



# 3.0

## Preliminary Site Alterations

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## 3.0 Preliminary Site Alterations

### 3.1 Preliminary Site Works

Applicable planning and engineering approvals must be in place prior to any development related site works. In certain unique cases, works including grading and vegetation removal may be completed prior to receipt of final City acceptance provided that written approval by City staff has occurred in advance to confirm that:

- All agency clearances (e.g. GRCA, Hydro One, Waterloo North Hydro,) have been obtained
- No other approvals are required from the Regional Municipality of Waterloo or Provincial Ministries
- Applicable financial securities have been posted with the City
- City permits have been obtained (e.g. Site Alteration, Highway Work, Demolition) under applicable by-laws

#### 3.1.1 Site Alteration

Subject to certain minor exemptions, a site alteration permit is required prior to placing or dumping of any fill, removal of topsoil, or alteration of grade including vegetation removal on a property. Persons and corporations that undertake such work without a site alteration permit risk fines and penalties imposed under the by-law. A permit application shall be submitted to Integrated Planning and Public Works in accordance with By-law 2010-066, the "Site Alteration By-law". The permit application form is included in Appendix D. A permit may be issued for the proposed work subject to the following criteria:

- A complete application has been submitted,
- The site is not within an Environmentally Sensitive Area,
- Work is performed in accordance with guidelines and proper engineering practice,
- The alteration will not result in negative effects to watercourses, trees, natural environment, adjacent properties, groundwater or public safety,
- The proposed use is in accordance with other applicable by-laws including Zoning and Fencing,
- The alteration is consistent with Site Plan or Plan of Subdivision approvals,
- The property will be restored to the same or better condition than existing,
- The work is not premature pending results of applicable area studies, and
- The alteration will not result in the spread of contaminated soil, water, or air

A site alteration permit for grading is not required if applicable Site Plan or Plan of Subdivision approvals have been granted. A site alteration permit may be required for demolition related activities on larger sites.

#### 3.1.2 Demolition

Prior to removal of any structure or portion of a structure on lands within Waterloo, a demolition permit issued by the building standards division is required. Affected underground services must be disconnected at the appropriate location by acceptable means, prior to demolition. Demolition often takes place in conjunction with proposed site plan or subdivision development; however, in some cases demolition permits may be issued prior to receipt of full development approvals.

All properties within the City of Waterloo are designated as a demolition control area as per By-law 2013-014, a copy of which is included in Appendix F. Demolition of residential structures within this area must be approved by the Chief Building Official prior to issuance of the permit in order to confirm that the proposed land use is consistent with zoning and other applicable by-laws and policies.

Permit requirements include a permit application, a completed Demolition Tracking Sheet, payment of associated fees, and if applicable, a Commitment to General Review Form signed by a Professional Engineer in accordance with the Ontario Building Code (OBC). Review by a Professional Engineer is required during demolition where:

- The building exceeds 3 storeys in height or 600 m<sup>2</sup> in area
- The structure includes tensioned members
- The demolition will extend below the footing level of adjacent buildings

- Demolition will utilize explosives or lasers

Application forms are included in Appendix D.

The demolition permit authorizes building demolition, debris removal, and leveling of the site. Additional preliminary site works will also require a site alteration permit, if final planning and engineering approvals for the development have not been granted.

### 3.1.3 Tree removal

Removal, pruning or alteration of any tree on public property, including shrubs, bushes and woody vegetation, requires a permit as issued under By-law 99-10 the “Street Tree By-law” and applicable amendments, a copy of which is included in Appendix F. Any work completed on City property must be completed in a manner such that all trees are protected in accordance with the Urban Forest Policy. Persons responsible for damage or destruction to City trees are subject to the fines and penalties under that by-law.

Tree removal on private lands is governed by the Region of Waterloo By-law 08-026 – “the Woodland Conservation By-law” – for areas greater than 1.0 hectare in size. A copy of the by-law is included in Appendix F for reference; however, specific questions should be directed to Region Staff. The City encourages developers to maintain existing on-site vegetation to the greatest extent possible.

## 3.2 Preliminary Engineering Studies

To confirm that a proposed development is acceptable from both Planning and Engineering perspectives, a significant amount of background information may be required. Possible studies and assessments that may be required to meet Provincial, Regional and Municipal development criteria include, but are not limited to:

- Archaeological assessments
- Environmental monitoring
- Functional engineering design
- Geotechnical assessments
- Hydrogeological studies
- Identification of potential constraints
- Noise and vibration studies
- Odour Impact Assessment
- Stormwater management
- Traffic impact studies
- Tree saving and tree protection
- Water well interference studies

The relevant studies related to a particular development will be outlined in consultation with City staff, and will be required as conditions of planning or engineering approval.