**Self-Filing of Site Plan Amendments**

Any changes to an approved site plan currently requires ministry approval, regardless of whether the change is significant or routine. The ministry processes hundreds of site plan amendments each year. Approvals can take months to process, depending on the complexity of the change.

**Proposed Approach**:

The ministry is proposing to allow existing operators to make changes to site plans for certain small and routine amendments without the need for ministry review and approval (e.g. self-filing). In order to be eligible for selffiling, the operator will need to comply with all requirements set out in regulation.

Eligibility

In general, site plan amendments proposed for self-filing have been selected because they are

typically routine changes that reflect normal operation of pits and quarries. The proposed list of

amendments are either small and routine or are subject to an approval by another agency.

To ensure that self-filing will only occur for routine site plan amendments, the holder of a licence

or aggregate permit will need to confirm (e.g., self-attest) that the amendment will not:

• change an existing condition that explicitly prohibits the activity (e.g., cannot self-file to add a scrap storage area to the site if the existing site plan already specifies that no scrap will be stored on site);

• alter the approved rehabilitation plan for the site (e.g., phasing, methods, slopes, vegetation, elevation, drainage, etc.);

• change or impact a condition put in place to resolve objections or concerns at the time of application (e.g., conditions put in place to address public or agency concerns);

• be used to correct a non-compliance action or activity; or

• alter a change to the site plan that was required by the Ministry (e.g., a ‘forced amendment’).

In addition, holders of a licence or aggregate permit will only be eligible for self-filing a site plan

amendment if they are up to date on payments of annual fees and royalties and have filed all required annual compliance and production reports.

Holders of a licence or aggregate permit who cannot confirm or are uncertain about the above

would need to apply for a site plan amendment through the regular application process.

Proposed site plan amendments that would be eligible for self-filing are described in Table 2

below

**Process for Self-filing a site plan amendment**

The holder of a licence or aggregate permit must submit a form that includes the following

information:

* the licence or permit number,
* a description of the change to the site plan, including reasons for the change, and
* confirmation that the amendment meets all eligibility criteria.

At the time of submitting the form, the revised site plan must also be submitted. This may include a submission of the entire site plan with replacement pages reflecting the self-filed amendment or a high-resolution scan of the site plan clearly showing the amendment. The revised site plan must include a record of the date of the self-filing with a description of the amendments made to the site plan at that time.

In addition to submitting the revised site plan to the ministry, the licence or permit holder must also provide a copy to the local municipality and the county/region in which the site is located.

Ministry staff may audit the self-filled amendment to ensure compliance with the regulation. A copy of the MNRF confirmation of receipt of the self-filed amendment and any information documenting any required external approvals that may be necessary in order to be eligible for self-filing must be kept and provided to the ministry for inspection upon request. Any operator who provides incomplete, false or misleading information on a form or self-filed site plan or, who does not meet the eligibility requirements set in regulation, will be considered to be out of compliance and may be subject to enforcement actions.

It will be the operator’s responsibility to ensure that they have obtained and are in compliance with any other approvals or policies that may be applicable.

TABLE 1: Proposed Site Plan Amendment Eligible for Self-filing















