# Quick Reference – Site Alteration Permit

This is a high-level guide on how to submit a Site Alteration Permit application using the ePLAN Portal.

## WHEN IS A SITE ALTERATION PERMIT APPLICATION REQUIRED?

As per the Site Alteration By-law 2011-232, a Site Alteration Permit (SALT) application is required to carry out Site Alteration activities. SALT applications are administered by the City's Engineering Department.

Site Alteration activities include:
- removal of topsoil from land;
- the placement or dumping of fill on land; and,
- the alteration of the grade of land through the movement, removal or placement of Topsoil or Fill.

**Note:** SALT is not required for a detached infill residential construction or residential additions. Residential infill and additions must go through the Residential Infill Grading and Servicing (RGS) application process.

## SUBMITTING AN APPLICATION

1. **APPLY FOR A NEW APPLICATION**
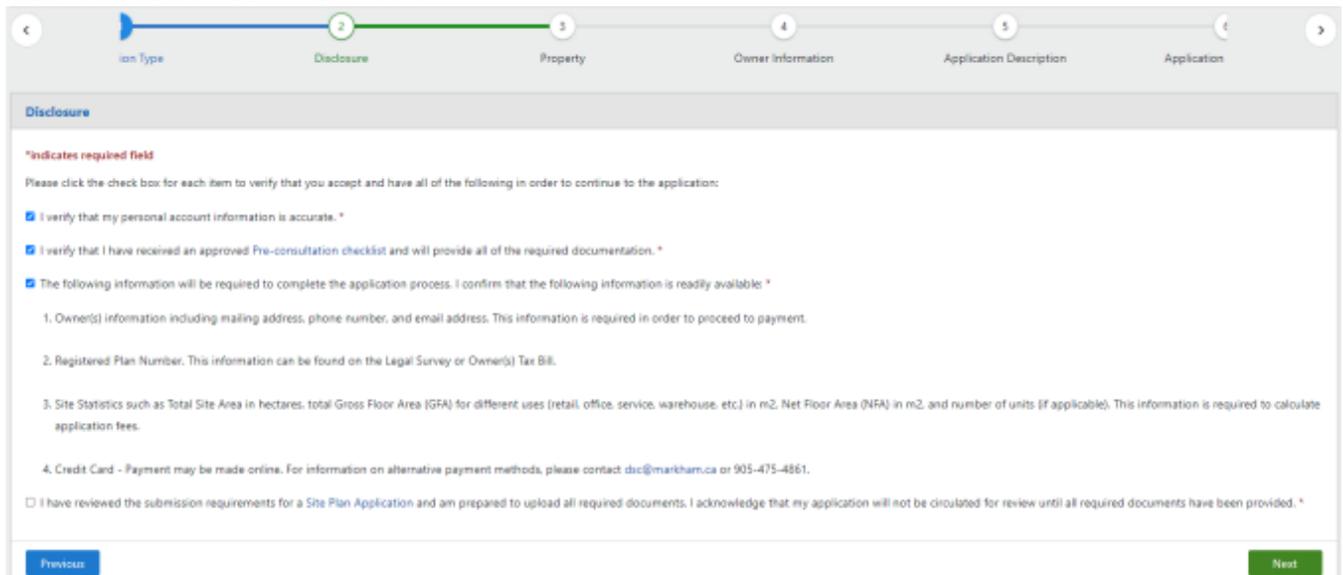   First, log into ePLAN and select the **Apply for a New Application** button.


Apply for Development Application

2. **DETAILED INFORMATION OF NEW APPLICATION**
   Choose the following settings when submitting your request for a SALT application:

   | | |
   |---|---|
   | Application Group: | *Planning* |
   | Application Type: | *Site Alteration Permit App* |
   | Sub Type: | *(Choose applicable Sub Type)\** |
   | Work Type: | *Not Applicable* |


Site Alteration (SALT)

3. **FILL ONLINE DISCLOSURE FORM**

City of Markham, Development Client Services, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3
Telephone: 905-475-4861 Email: DSC@markham.ca

4. **SEARCH LOCATION ADDRESS**

   Only the Address number and street name are required when searching for the subject property. Input the street number and select the street name from the drop down menu. You will notice that the Street type is added automatically. When complete click the **Search** button. *If you are unsure of the exact address for the site please use the map button (*  Map  *) to select the property from a map. For properties without a municipal address, you may leave the address number and street name blank, and search by using the 11-digit roll number (on the Tax Bill, this is the 11-digits that come after 36).*

   Select the desired property from the Address Search Result list.

   Confirm that the application type, sub type, work type and address information are correct then click **Next.** *If the proposal applies to multiple properties, click **Add Another Property** and repeat Step 3.*

5. **FOLDER DESCRIPTION**

   When entering the project description, describe the proposal and scope of work. Once complete, select **Next.**

6. **ADDITIONAL INFORMATION**

   You will be asked to answer / confirm the items below when entering the application.

   The following sections must be completed:

   1. Proof of Ownership
   2. Public Record Notice: Under the Planning Act, R.S.O.1990, c.P.13, s.1.0.1, all information and material that is required to be provided to the City of Markham respecting planning applications shall be made available to the public.
   3. As authorized by the Registered Owner(s) of the subject lands to represent the Owner for the submission of the Pre-Consultation Request in accordance to the Terms of Conditions of the City of Markham.
   4. The Registered Owner(s) have duly authorized the Applicant to represent the proposed development with the City of Markham.
   5. Owner Information
   6. Project/Marketing Name of Project
   7. Insurance Expiry Date
   8. Total Site Area (ha)
   9. Is this associated with a Plan of Subdivision or Site Plan Application?
   10. Applicant Type

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8. **EPLAN UPLOAD**
   Once you have completed the steps above, you MUST login again and **return to the Details page** of the application which allows for upload of drawings and supporting documents. Only the applicant has the ability to upload drawings and documents so co-ordination may be required with consultants.

   Click on **ePLAN Upload Attachments/Drawings/Etc** to begin uploading your submission drawings and documents. *Once all documents have been uploaded, please accept the Applicant Upload Task and acknowledge task completion.*



9. Once all documents have been uploaded, complete your task by clicking into the **Applicant Upload Task**, and acknowledging task completion.

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## SUBMISSION REQUIREMENTS

All submitted plans and documents **must** meet the ePLAN Submission Standards. Associated application fees will be determined upon initial submission of the application. The following items are the minimum requirements for a Site Alteration application:

### DRAWINGS

- Site Alteration Plan

  Note: Additional reports and plans may be requested upon further review.

### DOCUMENTS

- Application Form (Page 17)