

King Township Web Portal

Hard Landscaping Exemption Permits – Step by Step Guide

Prior to applying for a Site Alteration Permit, you will need to obtain a Zoning Certificate first. You can apply in the Portal under, **Planning and Zoning Services, Apply for a Planning Application or Zoning Certificate.**

1. Under **Development Engineering**, select **Apply for a Development Engineering Permit.**
2. Choose the Application Type – **Hard Landscaping Exemption Permit**
3. Enter a general **Description of the Work Being Done.** If you are the Property Owner, include Company Information who will be doing the works and Contract Person.
4. Under **Permit Types** – make sure “**Hard Landscaping Exemption Permit**” is selected. *Next Step.*
5. Input the amount of Hardscaping in **cubic meters.** *Next Step.*
6. **Under Location Type(s)** Select **Address.** *Next Step.*
7. Insert address in **Search for Location.** Address should automatically populate. *Next Step.*
8. **Add Business from Address Book** – Skip this Step if the business does not come up. (Not all businesses have been entered at this time). *Next Step.*
9. Upload the following **required** documents:
 - Stormwater Brief prepared by a Qualified Professional
 - Hardscaping Breakdown
 - Pre-construction Photographs/ Post-construction Photos
 - Site Plan/Survey with grading and drainage
 - Certificate of Insurance (COI)

Upload the following documents (if applicable):

- Oak Ridges Moraine Clearance
- Committee of Adjustment approval
- Site Plan Development approval
- Zoning Certificate
- Conservation Authority Clearance (Please confirm with TRCA or LSRCA if your property is in a Regulated Area and require a permit from them also)

Next Step.

10. Select Do you Agree – **Yes.** *Next Step.*
11. Type Characters.
12. *Submit.*

If you have any questions, please contact us at sitealteration@king.ca.

Development Engineering, Growth Management Services