development Engineering Technologist (DET) reviewing the subdivision is assigned for the review</li> <li>The assigned DET circulates to the Town's internal departments as required on a site by site basis               <ul style="list-style-type: none"> <li>Circulation may include Forestry, Parks &amp; Open Space, Road Corridor for construction access on Town roads, etc.</li> <li>Circulation will include Transportation, Traffic, Parking for the Construction Traffic Management Plan</li> </ul> </li> <li>The Applicant is to make separate submissions to external agencies and obtain the required approvals prior to the approval of the Town's Site Alteration Permit. External agencies include, as applicable, Conservation Halton for regulated areas and Halton Region for construction access on Regional roads</li> <li>The DET will consolidate all Town comments and issue all comments to the applicant               <ul style="list-style-type: none"> <li>The DET is the point of contact, however, direct communication with other departments may be required to simplify the coordination</li> </ul> </li> </ul>
5. Security Calculation	<ul style="list-style-type: none"> <li>The cost estimate for ESC measures is reviewed by the DET</li> <li>Upon completion of cost estimate review, the DET will advise the applicant of the security amount</li> <li>Payment of the security in the form of a certified cheque must be submitted to the Town prior to issuance of the Site Alteration Permit (follow drop off procedures in Section 2 above)</li> </ul>
6. Pre-construction Meeting for Earthworks	<ul style="list-style-type: none"> <li>Prior to the Town scheduling a Pre-construction meeting for Earthworks:               <ul style="list-style-type: none"> <li>The Site Alteration Permit must be secured with the Town prior to installing perimeter ESC measures</li> <li>Perimeter ESC measures must be installed and inspected by a Town Inspector                   <ul style="list-style-type: none"> <li>Notify the Supervisor of Inspections minimum 5 days prior to the Pre-construction Meeting</li> </ul> </li> <li>Submit Pre-construction Meeting Agenda, inclusive of Town's standard and site specific agenda items, to the Supervisor of Inspections</li> </ul> </li> <li>Construction shall begin within 30 days after the Pre-construction Meeting, or a follow-up pre-construction meeting shall be scheduled</li> </ul>