



Visit our website for more information!



**Township of The Archipelago**

9 James Street,  
Parry Sound, ON P2A 1T4

Phone: 705-746-4243 ext. 304  
planning@thearchipelago.ca

## APPLICATION PROCESS FOR SITE-SPECIFIC EXEMPTIONS

If you're planning to make significant changes to the natural landscape – whether blasting rock, removing native shoreline vegetation, or clearcutting trees on your property – it is your responsibility to submit an application to the Township requesting a “site-specific” exemption to the by-laws.

- 1** Check the zoning on your property to see if the by-laws apply.
- 2** Review the “standard” exemptions of the by-laws to see if what you are proposing is already permitted.
- 3** Complete an application form and prepare a sketch of your plans.
- 4** Submit the completed application form to the Township by email or by dropping it off at the Township's office.
- 5** Township staff will review your application and may request additional information.
- 6** If your plans meet the criteria outlined in the by-laws for a “site-specific” exemption, the Township will issue an approval.
- 7** You're good to go! Once approved, it is your responsibility to carry out your plans in line with the approval.



TOWNSHIP OF THE ARCHIPELAGO

## Site Alteration & Tree Preservation By-Laws



**J.L.Richards**

ENGINEERS · ARCHITECTS · PLANNERS

## WHAT IS SITE ALTERATION?

**Site alteration** refers to activities which change the grade, elevation, or natural drainage courses of a property through:



Dumping fill.



Removing topsoil.



Blasting/removing rock.

## DO THE BYLAWS AFFECT MY PROPERTY?

The Site Alteration By-law and Tree Preservation By-law apply **only** to properties within residential zones and properties zoned environmentally sensitive, natural state, and natural state conservation.

To check the zoning on your property, search your address on the West Parry Sound Geography Network (an online interactive GIS tool) visit <https://www.wpsgn.ca/>

The Site Alteration By-law and Tree Preservation By-law recognize the rights of property owners to use and enjoy their property by permitting minor and routine activities through “standard” exemptions. These activities are less likely to have a significant or negative impact on the natural environment. Both by-laws outline specific activities of everyday property maintenance, including changes to the grade of your property, native shoreline vegetation, and trees on your property, which are permitted without requesting a “site-specific” exemption from the Township.



The by-laws prohibit clearcutting of trees, significant removal of native vegetation within 7.5m (25ft.) of the shoreline, or significant changes to the topography of the landscape, where these activities would irreparably harm sensitive environmental features on your property, your neighbour’s property, or lakes, rivers, or streams near your property.

These unique natural features support a variety of aquatic and land-based species, flora, and fauna, support a vibrant tourism economy, and provide countless opportunities for residents and visitors to enjoy high quality recreational activities. By working together as good stewards of the environment, we can preserve the Township’s natural charm and recreational character and protect the natural environment for future generations to enjoy.

## EXAMPLES OF PERMITTED ACTIVITIES



- Constructing a building or septic system with an approved Building Permit.



- Installing a driveway to a building with an approved Building Permit.



- Minor landscaping (e.g., yard maintenance, installing flower beds, food gardens, or other landscaping features) up to a 0.3m (1ft.) change in grade.



- Removing trees severely damaged by flooding, fires, snowfall, storms.



- Installing a temporary access road (with appropriate remediation after access is no longer needed) or a pathway up to 2m wide.



- Maintaining or replacing existing features (e.g., landscaping, driveways, parking areas, patios, stairways, walkways, retaining walls, firepits, and picnic table platforms).



- Removing native shoreline vegetation, up to the lesser of 25% or 25m (82ft) of shoreline frontage.